



Terms of Admittance to the University of East London 2016/7

The Terms of Admittance govern your contractual relationship with University of East London (“UEL”). A contract between you, the Student, and us, UEL, is entered into once you accept an offer of a place on a programme at UEL and this contract is subject to consumer protection legislation. You are entitled to cancel this contract within 14 days of enrolment onto your programme.

1) Student enrolment

Enrolment at UEL is the process whereby you officially become a UEL student. The enrolment process requires you to:

- Ensure that we are holding correct personal details for you
- Agree to abide by our regulations and policies
- Pay your tuition fees/confirm who is paying your tuition fees

Students are expected to enrol by the [first day of their academic year](#) (click on “Discover”) which will be notified to you in your enrolment instructions. Failure to enrol by the deadline below (for most students by the end of the second week of teaching) may lead to the cancellation of student status and all rights attached to that status, including attendance and use of university facilities.

Intake	Enrolment deadline
PGCE - Primary	16 September 2016
PGCE - Secondary	23 September 2016
Term 1 - International	7 October 2016
Term 1 – UK/EU	14 October 2016
Term 2 – International (PG only)	10 February 2017
Term 2 – UK/EU (PG only)	17 February 2017
Term 3	16 June 2017

2) Tuition fees

Your tuition fee is determined by:

- The programme you are studying
- If you are studying full or part-time
- Whether you are a UK/EU or International Student
- Whether you pay promptly and in full
- Whether you are a New or Continuing student

We will tell you the tuition fee that you are due to pay when we send you an offer as well confirming any additional costs that will be incurred, such as bench fees or exceptional overseas study trips.

Unregulated tuition fees (where the UK government has not set a maximum fee to be charged) are generally charged annually and may increase each year you are on the programme. Any annual increase will be limited to a maximum of 5% of the previous year’s fee.

Regulated tuition fees (where the UK government has set a maximum fee to be charged) may also be subject to an annual increase. Any annual increase will be in line with the increase determined by the UK government.

Students will be notified of any increases in tuition fees at re-enrolment onto the programme.

Further information on tuition fees and payment options are contained in our [Fees Policy](#).

3) Student ID Cards

To produce an ID card, we need a recent photograph of you that is not obscured and is a true likeness. We will either ask you to send us/upload a photograph in advance of enrolment or take one of you at the point of enrolment. The photograph will be held on our student records system for identification purposes by administrative, academic and security/reception staff. By accepting these Terms of Admittance you are confirming that you agree to your photograph being used in this way. If you object to your photograph being used in this way please contact the Academic Registrar via email at ara@uel.ac.uk

Students are required to provide proof of identity at initial enrolment and prior to the issue of their UEL student ID card. This is usually a full and valid passport but instead may be two of the following:

- A (full or provisional) driving license showing current address
- An international driving license
- An original birth certificate (in English)
- A debit or credit card (one only)
- A benefit book or benefit award letter (dated within last 3 months)
- An Armed Forces Identity card
- A police warrant card

Students are required to carry and display their student ID card whilst at university and must keep it safe so that it is not misused by others.

4) Proof of qualifications

All students are required to produce evidence of having satisfied the entry requirements for their programme. Such evidence must be in the form of the original certificates or certified notifications of results from the examining body. All qualifications must be in English or supported by an official certified translation.

Students who fail to provide evidence of having satisfied the requirements for the programme are liable to be withdrawn from the programme.

5) Non-academic entry requirements

Some students will need to demonstrate that they have met non-academic entry requirements prior to enrolment by providing additional information to the University. This includes those:

- [under 18 years](#) of age at the time of initial enrolment,
- applying to a programme that requires health clearance for study as stated in the programme specification.
- who have declared a relevant criminal conviction
- who will be studying a programme that involves contact with children and/or vulnerable adults or leads to membership of a professional body that deals with children and/or vulnerable adults.

Students will not be permitted to enrol and any offer will be withdrawn if the University deems that they are unsuitable for study following assessment of this additional information in line with published policies. These policies will be provided to you when the additional information is requested.

6) Criminal convictions

We have a responsibility to safeguard our students and wider community. Students are required to inform the University of any relevant criminal conviction they have and provide further information relating to these as

requested. This includes any relevant criminal convictions received whilst studying at the University. The University will assess all information received in line with published policy and may remove a student from a programme if the conviction makes them unsuitable for study.

Failure to declare a relevant criminal conviction or provide further information about them may result in expulsion from the University.

7) Providing false information to the University

Anyone discovered to have falsified or misrepresented information presented to the University at application, enrolment or during their studies is liable to expulsion from the University.

8) Continued enrolment and student status

Students are expected to abide by all university regulations, both those in force at the time of first and subsequent enrolment and as later revised and published. UEL reserves the right to make reasonable changes and any substantial amendments will be brought to your attention. Students are also required to take personal responsibility for their studies; this includes undertaking all study in support of their programme as prescribed by the university.

Key policies include:

[Manual of General Regulations](#)

This describes the general regulatory framework of the University and gives information about how the University confers its degrees, diplomas and certificates. It includes important information about academic performance requirements for continued study

Engagement Policy

This outlines the University's expectations of students in relation to attendance on and engagement with taught programmes. These students are expected to attend all scheduled classes and engage fully with learning materials and resources provided to them - failure to do so may result in withdrawal from module(s) and/or the programme. For further information about these expectations, please visit <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies>

[Code of Practice for Postgraduate Research Degrees](#)

The purpose of this code is to provide a framework for the successful organisation and implementation of good practice in all matters relating to postgraduate research degrees at the University. It aims to ensure that all students are effectively supported and supervised so that the full scope and potential of their research is realised; that their thesis is submitted within regulatory periods and that they complete their programme with a suitable and sufficient portfolio of research and employment-related skills and competencies.

[Health and Safety Policy](#)

This describes the structures and processes by which the University protects the health and safety of its staff, students and visitors. It confirms that students will receive sufficient information, instruction and induction in relation to health and safety. All students should take reasonable care for their health and safety. They must abide by our university's rules and regulations and co-operate with supervisors to enable them to fulfil their obligations. Students must not interfere intentionally, or recklessly misuse, anything provided for health and safety.

The University has consulted with its students and staff and adopted a policy relating to smoking to safeguard the health and well-being of its community. Students are required to comply with this policy which restricts smoking to designated shelters and prohibits the use of electronic cigarettes within any UEL building or near building entrances. For further information on our Healthy Campus initiatives and support please visit <https://www.uel.ac.uk/Discover/Professional-Services/HR>

[Code of Conduct](#)

This code is more than a list of things that we should and should not do: it reminds us that we should *always* consider how our behaviour affects others. The code applies:

- to all students;
- at all sites throughout our estate, and;
- when we represent our University on business beyond our campus, both in real (face-to-face) and virtual environments.

And outlines expectations of students:

- verbal and physical behaviour should always be polite and respectful
- behaviour should not impair the engagement, learning or participation of others
- anti-social behaviour by individuals and groups will not be tolerated.

9) Changes to scheduled programmes

The University will take all reasonable steps to ensure that the programme of study that you have accepted will conform to the programme specification published on our web site and that the necessary resources required to enable you to meet the required learning outcomes and pass the relevant assessments are available.

In order to ensure that our programmes are current and relevant, they are subject to regular review. From time-to-time, to ensure the maintenance of academic standards and/or compliance with professional body requirements, it may be necessary to amend a module or make adjustments to programme content.

Major changes to programmes that will have a significant impact on students will involve consultation with students already enrolled on the programme when the changes are proposed; once any changes are confirmed, we will notify all students and applicants of the changes.

In the event that we discontinue a programme, we will normally permit existing students to complete the programme within the typical duration of study. If this is not possible, we will support students in changing to another UEL programme on which a place is available, and for which the student is suitably qualified, or assist with transfer to another HEI to complete the programme elsewhere.

10) Collection of data

UEL needs to collect and store a vast amount of personal data of its students to maintain its core operations. Personal data will include student records, applicant data, examination marks, research data, residence and catering information, attendance data, access of learning materials and systems and details of financial transactions.

The University is committed to ensuring that the personal data it collects will:

- Be obtained and processed fairly and lawfully and not be processed unless certain conditions have been met.
- Be obtained for a specified and lawful purpose and not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the student's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to another country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

Students must ensure that:

- All personal data held by the University, including contact details, is kept up to date.
- They abide by the above principles when gathering and processing data for the purposes of their research/studies.

11) Consent for use of data

Terms of Admittance to the University of East London 2016/7

By agreeing to these Terms of Admittance and enrolling at the University you are giving your consent for personal data relating to your enrolment, and if appropriate, registration and ongoing participation on a programme of study, to be collected, processed, published and used by UEL, online learning and teaching services and/or its partners and agents in ways which support the effective management of the University and your programme of study, to allow for the delivery of bursary schemes and to support improvements to student experience and progression, and are consistent with:

- The terms of the Data Protection Act (1998) and
- Any notification submitted to the Information Commissioner in accordance with this legislation
- The provision of any other relevant legislation

Further information on data protection and use can be found in our [Data Protection Policy](#)

Academic research is an important component of our Universities activities. From time to time students may be invited to participate in research projects, the conduct of which come under the aegis of the University Research Ethics Committee (UREC). Participation in such projects is entirely voluntary and explicit consent to participation will be requested.

12) Intellectual property

Students are entitled to the intellectual property rights created during their time studying with us that would belong to them under the general law. There are some programmes where the assignment of certain types of intellectual property to the University is appropriate. The University will require the assignment to it of intellectual property rights relating to postgraduate research that is part of an ongoing research programme.

Where the nature of the research programme means that some assignment of intellectual property rights to the University is appropriate, we will take what steps that we can to ensure that the student's interests are protected. The kind of safeguards that are relevant to an assessment of fairness will be:

- the scope of the term is narrow, and is restricted to what is necessary, for example to protect the University's legitimate interests in the intellectual property created as party to a research programme;
- the application of the assignment is clearly defined, so that it is clear to the student and in what circumstances the term will apply;
- where the assignment of the intellectual property is appropriate in the circumstances, we will take all reasonable steps to ensure that the rights of the parties are evenly balanced (for example, the student's work being acknowledged in publication and, where appropriate, subject to an appropriate revenue sharing scheme);
- where the University does claim ownership of intellectual property rights in relation to a taught programme of study, such treatment of those rights will be made clear in the published information relating to that programme.

13) How we communicate with you

The University will communicate with you via a variety of channels including letter, email and online notices.

It is important that you keep your postal and email address and other contact details such as telephone number up-to-date; these can be updated at any time using our student portal, UEL Direct at www.uel.ac.uk/ueldirect

When you are enrolled we will create a UEL email account for you. This is your student number, prefixed with a u – e.g.: u1599999@uel.ac.uk The University will use this email to communicate with you and it is important that you check this mailbox frequently (via UEL Direct) for important updates and information.

We will also send you messages via UEL Direct so it is important that you log-in frequently to ensure that you are up-to-date with University activities and information.

14) University of East London Students' Union

The University of East London Students' Union (UELSU) represents students at the University. By enrolling at the University you are automatically granted membership of both UELSU and the National Union of Students (NUS). If you wish to opt out from this membership, please inform UELSU in writing at either uelsu@uel.ac.uk or by

writing to: Chief Executive, UELSU, University of East London, Docklands Campus, 4-6 University Way, London E16 2RD.

UELSU provides a range of services and support to students and can provide advice and representation on any matter affecting the contract between you and the University. For further information on this support, please visit www.uelunion.org

15) Students studying at partner institutions

If you are undertaking a programme of study at a partner institution you will need to generally abide by the above terms and also those of the partner institution. Further information and support in understanding these terms is available from the Academic Partnership Office – apo@uel.ac.uk

16) International students – additional responsibilities

All international students must also comply with UK Visa and Immigration requirements. Such students are required to hold a valid visa which permits study in the UK or hold a Tier 4 visa/have applied for a Tier 4 visa with a Confirmation of Acceptance for Studies issued by UEL. Students who are being sponsored under a Tier 4 student visa must also understand and comply with the [responsibilities of their student visa](#) and cooperate with UEL in fulfilling our [Tier 4 duties](#).

17) Equality, Diversity and Inclusion

UEL is committed to working together to build a learning community founded on equality of opportunity - a learning community which celebrates the rich diversity of our student and staff populations and one in which discriminatory behaviour is challenged and not tolerated within our community.

Within the spirit of respecting difference, our equality and diversity policies promise fair treatment and equality of opportunity for all regardless of gender, ethnicity, sexual orientation, age, disability or religion/belief (or lack of). In pursuing this aim, we want our community to value and to be at ease with its own diversity and to reflect the needs of the wider community within which we operate.

For further information on this inclusive approach to education please visit <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies>

18) Complaints

We welcome feedback on our programmes and services and facilitate this in a variety of ways, including programme committees, module evaluation forms and surveys.

However, if you are dissatisfied with a particular service or programme or the manner in which it has been delivered, you must let the person responsible for that service know as we will always try to resolve matters at the earliest opportunity via informal conciliation. If you are unsure who to approach, please contact [The Hub](#) who will be able to direct your concerns appropriately.

If you remain dissatisfied with a service or programme, or the manner in which it is delivered, you should refer to our [formal complaints procedure](#) to have the matter formally addressed.

In addition, once you have enrolled onto your programme, you will also have access to the Advice and Information Service offered by UELSU. This access is not available to students studying at partner institutions.

19) Cancellation

If you wish to cancel this contract within 14 days of enrolment onto your programme, you must do so in writing by sending your request to study@uel.ac.uk. Any fees that you have paid will be refunded upon request – please see [Fees Policy](#) for further information on obtaining a refund.

20) Further guidance

If any of the information in these Terms of Admittance or related policies are unclear or if you have any questions, please contact [The Hub](#) for guidance on +44 (0) 208 223 4444.

21) Right to advice

This is a consumer contract and you are able to obtain independent advice in relation to its terms and conditions from UELSU as well as your local Citizens Advice Bureau.

22) General

Neither you nor UEL will be liable for failure to perform their obligations under this Contract if such failure arises from unforeseeable events, circumstances or causes outside of that party's reasonable control. Examples of such events include, but are not limited to, war, terrorism, industrial disputes, natural disaster, fire and national emergencies.

Only you and UEL are parties to this Contract. No other person shall have rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

Failure or delay by you or UEL to exercise any right or remedy provided under this contract shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

This contract is governed by the law of England and Wales and you and UEL agree to submit to the jurisdiction of the Courts of England and Wales.