

## ADDITIONAL STUDENT TERMS AND CONDITIONS - IMESS

### 1. INTRODUCTION

- 1.1 University College London (**UCL**) has signed an agreement (the **Agreement**) with The University of Belgrade, Charles University in Prague, Corvinus University of Budapest, The University of Helsinki, The National Research University Higher School of Economics, The Jagiellonian University, Krakow and The University of Tartu (the **Partner Institutions**) to provide a programme for appropriate students to work towards a Master's degree awarded jointly by UCL and one of the Partner Institutions (the **Programme**).
- 1.2 The student (the **Student**) has applied to study on the Programme with UCL and one of the Partner Institutions.
- 1.3 UCL will allocate to the Student a place at a Partner Institution for the second year of the Programme on the basis of student preference, but subject to the availability of places at the Partner Institutions. While UCL will endeavour to account for student preferences as far as possible, the Student acknowledges that a place at a specific Partner Institution cannot be guaranteed. The Student will be informed in the first week of Term 1 in the first year of the Programme, of the Partner Institution that they are allocated to for the second year of the Programme.
- 1.4 The Partner Institution where the Student will attend year two of the Programme is hereinafter referred to as the **Programme Partner**. UCL and the Programme Partner are together hereinafter referred to as the **Academic Parties**. The Student and UCL are hereinafter referred to as the **Parties**.
- 1.5 UCL has accepted the Student onto the Programme, and the Student will be subject to UCL's and (on registering as a student with the Programme Partner) the Programme Partner's applicable student terms and conditions, and the additional terms and conditions set out herein.

### 2. PROGRAMME DELIVERY

- 2.1 The Student shall attend the premises of each of the Academic Parties according to the following timetable (as may be amended by agreement between the Academic Parties from time to time):

First year of the Programme at UCL in London, United Kingdom, in accordance with the standard UCL academic calendar

Second year of the Programme at the Programme Partner in the location of that Programme Partner, in accordance with the standard academic calendar of that Programme Partner.

- 2.2 In the event that the Student fails to obtain an appropriate visa to study in the country of the Programme Partner for year two of the Programme and is therefore not able to complete the Programme, they can be considered for an interim qualification from UCL in line with UCL's academic regulations.
- 2.3 The Student will be required to enrol with UCL at the beginning of the Programme and remain enrolled with UCL until their successful completion of the Programme. The Student will enrol with the Programme Partner that they have been accepted to during the second year of the Programme in accordance with the standard enrolment procedures of that Programme Partner.
- 2.4 The regulatory framework of each Academic Party relating to the assessment and examination of students on each Academic Party's programmes of study, including provisions for academic appeals, academic misconduct and extenuating circumstances (**Assessment Regulations**), shall apply to the Programme as follows:
- 2.4.1 The Assessment Regulations of UCL shall apply to all modules delivered by UCL, and the Assessment Regulations of the Programme Partner shall apply to all modules delivered by the Programme Partner as well as the dissertation module (which, however, is subject to UCL's external examining practices).
- 2.4.2 The Assessment Regulations of UCL shall apply to the Programme as a whole (including progression from year one to year two, the degree classification and whether or not the Student meets the requirements of the qualification in line with UCL's academic regulations subject to paragraph 2.4.3 below). UCL may, in accordance with its Assessment Regulations, offer the Student the opportunity to resit failed exams or resubmit failed coursework before they are allowed to progress to their second Programme year at the relevant Programme Partner. UCL will endeavour to schedule and mark the resit exams and/or resubmission coursework before the Student is expected to travel to the Programme Partner to attend year two of the Programme, but the Student acknowledges that this may not always be possible and alternative methods or timings of reassessment may need to be arranged by UCL.
- 2.4.3 The Assessment Regulations of the Programme Partner shall apply to determine whether or not the Student has passed year two of the Programme at the Programme Partner (or whether they need to retake the year or be otherwise reassessed as defined in the Programme Partner's Assessment Regulations).

- 2.5 The grade conversion table used by the Academic Parties to calculate the degree classification shall be as follows:

*See Annex 1 for grade conversion tables per institution.*

- 2.5 Each Academic Party shall issue their own degree certificate to each successful Student. The UCL degree certificate will include a statement clarifying that the degree is awarded for a joint programme with the Programme Partner.
- 2.6 Each Academic Party shall issue their own degree transcript to each successful Student. The UCL degree transcript will include marks obtained for Modules taught at UCL and the number of credits obtained at the Programme Partner. The Programme Partner's degree transcript will detail marks obtained for Modules taught at the Programme Partner.
- 2.7 The Student must pass both years of the Programme to be awarded the Masters degree.

### 3. **FEES**

- 3.1 The Student shall pay the tuition fees to UCL in line with the standard UCL policies and processes.
- 3.2 The Student shall be responsible for covering the costs outside of the tuition fees in relation studying at the Programme Partner for the second year, including, but not limited to, travel, accommodation and visa-related costs.

### 4. **ACADEMIC APPEALS, ACADEMIC MISCONDUCT AND STUDENT COMPLAINTS**

- 4.1 The procedures for academic appeals and academic misconduct in the Assessment Regulations of each Academic Party apply to the Programme in accordance with the provisions set out in paragraph 2.4 of these terms and conditions.
- 4.2 Where the Student wishes to complain about any general aspect of the Programme (i.e. an aspect of the Programme not specific to any Academic Party), (s)he will be directed to invoke the complaints procedure of UCL. Where the Student wishes to complain about any specific service or facility provided by, or a student or member of staff from, one of the Academic Parties, the complaints procedure of the relevant Academic Party will apply.
- 4.3 When Students are based at one of the Academic Parties (in person or virtually) , those Students will be subject to the policies and procedures relating to students' attendance and conduct at that Academic Party, including, for example, health and safety, and substance misuse and any other policies relating to safety, security, attendance and

appropriate conduct at that Academic Party's premises, and the use of that Academic Party's facilities and/or resources (including IT facilities) when using such facilities and/or resources. Students shall in any event also continue to be subject to the non-academic student conduct policies and procedures of UCL throughout the duration of the Programme, including when the Students are based at a Programme Partner.

4.4 Any alleged breach of a Programme Partner's applicable policies and procedures will be dealt with by that Programme Partner in accordance with their respective policies, regulations and procedures, as amended from time to time. Subject to the applicable data protection laws, the Programme Partner will notify UCL of any such cases, and the outcomes of any such investigations, as soon as reasonably possible. UCL may at its sole discretion then determine whether the alleged breach constitutes a breach under UCL's relevant policies, regulations and procedures and may investigate the alleged breach in accordance with its policies, regulations and procedures.

4.5 If UCL or the Programme Partner determines, pursuant to an outcome of any investigation undertaken by UCL or the Programme Partner pursuant to its applicable policies, regulations and procedures, that a Student should be withdrawn from the Programme, the Student will be withdrawn from the Programme at both UCL and the Programme Partner.

## 5. **USE OF PERSONAL DATA**

5.1 The Student acknowledges that:

5.1.1 each of UCL and the Programme Partner holds, collects and uses information about its students (including prospective, current and former students) for academic, administrative, verification, management, pastoral and health and safety purposes; and

5.1.2 when a student leaves UCL and the Programme Partner, appropriate data is kept as a permanent record to enable UCL and the Programme Partner, if necessary, to provide references on a student's behalf, or to maintain a record of a student's achievements.

5.2 The Student hereby acknowledges that each of UCL and the Programme Partner may pass and share the Student's information with the other institution and to other third parties (including any appointed agents or sub-contractors of UCL or the Programme Partner) for the purposes of providing the Programme. Further examples of UCL's data sharing and processing are available UCL General Student Privacy Notice. UCL shall provide an up-to-date URL to enable access to its privacy notice on request.

5.3 The Student acknowledges that the Programme Partner is located outside of the United Kingdom (UK) and that the Student's personal data may be transferred to the Programme Partner and processed outside the UK as may be required in connection with the Student's participation in the Programme.

## 6. **INTELLECTUAL PROPERTY RIGHTS**

6.1 For the purposes of this Clause, **IPRs** means all and any copyright works, patents, discoveries, improvements, inventions, trade marks, designs, information, data, formulae, specifications, results of tests and field trials, diagrams, expertise, techniques, technology, know-how, and other intellectual property of any nature whatsoever, including applications and the right to apply for registration of any of the foregoing rights.

6.2 Ownership of any IPRs modified, conceived, created or developed by the Student in the course of studying on a module delivered by UCL as part of the Programme will be determined in accordance with the terms of the applicable student intellectual property policy in place at UCL and ownership of any IPRs modified, conceived, created or developed by the Student in the course of studying on a module delivered by the Programme Partner as part of the Programme as well as the dissertation module will be determined in accordance with the terms of the applicable student intellectual property policy in place at the Programme Partner.

## 7. **CONFLICT**

7.1 The Parties acknowledge that upon acceptance of an offer of a place on the Programme by a Student, a contract is formed between UCL and the Student the terms of which comprise:

(1) the UCL Standard Student Contract;

(2) these additional terms and conditions; and

the Parties agree that in the event of conflict arising between (1) and (2), the terms of (2) shall prevail. On registering as a student with the Programme Partner, the Student will also be subject to the Programme Partner's student terms and conditions. If there is any conflict between these additional terms and conditions and the Programme Partner's terms and conditions, then these additional terms and conditions shall prevail.

## 8. **GOVERNING LAW**

8.1 These terms and conditions, and any dispute or claim arising out of or in connection with their subject matter or formation (including non-contractual disputes or claims),

shall be governed by, and construed in accordance with English law, and the Parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

## ANNEX 1

### IMESS – Grade Conversion Tables

#### University of Belgrade

Belgrade to UCL:

<b>Belgrade grade:</b>	<b>Converts to UCL mark:</b>
10	70
9	65
8	60
7	55
6	50
5	0

UCL to Belgrade:

<b>UCL mark range:</b>	<b>Converts to Belgrade grade:</b>
70.00-100.00	10
65.00-69.99	9
60.00-64.99	8
55.00-59.99	7
50.00-54.99	6
0.00-49.99	5

#### Charles University in Prague

Charles to UCL:

<b>Charles grade:</b>	<b>Converts to UCL mark:</b>
A (91-100)	70
B (81-90)	65
C (71-80)	60
D (61-70)	55
E (51-61)*	50
F (0-50)	0

UCL to Charles:

<b>UCL mark range:</b>	<b>Converts to Charles grade:</b>
70.00-100.00	A
65.00-69	B
60.00-64	C
55.00-59	D
50.00-54	E
0.00-49	F

Corvinus University of Budapest

Corvinus to UCL:

<b>Corvinus percentage range:</b>	<b>Converts to UCL mark:</b>
94.0-100.0	70
88.0-93.9	65
75.0-87.9	60
63.0-74.9	55
50.0-62.9	50
0.0-49.9	0

UCL to Corvinus:

<b>UCL mark range:</b>	<b>Converts to Corvinus percentage:</b>
70.00-100.00	94.0
65.00-69.99	88.0
60.00-64.99	75.0
55.00-59.99	63.0
50.00-54.99	50.0
0.00-49.99	0.0

University of Helsinki

Helsinki to UCL:

<b>Helsinki grade:</b>	<b>Converts to UCL mark:</b>
5	70
4	65
3	60
2	55
1	50
0	0

UCL to Helsinki:

<b>UCL mark range:</b>	<b>Converts to Helsinki grade:</b>
70.00-100.00	5
65.00-69.99	4
60.00-64.99	3
55.00-59.99	2
50.00-54.99	1
0.00-49.99	0

Jagiellonian University, Krakow

Jagiellonian to UCL:

<b>Jagiellonian grade:</b>	<b>Converts to UCL mark:</b>
5.0	70

4.5	65
4.0	60
3.5	55
3.0	50
2.0	0

UCL to Jagiellonian:

UCL mark range:	Converts to Jagiellonian grade:
70.00-100.00	5.0
65.00-69	4.5
60.00-64	4.0
55.00-59	3.5
50.00-54	3.0
0.00-49	2.0

National Research University Higher School of Economics

HSE to UCL:

HSE grade:	Converts to UCL mark:
10	76
9	73
8	70
7	65
6	60
5	55
4	50
3	40
2	20
1	10

UCL to HSE:

UCL mark range:	Converts to HSE grade:
76.00-100	10
73.00-75.99	9
70.00-72.99	8
65.00-69.99	7
60.00-64.99	6
55.00-59.99	5
50.00-54.99	4
33.34-49.99	3
16.67-33.33	2
0.00-16.66	1

University of Tartu

Tartu to UCL:

Tartu mark range / grade:	Converts to UCL mark:
91-100 (A)	70
81-90 (B)	65



71-80 (C)	60
61-70 (D)	55
51-60 (E)	50
0-50 (F)	0

UCL to Tartu:

<b>UCL mark range:</b>	<b>Converts to Tartu mark / grade:</b>
70.00-100.00	91 (A)
65.00-69.99	81 (B)
60.00-64.99	71 (C)
55.00-59.99	61 (D)
50.00-54.99	51 (E)
0.00-49.99	0 (F)