

## ADDITIONAL UCL STUDENT TERMS AND CONDITIONS

### 1. INTRODUCTION

- 1.1 University College London (**UCL**) and the Institute of Ismaili Studies (**IIS**) (together **the Academic Parties**) by an agreement dated \_\_\_\_\_ (**the Agreement**), have agreed to collaborate on the delivery of the UCL degree programme of Postgraduate Diploma in Teaching and Reflective Practice (**the Postgraduate Diploma**) leading to an award from UCL. The Postgraduate Diploma forms a part of IIS' full-time Secondary Teacher Education Programme (**the STEP Programme**).
- 1.2 As the Postgraduate Diploma forms a part of the STEP Programme, IIS deals with the students' applications to the Postgraduate Diploma in liaison with UCL. UCL has offered you a place to study on the Postgraduate Diploma subject to the standard UCL student terms and conditions and these additional UCL student terms and conditions relating to your specific programme of study.
- 1.3 The Student and the Academic Parties are hereinafter referred to as **the Parties**.

### 2. PGDIP PROGRAMME ADMINISTRATION

- 2.1 All tier 4 student visas for the STEP Programme, including the Postgraduate Diploma, will be sponsored and dealt with by IIS. UCL is unable to sponsor any tier 4 visas for students for the Postgraduate Diploma. If a student with a tier 4 visa for the STEP Programme ceases to be sponsored during the period of the Postgraduate Diploma (as part of the STEP programme) for whatever reason, and is consequently not eligible for study in the UK, that student will be withdrawn from the Postgraduate Diploma by UCL with immediate effect.
- 2.2 UCL will be responsible for delivering and assessing all elements of the Postgraduate Diploma at UCL premises (or at such other location notified to you by UCL, such as a placement organisation). UCL regulations shall apply to the Postgraduate Diploma as outlined in the standard UCL student terms and conditions.
- 2.3 You shall maintain your part-time student registration status at UCL throughout the Postgraduate Diploma. For the purposes of undertaking the other parts of the STEP Programme, you may be required to simultaneously register at other institution(s) as advised by IIS.

### **3. FEES**

- 3.1 To participate in the STEP Programme, you will receive a scholarship from IIS that is subject to IIS' terms and conditions that you must comply with. The scholarship will cover your tuition fees for the Postgraduate Diploma.
- 3.2 The Academic Parties have set out the financial arrangements between the Academic Parties for the Postgraduate Diploma in the Agreement.

### **4. STUDENT COMPLAINTS AND DISCIPLINE**

- 4.1 The students on the Postgraduate Diploma shall be subject to the standard UCL regulations, policies and procedures relating to its students and degree programmes, including academic appeals, academic misconduct, student discipline and student complaints.
- 4.2 UCL shall deal with all cases of academic appeals, academic misconduct, student discipline and student complaints relating to the Postgraduate Diploma and shall, at its discretion, notify IIS of any cases of academic misconduct, student discipline and student complaints for the purpose of IIS managing the STEP Programme as a whole.
- 4.3 If UCL determines, in accordance with its own rules and regulations in respect of such matters, that a Student should not continue on the Postgraduate Diploma for whatever reason then it shall so notify IIS. UCL shall have no further obligation to continue to allow or enable the particular Student to continue on the Postgraduate Diploma.
- 4.4 If IIS determines, in its discretion and in accordance with the provisions of the IIS scholarship terms and conditions, that a Student should not continue on the STEP Programme, including the Postgraduate Diploma, and subsequently withdraws the Student's Tier 4 visa, it shall immediately so notify UCL, who shall, in accordance with Clause 2.1, withdraw the Student from the Postgraduate Diploma with immediate effect.

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

- 5.1 You acknowledge that:
  - 5.1.1 each of UCL and IIS 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 IIS, appropriate data is kept as a permanent record to enable UCL and IIS, if necessary, to provide references on a student's behalf, or to maintain a record of a student's achievements.

5.2 You hereby acknowledge that each of UCL or IIS may pass and share your information with the other institution and to other third parties (including any appointed agents or sub-contractors of UCL and IIS for the purposes of providing the modules and the Postgraduate Diploma. Further examples of data sharing and processing are available in the IIS Privacy and Policy and the UCL General Student Privacy Notice. Each IIS and UCL shall provide an up-to-date URL to enable access to their respective privacy notices on request.

## 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 you in the course of studying on the Postgraduate Diploma will be determined in accordance with the terms of the applicable student intellectual property policy in place at UCL.

## 7. **CONFLICT**

7.1 You acknowledge that upon your acceptance of an offer of a place on the Postgraduate Diploma, a contract is formed between you and UCL the terms of which comprise:

(1) the UCL standard student contract;

(2) these terms and conditions; and

and you agree that in the event of conflict arising between (1) and (2) the terms of (2) 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.

