STUDENT LETTER AGREEMENT

**Letter Agreement relating to your Placement Activities with Citizens UK (“CUK”)**

I am writing on behalf of University College London (**“UCL”**) to request your agreement to the following terms (the **“Terms”**) that will apply to your participation in the Placement Activities and that will be legally binding upon you.

The Terms cover important issues including the rules and regulations of the Placement Activities, so it is important that you read them carefully. Your agreement to the Terms will be in return for UCL providing you with (i) the opportunity of undertaking the Placement Activities and (ii) access to the venues, locations and resources for the Placement Activities.

The Terms to which UCL requests your agreement are as follows:

* + - 1. INTRODUCTION
         1. University College London (**UCL**) and Citizens UK (**CUK**) (together **the** **Academic Parties**) by an agreement (**the** **Agreement**), have agreed to collaborate on the delivery of the optional module Educating and Organising of Social Justice (the **Module**) by including community organising activities arranged by CUK (the **Placement Activities**) in the Module for your UCL degree programme (the **Programme**) which leads to an award from UCL.
         2. You have applied to take the Module as your optional modules as part of your Programme and UCL has accepted your application to take the Module subject these terms and conditions relating to your participation in the Module (**the** **Letter Agreement**).
         3. You and the Academic Parties are hereinafter referred to as **the** **Parties**.
      2. **THE DELIVERY OF THE MODULE**

2.1 CUK will deliver the Placement Activities as part of the Module and you will be required to attend the Placement Activities in the relevant locations and during the dates outlined in Appendix 1 of this Letter Agreement. You must undertake 30 hours of Placement Activities during the Module.

* + - * 1. You shall maintain your student registration status at UCL throughout the UCL student terms and conditions will apply to you during the Placement Activities. In the event of conflict between this Letter Agreement and the UCL student terms and conditions, the Terms of this Letter Agreement shall prevail.
        2. For the purposes of attending the Placement Activities, you shall be required to register with CUK as student volunteer for the duration of the Module, in accordance with the rules and regulations of CUK that apply to the Placement Activities.
        3. You acknowledge that it is your responsibility to inform the CUK supervisors of any support needs that you may have during the Placement Activities. You will also inform both CUK and UCL of any concerns you have with the Placement Activities, including in relation to your health and safety.
      1. **RULES, REGULATIONS AND CONDUCT**

3.1 You will be subject to, and agree to comply with, all CUK policies and rules relating to your participation in the Placement Activities, including but not limited to those relating to conduct and health and safety, which are appended to this Letter Agreement in Appendix 2, as may be amended by CUK from time to time and notified to you. Any alleged breach of such policies and procedures or any such complaints will be dealt with by CUK, in co-operation with UCL as appropriate, in accordance with CUK’s respective policies and procedures, as amended from time to time. Your breach of the CUK policies and rules may also constitute a breach of the policies and regulations you are subject to as a student of UCL.

3.2 CUK may determine, in accordance with its own rules and regulations in respect of such matters, that you should not continue to participate in the Placement Activities. This will affect your ability to successfully complete the Module at UCL.

* + - 1. **USE OF PERSONAL DATA**
         1. You acknowledge that:

each of UCL and CUK holds, collects, uses, discloses and processes information about students on the Module (including prospective, current and former students) for academic, administrative, verification, management, pastoral and health and safety purposes, as well as for any post course outcome survey and evaluation;

when a student completes the Module, appropriate data is kept as a permanent record to enable UCL, if necessary, to provide references on a student’s behalf, or to maintain a record of a student’s achievements.

* + - * 1. In light of the information set out in Clause 4.1 above, you hereby acknowledge and agree that each of UCL and CUK may pass and share your information with the other institution and to other third parties (including any appointed agents or sub-contractors of UCL or CUK) for the above purposes, and also in situations where you have given your consent, or where disclosure is required to meet a statutory obligation of the relevant institution (by way of example only, in the case of UCL, disclosure of information may be required to the Higher Education Statistics Agency). Further examples of data sharing and processing are available in the UCL General Student Privacy Notice. UCL shall provide an up-to-date URL to enable access to the UCL General Student Privacy Notice on request.
        2. You acknowledge and agree that by providing/confirming your information each of UCL and CUK may hold, collect, use, disclose, process and transfer such data as described in this clause 4. UCL will treat your personal data in accordance with its General Student Privacy Notice and applicable data protection laws, including the General Data Protection Regulation and all applicable UK data protection legislation.
      1. **GOVERNING LAW**
         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.

Please consider the above Terms of this letter carefully. This is a legally binding agreement between you and UCL. If you have any questions regarding this agreement, your rights and obligations, you may (at your cost) want to take independent legal advice. If you are in agreement with the Terms, I would be grateful if you would confirm your understanding and acceptance of the Terms by signing and returning the attached copy of this letter to [name and title of person at UCL] on behalf of UCL at [address at UCL] at your earliest convenience. Please keep your copy of this letter and all the documents referred to in this letter in a safe place, so that you can refer to them as required at a later date.

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| Yours sincerely,  For and on behalf of University College London |  | I confirm that I have read, understand and accept all the Terms of this letter, including any of the terms cross-referenced above. |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

Appendix 1: Dates, times and locations of Placement Activities

Appendix 2: CUK policies and rules relating to the Placement Activities