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UNIVERSITY COLLEGE LONDON

Introduction

It is important that you read this document carefully before accepting an offer as it forms the basis of the relationship between you and UCL. It sets out the various rights and responsibilities that both you and UCL have in relation to your study at UCL. You should be aware that your acceptance of an offer to study at UCL signifies your agreement to enter into a contractual relationship with UCL on these Terms. YOUR ATTENTION IS DRAWN IN PARTICULAR TO PARTS 4, 7,

PART 1 – ACCEPTING AN OFFER FROM UCL

1 [Accepting an Offer from UCL](#)

1.1 If UCL wishes to make you an offer TJ2u

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- 2.5.3 by post to Graduate Admissions, Student and Registry Services, UCL, Gower Street, London, WC1E 6BT.

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- 6.3 [The Advice Service](#), which is based in the UCL Students' Union, is a central point of information that can be helpful on all aspects of concern to students, including financial, welfare and academic matters.

7 Tuition Fees

- 7.1 During and in connection with the Programme, you will be required to pay fees to UCL (**Fees**). These include:
- 7.1.1 **fees that are directly related to us providing you with tuition and learning support connected to your Programme (Tuition Fees)**
Tuition Fees enable UCL to function TuioI enn-n (n (inn-nn ani0.00v3.9 (o)- 26 Tmor i

Part 4 – Important legal information

9 Data protection

- 9.1 UCL will receive personal data from you in various ways both before and during your period of study at UCL and further information relating to you will be generated while you are studying at UCL. This may include special category or criminal convictions data under data protection legislation (the General Data Protection Regulations (Regulation (EU) 2016/679) as implemented by the Data Protection Act 2018 (as amended)).
- 9.2 Your personal data (including any special category personal data) will be held by UCL and may be used by UCL to enable UCL to fulfil its responsibilities to you.
- 9.3 By accepting an Offer from UCL, you agree to UCL processing your personal data as set out in the relevant [student and general privacy notices](#) and the UCL Data Protection Policy (details of which can be found in Part 5).

10 Suspending and Ending the Contract

- 10.1 UCL may suspend the Contract, and as a result its obligations to you, if permitted by and in accordance with these Terms and/or any of the Student Regulations and Policies.
- 10.2 If you are suspended from UCL in accordance with the Student Policies and Regulations, UCL's obligations under the Contract shall be suspended for the duration of your suspension.
- 10.3 **UCL may end the Contract** and expel you immediately by giving you notice if you:
 - 10.3.1 fail to pay any Fees and/or deposits when due; or
 - 10.3.2 do not or cease to meet any of the conditions specified in Appendix 1 at any time; or
 - 10.3.3 you breach an important term of this Contract or any of the Student Regulations and Policies or repeatedly breach them and either that breach is not capable of remedy or you do not remedy that breach within a reasonable period of time of being asked to by UCL in writing;
 - 10.3.4 you repeatedly breach the Contract in such a manner as to reasonably justify the opinion that your conduct

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- 11.3 Subject to section 11.2, UCL does not accept any liability for loss that does not flow naturally from a breach of its obligations under these Terms. This is often referred to as indirect or consequential loss. In addition, p

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- 13.2 You should check your UCL e-mail account regularly, as UCL cannot be held responsible for the consequences of any messages that you have not read or if messages are lost or delayed when automatically forwarded to a personal e-mail address (e.g. Hotmail, Gmail, etc.).
- 13.3 You are responsible for maintaining up-to-

Part 5 - Student Regulations and Policies

15 UCL's Student Regulations and Policies

- 15.1 Details of all of UCL's Student Regulations and Policies can be found in the [UCL Academic Manual](#) and as repeated or supplemented at [student policies](#). It is important that you read and understand the Student Regulations and Policies as it is a fundamental term of the Contract that you comply with them.
- 15.2 We are aware that the Student Regulations and Policies are detailed and that there are a number of documents. This reflects the many different ways

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<p>Library Regulations</p>	<p>Sets out the requirement to use UCL’s Library facilities in an acceptable manner and includes certain sanctions, penalties and/or other disciplinary action for non-compliance.</p>
<p>Disability</p>	<p>Outlines the ways in which UCL addresses the needs of disabled students. Sets out UCL’s firm commitment to offering an excellent education to all students and central to this policy is UCL’s intention to take account of individual needs and to work with disabled students to find appropriate and practical solutions to any problems that might arise</p>

[Complaints Procedure](#)

Provides details on how students should express concern or dissatisfaction with aspects of UCL or the quality of services provided. It is central to UCL’s commitment to providing a high quality educational

experience for all our students, reflecte.1 (eir ref1f72.i)-3.ct(c)-2.7 (o)-7.10x4 (o7C)-1.14.795 0 Tdd6 (ec)-0 at8side.1 (ei (t)-6.3 (h)-9.19 (i)-3.1 (r)-4.4 ()Jw 0 -1.229 TD(ex)-4.7 (p)-9.1 (er)-4.4 (i)-3.9 (en)-9.1 (c)-14.7

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Doctoral School Code of Practice	Sets out what a research student can expect from their supervisory team and from UCL, and what the Supervisors and others in UCL can expect from the student
Intellectual Property Policy (Students)	Sets out the rules, rights and obligations of UCL students in relation to intellectual property created in the course of study
Research Governance Framework	Underpins UCL's expectations for the conduct of research and defines actions to be taken in the event that an individual is suspected or accused of research misconduct -1.9 Lse

Appendix 4 – Useful Contacts

We recommend you bookmark (or print) this section for future reference. Updates will be made to this information as required.

Service	Email	Telephone
Admissions (Undergraduate)	contact form	020 8059 0939
Admissions (Graduate)	contact form	020 8059 0939
Admissions (Teaching Training)	contact form	020 8059 0939
Data Protection Officer	data-protection@ucl.ac.uk	020 7679 7338
Freedom of Information	foi@ucl.ac.uk	020 7679 7338
Student Disability, Mental Health and Wellbeing	askUCL	020 7679 0100
Examinations	askUCL	020 3108 9744
Doctoral School	docschool@ucl.ac.uk	N/A
Ceremonies	ceremonies@ucl.ac.uk	020 3108 6700

[Information Servic.1 \(k\)JIT@207](#)