

# **TERMS AND CONDITIONS FOR UNDERGRADUATE STUDENTS 2019 ENTRY**

## **TABLE OF CONTENTS**

### **INTRODUCTION**

#### **PART 1 ACCEPTING AN OFFER FROM UCL**

Accepting an offer from UCL

Cancelling your contract

#### **PART 2 WHAT YOU CAN EXPECT FROM UCL**

UCL's provision of education and related services

## **INTRODUCTION**

We are delighted to welcome you into the UCL community of scholars. Becoming a member of our academic community means that you will have expectations of us, in terms of the nature and quality of the experience that you have at UCL. We will also have expectations of you, including that you will actively participate in the learning experiences that are made available here, whether that be through attending lectures, tutorials or other activities and participating in self-directed learning expectations of your programme.

## **PART 1: Accepting an offer from UCL**

1      Accepting an offer from UCL

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allocation, number of classes, method of delivery, content, assessment, syllabus and/or module availability.

- 4.3 We will communicate any such changes to you in a timely manner. Where changes are likely to have a more significant impact on your studies, we will consult with you before final decisions are taken and listen to your concerns. We will take into account the concerns of individual students and assess these against the needs of the wider student body.
- 4.4 If UCL has to cancel a Programme or make a change of a fundamental nature to the Programme, such that the learning outcomes of that Programme are significantly different or your ability to complete the Programme is significantly affected, you may end your relationship with UCL by giving notice in writing to UCL. You may be entitled to a refund of Fees paid in these circumstances.
- 4.5 If we cancel your Programme, we will help you, where we can, to identify an alternative programme (potentially at another institution) that is similar.

**PART**

6.3 The Advice Service, which is based in the Students' Union UCL, 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 (Fees) to UCL.





## **PART 4: Important legal information**

9 Data protection

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11.5 Subject to the above provisions of this paragraph 9, UCL's total aggregate liability to you arising out of or in connection with these Terms and/or your period of s

## **PART 5: Student policies and regulations**

### **14. UCL's student policies and regulations**

- 14.1 Details of all of UCL's Student Policies and Regulations can be found in the UCL Academic Manual ([www.ucl.ac.uk/srs/academic-manual/policy-az](http://www.ucl.ac.uk/srs/academic-manual/policy-az)) and as repeated or supplemented at [www.ucl.ac.uk/students/policies](http://www.ucl.ac.uk/students/policies). It is important that you read and understand the Student





# APPENDIX 1: Conditions of enrolment

## 1. Conditions of enrolment

Your Offer and/or right to enrol and/or participate on the Programme is conditional on the following conditions being met:

- a) any conditions specified in the Offer communicated to you and/or anything contained on the UCAS applicant portal and/or in any hard copy documentation provided to you with the Offer (such as *The UCL Offer* booklet) being satisfied (unless stated otherwise in writing) on or before 31 August in the year in which the Programme is due to commence;
- (b) there must be no change in your circumstances which would make it inappropriate for you to participate in the Programme or to be enrolled at UCL. Such a change in circumstances would include anything that would entitle UCL to:
  - i) withdraw you from your Programme in accordance with these terms and conditions, or
  - ii) discipline you, if you had been (at the time) a student at UCL; and
- c) you must comply with UCL's processes and procedures for providing original evidence (translated into English if applicable) of the qualifications that entitle you to be registered for the

(c) Proven Disciplinary Offences (

## APPENDIX 3: Useful contacts

Contact	Address for service	Email	Telephone
Admissions (Undergraduate)	UCL Student Centre, Ground Floor, Chadwick Building, University College London, Gower Street, London, WC1E 6BT	undergraduate- admissions@ucl.ac.uk	+44 (0)20 3370 1215
Admissions (Graduate)	UCL Student Centre, Ground Floor, Chadwick Building, University College London, Gower Street, London, WC1E 6BT	postgraduate- admissions@ucl.ac.uk	+44 (0)20 3370 1216





