

University Centre Leeds Higher Education Terms and Conditions 2024/25

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1. Introduction

Welcome to studying with University Centre Leeds and thank you for choosing to apply for a place on one of our Higher Education programmes.

We want you to have an enjoyable experience that enables you to reach your full potential as a University Centre Leeds student.

Prior to accepting your offer, it is important that you are aware of our commitment to you and our expectations of you in return. This document aims to provide a useful framework for us to work effectively together.

You should familiarise yourself with the range of regulations and policies, referred to in this document. These can all be found on the (<https://ucleeds.ac.uk/about-university-centre/policies-procedures-and-documents/>).

Alternative formats are available on request from HEQuality@ucleeds.ac.uk

2 Our Promise

2.1 To provide you with tuition, advice and learning support, taking reasonable care and making appropriate effort to deliver your programme as described in the University Centre Leeds prospectus and your programme handbook;

2.2 To obtain feedback from you about your experience with University Centre Leeds;

2.3 To maintain and enhance the quality of your programme, drawing on both internal and external feedback;

2.4 To take all reasonable steps to provide you with the information you require to assist you in your studies;

2.5 To ensure that staff engage in continuing professional development.

3 Your Promise

3.1 To attend induction events lectures, tutorials, workshops, examinations and other activities forming part of the programme (apart from absence for genuine medical reasons or other special circumstances);

3.2 To submit both formative and summative assessments as required for the programme;

3.3 To undertake adequate preparation for any activity you are required to undertake outside of University Centre Leeds, conducting yourself in an appropriate manner at all times;

- 3.4 To comply with any relevant professional standards relating to your programme and/or any special conditions set out in your programme handbook or notified to you by University Centre Leeds;
- 3.5 To comply with the behaviour policy which is available on the University Centre Leeds website;
- 3.6 To wear your student ID card and lanyard at all times whilst on the premises;
- 3.7 To actively engage with University Centre Leeds by checking your student email account regularly for updates and current information;
- 3.8 To disclose any unspent criminal convictions or ongoing criminal investigations when applying to, or received whilst studying with University Centre Leeds;
- 3.9 To notify the Higher Education Office of any changes to your name, term-time address and/or home address, or any other change to information supplied by you in your application;
- 3.10 To notify University Centre Leeds of any changes in circumstances, including your health status or any police investigations where this has a direct impact on your ability to undertake a specific programme of study.
- 3.11 To pay your tuition fees and other expenses relating to your programme in a timely manner.
- 3.12 To inform the Higher Education Office in writing if you wish to withdraw from, transfer or suspend your studies.
- 3.13 To comply with all relevant University Centre Leeds and awarding body regulations, which may be amended from time to time. These regulations can be found on the University Centre Leeds website (<https://ucl Leeds.ac.uk/related-documentation/>) University Centre Leeds will inform you of any changes to regulations at the beginning of the standard academic year. Policies and regulations of significant importance include:

- Academic Appeals Policy
- Academic Misconduct Policy
- Admissions Policy
- Assessment and Moderation Policy
- Complaints Policy
- Fees and Refund Policy
- General Appeals Policy
- Higher Education Refund and Compensation for Non-continuation Policy
- Higher Education Students Charter
- Promoting Positive Relationships and Supporting Behaviour Policy
- Research Ethics Policy
- The Open University Academic Regulations (OU)
- University Centre Leeds Higher Education Academic Regulations (LCC)
- Student IT and Social Networking Policy

4 Changes to or Cancellation of Courses and Programmes of Study

4.1 University Centre Leeds reserves the right:

- i. To make such changes to the details of courses/programmes of study it considers reasonable including changes in content, delivery or teaching staff. These changes are unlikely to negatively impact students and will generally be motivated by annual reviews and/or student feedback. Where a change is more significant, student consultation will take place before any changes are made that will impact current students.
- ii. To cancel any course/programme of study it considers reasonable including where the number of applicants holding offers is, at any time, deemed to be insufficient for University Centre Leeds to justify provision of the course/programme of study.

Where the delivery of a course/programme is uncertain because it is subject to final approval, this will be made clear in publicity materials. Every effort will be made to identify a suitable alternative in the event the course/programme is subsequently not approved.

Where the delivery of a course/programme is uncertain because of low applicant numbers, this will be communicated to applicants at the earliest stage and every effort will be made to identify a suitable alternative in the event the course/programme is subsequently cancelled.

Where an existing programme is cancelled, its delivery for continuing students will be unaffected: provision will be made for them to complete the course/programme, including those students who are required to repeat modules because of academic failure. The detail of such provision will be communicated to students in a timely fashion.

5. Duration of this Agreement

5.1 Commencement of the Agreement

This agreement commences on your acceptance of a place on a higher education programme with University Centre Leeds. If you wish to terminate the Agreement before enrolment you must notify University Centre Leeds, either directly to the Higher Education Admissions Officer or via UCAS, that you do not wish to take up your place. There will be no consequences for withdrawal at this stage.

5.2 Termination of the Agreement

5.2.1 This Agreement will end automatically when University Centre Leeds publishes notification of awards relating to your programme of study. In cases where an award is not

published, the effective date of completion will be the issue date of the record of your progress relating to your programme of study.

5.2.2 You may terminate this Agreement after you enrol, but only by giving formal notice as explained in clause 3.12. This will not necessarily end all your responsibilities under this Agreement (see clause 6.2). You must return all materials and equipment loaned to you by University Centre Leeds and pay any outstanding fees. Your liability for payment of fees on early termination is detailed in the Fee Refund and Recovery Policy (available on request)

5.3 University Centre Leeds may end this Agreement if your studies cease, subject to your right to seek a review, as a result of:

5.3.1 action taken against you leading to expulsion (in accordance with the institutions Student Disciplinary Policy or any associated professional conduct procedures);

5.3.2 University Centre Leeds withdrawing you from your studies for persistent non-attendance and/or non-engagement with the programme of study,

5.3.3 a decision of the assessment board, based on your academic performance;

5.3.4 non-payment of fees (in accordance with University Centre Leeds Fees Policy & Fee Refund and Recovery Policy);

5.3.5 University Centre Leeds becoming aware of information about you that it did not previously know, which, in their reasonable opinion, makes it inappropriate for you to study on your programme. For example, this may apply if you have not supplied University Centre Leeds with all relevant information, or have supplied false or misleading information relating to your application.

6 Other matters relating to the Agreement

6.1 Notices

Any notice given under this Agreement must be in writing or via email. Emails will be sent to your student email address and letters will be addressed to you at your term-time address, during term-time, or home address (if different) during holidays, as appropriate, in accordance with the addresses you have given us. Letters shall be regarded as properly served when delivered by hand to that address, or 48 hours after being posted to that address if sent by first-class post, or on receipt of delivery notice.

6.2 Partial operation of Agreement

If any provision of the terms and conditions contained in this Agreement becomes invalid, void or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions. Any action taken by University Centre Leeds to terminate this Agreement under the provisions in section 5.3 will not restrict its ability to take any other action against you to which it may be entitled. Provided any action taken to terminate the Agreement is in accordance with these conditions or University Centre Leeds procedures, University Centre Leeds will not be liable for any loss or damage which you may suffer as a result.

6.3 Third parties

This Agreement relates solely to the relationship between you and University Centre Leeds and is not enforceable by any other person.

6.4 Legal liabilities

6.4.1 Neither you, nor University Centre Leeds, will be required to provide financial compensation to each other for any failure or delay in performing obligations, other than the payment of debts, if the failure or delay is due to any cause beyond that party's reasonable control (for example, fire, flood or industrial dispute).

6.4.2 University Centre Leeds cannot accept responsibility for and expressly excludes liability for:

- i. any loss or damage to your property, including damage to any motor vehicle or cycle, while on institutions premises, unless caused by the negligence of University Centre Leeds or its employees;
- ii. death or any personal injury suffered by you, unless caused by the negligence of University Centre Leeds or its employees.

6.4.3 University Centre Leeds will maintain a Business Continuity Plan and review this periodically. If University Centre Leeds needs to implement this plan, you must take all reasonable steps to co-operate with them, for example if University Centre Leeds needs to relocate course delivery to an alternative site.

6.5 Force Majeure

University Centre Leeds will take all reasonable steps to provide your programme and related services. However, University Centre Leeds will not be held responsible for any loss, damage, expense or inconvenience resulting from any delay, variation or failure in provision relating to any programme arising from circumstances beyond the institution's reasonable control, including (but not limited to): earthquake, fire, flood, storm, act of God, terrorism, interruption of public utility services or industrial disputes (including those by its own employees).

6.6 Jurisdiction

This Agreement should be interpreted in all respects in accordance with the laws of England and Wales