

Terms and Conditions relating to your offer

This information is important, please read it carefully. This document supersedes any previously sent information regarding the terms of your offer.

The following documents provide a framework through which the University and its students work together to create a positive environment for learning and academic achievement:

- The Postgraduate and Undergraduate Prospectuses
- The Offer Letter
- The University's Royal Charter, Statutes, Ordinances and Regulations
- Admissions and Student-related Policies
- School Handbook/Course Handbook
- The Crucial Guide and Registration Documentation

This documentation establishes the basis of an agreement between the University and its students as to the rights, roles and responsibilities of both parties. The documentation is available on the University's website at www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/ www.manchester.ac.uk/postgraduate/howtoapply/policies (or can be made available from the admitting School).

Criminal Convictions

If you have a relevant criminal conviction that is not spent, you are required to declare this on your application. If you declare a relevant criminal conviction, we will carry out a risk assessment to find out whether your conviction will permit you to study on your chosen course. If you are offered a place on a course that involves working with children or vulnerable adults, we will request a Criminal Records Bureau disclosure before you start the course.

Disabilities

The University welcomes applications from disabled people and we take steps to ensure that applicants who have additional support needs resulting from a long-term medical condition, specific learning difficulty or disability can access higher education. You should contact the University's Disability Support Office if you wish to provide any *new* evidence to demonstrate that your academic performance to date may have been compromised as a direct result of your disability. See further information at <http://documents.manchester.ac.uk/list.aspx/>

Health Requirements

Applicants for certain vocational or professional courses are required to demonstrate medical fitness prior to admission in order to comply with the requirements of relevant professional bodies. Applicants may also be required to provide evidence of immunisation against certain diseases. You may not be able to undertake your course if you have not met these requirements. Further information is available on the University's website at:

www.manchester.ac.uk/undergraduate/howtoapply/afteryouapply/offer/
www.manchester.ac.uk/postgraduate/howtoapply/policies/

Minors

Students who have not reached the age of 18 at the start of their course are legally considered to be 'minors' (i.e. not yet adults) under English law. This means that the University has an *enhanced duty of care* to all students under the age of 18. Where, as part of the admissions process, particular arrangements are made to enable us to meet our statutory obligations, such as providing suitable accommodation for students who are minors, you must comply with these arrangements once registered as a student.

Courses of Study

The University will make all reasonable endeavours to deliver your course as described in the prospectus or your Offer Letter, subject to updates and improvements in content or delivery for educational purposes. However, very rarely, unforeseen circumstances may force the University to alter, combine or discontinue a course. Should this happen, we will tell you at the earliest possible opportunity and will make every effort to offer suitable alternative provision.

Fraudulent or plagiarised applications

The University reserves the right to terminate the application or registration of a student who is found to have omitted relevant facts or information in connection with their application for admission or who has falsified or plagiarised any part of their application.

Registration, Fees and Costs

The University charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. Once you register with us as a student, your fee status cannot change during the academic year, and can only change at the next registration point if your changed circumstances meet specific criteria. It is your responsibility to register at the University each academic year and to ensure that your tuition fees and all other expenses relating to your course are paid on time. The tuition fees for this year are set out in your Offer Letter; please note that Home/EU fees are reviewed each academic year. You are bound by the University's Ordinances and Regulations on the payment of fees and the consequences of non-payment (see Ordinance XVI; General Regulation XII). If you are a sponsored student and your sponsor fails to pay your tuition fees, you will become responsible for payment.

In addition to the annual tuition fees, you may be required to pay other charges or fees e.g. for residential accommodation, travel/field trip expenses or other course costs. An indication of these costs is provided on the University website. Please note that the tuition fees for some postgraduate research courses may vary due to the cost of consumables and facilities of a project. Information on these costs will be provided by the admitting School.

Attendance and Conduct

Each course of study has specific compulsory requirements for the work and attendance of students which are set down in the relevant Course Handbook. Students are also expected to abide by the University's Ordinances, Regulations and Policies relating to conduct. Misconduct (including malpractice in exams or coursework) or a lack of compliance with University Policies may lead to disciplinary action being taken under General Regulation XVII.

All members of the University are required to comply with the University's Royal Charter, Statutes, Ordinances, Regulations and Policies, including, without limitation, the:

- Policies on health and safety, equality and diversity, discrimination, harassment and data protection; and
- Regulations relating to computer use (Ordinance XIV and General Regulation XV), the Library (General Regulation XIV) and copyright (Ordinance XIV).

Data Protection

The information already provided as part of your application to study at the University will be processed to form part of your student record. The information held (including amendments) and the digital photographs from the student card system are stored on a database and will be made available to Schools in the University. All data held is processed in accordance with the requirements of the Data Protection Act 1998 and within the limits agreed with the University's Data Protection Officer. Full details of the University of Manchester's notification to the Information Commissioner can be viewed on the public register of data controllers, www.informationcommissioner.gov.uk.

You have the right to check the information held about you and to correct it if necessary. You should use Student Self Service to maintain the following information: addresses, email addresses, phone numbers and emergency contacts. You should contact your School to update any other information. Please see www.studentnet.manchester.ac.uk/crucial-guide/regulations/dataprotection/ for further information on how your data will be used by the University, when the data may be disclosed to a third party and what information on your student record, and other information held by The University of Manchester about you, will be sent to the Higher Education Statistics Agency (HESA).

Intellectual Property

The University regards the creation of Intellectual Property (IP) as one of its major objectives and has Regulations and a Policy dealing with new inventions and IP arising whilst you are student of the University. The University's Policy relating to IP, and the commercialisation of IP, is available on the University's website. If you have any questions or concerns regarding these provisions, please discuss them with your supervisor or the Head of School at the earliest opportunity.

Appeals and Complaints Procedures

To safeguard the interests of applicants the University has established an Appeals and Complaints Procedure for Applicants (detailed in the Student Admissions Policy), and also operates a Complaints Procedure for registered students. These procedures can be found on the University website at <http://documents.manchester.ac.uk/list.aspx>.

Distance Selling Regulations

The University's admissions process is subject to the Consumer Protection (Distance Selling) Regulations 2000. After accepting an offer, you have a right to cancel your acceptance of the offer by informing us in writing within seven working days after your acceptance, provided that the only communication between you and the University has been by distance, i.e., up until your acceptance of the offer, there has been no face-to-face contact between you and the University and you have not visited the University. If you cancel within the relevant period, you will be entitled to a refund of any deposit/fees that you have paid prior to the cancellation.

General matters

The agreement is between the University and the student and only these two parties can enforce the agreement between them and the Contracts (Rights of Third Parties) Act 1999 shall not apply. The agreement between the student and the University is governed by English Law and the University and student agree to submit to the non-exclusive jurisdiction of the English courts.