Queen Mary University of London
Summer School
TERMS AND CONDITIONS

General:

When you accept an offer of a place at Queen Mary University of London (QMUL), you are also agreeing to comply with our rules and regulations. Our academic regulations, which govern your study and assessment, and our non-academic policies and regulations are published at http://www.arcs.qmul.ac.uk/policy/index.html.

They cover, among other things, payment of fees, attendance at classes, submission of work, attendance at examinations, student discipline, complaints procedures, and freedom of speech and equal opportunities policies. Please read them before you accept your offer of a place to ensure that you understand the commitment you are making. Please also be aware that our policies and regulations can change at the start of any academic year. If you have any questions about our rules and regulations, we recommend that you check our Student Guide or contact the Student Enquiry Centre.

Admissions:

Applications for enrolment on a Course must be made using the application form available online. Admission decisions are made in accordance with Summer School admissions criteria and course places are subject to availability.

The School reserves the right to accept late applications at its discretion.

If you have provided us with information which is later found to be untruthful, the School reserves the right to reject your application or withdraw the acceptance of such an application. Please note that all admission decisions are final, but you do have a right to complain. Details of how to make a complaint are set out here. The payment of the deposit and/or the tuition fee does not oblige us to accept your application for enrolment.

Your right to cancel:

Once QMUL has made you an offer of a place on a programme, setting out any conditions associated with the offer, and you have accepted it, you have entered into a legally binding agreement with QMUL. If you want to withdraw from this agreement and cancel your acceptance of an offer, you must notify us within 14 days of the date that you accepted the offer:

For applicants applying directly to QMUL, such as with a Summer School, this means 14 days from the date when you accepted your offer in your online portal.

You must let us know in writing of your decision to cancel the acceptance of your offer.

The easiest way to do this is to email us at: summerprogrammes@qmul.ac.uk
Please include: your full name, Queen Mary applicant ID number, programme applied for, and your date of birth.

If you cancel your enrolment within the 14 day Cancellation Period, we will reimburse any fees received from you as soon as we can. If you cancel after the 14 day Cancellation Period, reimbursement will be at the discretion of your Summer School Co-ordinator.

Your Programme:

QMUL will aim to deliver your programme so that it closely matches the way in which it has been described to you by QMUL in print, online, and/or in person, especially at the point at which you accept your offer. However, it is important to realise that in some circumstances we may change aspects of your programme. Our programmes are delivered within a dynamic, academic community, by staff who are actively engaged in research. In this context, we might alter the curriculum so that our students can learn from the latest academic research. Other circumstances which can lead to changes include:

- staff changes, which can lead to new modules being offered, modules being withdrawn, or a change to who teaches the programme;

- changes made in response to new requirements from external professional or statutory bodies; or

- changes to the way in which universities are funded, which might lead to changes in the availability of some student services, for example.

Where we have made an offer for an advertised programme, we will only suspend or withdraw that programme in exceptional circumstances. These could include, for example, the departure of a key member of academic staff or unexpected circumstances that render essential teaching facilities unusable. Programmes may also be suspended where the demand from applicants makes them unviable to run. If we have to suspend or withdraw a course, we will inform you at the earliest opportunity.

If a course is cancelled we shall provide a full refund of any deposits or course fees paid.

Fees:

You will be able to find out more detailed information about the Course fees ("the Fees") on the Summer School website.

If full payment of Tuition Fees has not been received by the School by the due date (listed on the website for each Summer Programme) then we may withdraw our offer without giving you further notice. In that case, we are not able to accept any liability for costs you might incur, including but not limited to cancellation or alteration of travel arrangements, accommodation reservations and other costs.

We are only able to accept payments through our online store or by bank transfer, please see http://www.qmul.ac.uk/docs/tuitionfees/24604.pdf for bank details. You will be required to include your name and the correct budget code in the reference for the bank transfer. These are available on the web pages for your particular Summer School.

All payments of Tuition Fees must be made in pounds sterling and are exclusive of VAT and other taxes where applicable. Any currency conversion costs or other charges incurred in connection with the payment of Tuition Fees are to be paid in addition to the Tuition Fees. No deduction from the Tuition Fees for such costs or charges may be made.
Course Language:

Unless otherwise indicated, all courses are taught in English. If your first language is not English, you are required to be proficient in written and spoken English and be able to participate in group discussions and presentations in English. We do not accept liability for any inconvenience or failure to attend if you lack the required English language proficiency, as specified in the entry requirements located on the Summer Schools website.

Visas:

You are responsible for obtaining the required visa that enables your participation in the Course and the rejection of a visa application by the British authorities does not affect the application of these terms and conditions. We recommend that all applicants from outside the European Union check with the British Embassy or British High Commission of their visa requirements.

Events outside of our control:

You will not be able to recover any money from us, and we shall not be liable for any failure or delay in our performance arising from acts, events, omissions or accidents beyond our reasonable control including, but not limited to: lock-outs involving the workforce of another party, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, fire, flood, storm, pandemic, epidemic or other outbreak of disease or infection or a failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

Limitation of Liability:

We do not accept any responsibility or liability in respect of any damage to or loss of any goods, vehicles or property of any kind brought onto or left at the School’s premises whether by you or any other person and it is your responsibility (or your guest’s) to take good care of your personal belongings. Any goods deposited with us are deposited at your own risk and without any obligation on us. We recommend taking out insurance, as we do not provide any insurance cover to you.

Accommodation and Obligations of the Applicant:

When we provide accommodation to you, you agree to abide by the rules and regulations of that residence http://www.residences.qmul.ac.uk/handbook/. In particular, you must observe the regulations governing safety and security and do nothing to compromise your own or other residents’ safety and security. You should also behave courteously to other residents, staff and visitors at the accommodation. Please note that it is a requirement of the accommodation to leave the room in a clean and tidy state. If you do not comply with these requirements, you may be asked to leave the accommodation and we shall have no further obligation to provide you with such accommodation.

How we may use your personal information:

The School will use your personal information in accordance with its data protection policy which is located here: http://www.arcs.qmul.ac.uk/information_governance/dp/data_protection.html
Complaints:

If there is a problem with the enrolment process, or if you have any questions or complaints about the services, please contact us. You can contact us by email at summerprogrammes@qmul.ac.uk or by following our complaints procedure http://www.arcs.qmul.ac.uk/students/student-appeals/complaints/.