

University of Dundee

Terms and Conditions for Applicants and Students

These terms and conditions apply for academic year 2017/18 entrants.

Whether you are enquiring about study at the University of Dundee, making an application to study at the University or you are about to matriculate (register) as a student of the University you will want to know what you can expect from the University of Dundee and what expectations will be placed on you by the University. This document sets out the key information you will need to know or would find useful before deciding to accept an offer and/or starting your studies at the University of Dundee.

When you matriculate as a student you will be asked to confirm your acceptance of these Terms and Conditions. You will need to matriculate with us at the start of your studies and at the beginning of each academic year. We will contact you explaining how to matriculate in advance of the date of your matriculation each year.

It is recommended that you download these terms and conditions and the associated documents for future reference, a durable copy for your reference is available at:

<http://www.dundee.ac.uk/governance/policies/>

If you have any questions please contact: contactus@dundee.ac.uk

We have listed below the key information you will want to know and the related links to relevant University web pages.

1. Policy Statements, Regulations and Guidance resources

There is a list of Policy Statements, Regulations and Guidance resources on the University website:

<http://www.dundee.ac.uk/governance/policies/>

2. Admissions and Recruitment Policy

The University's Admissions and Recruitment Policy and Contextual Admissions Policy are available from the website:

<http://www.dundee.ac.uk/governance/policies/>

3. Visa and Immigration Information for International Students

Information relating to visa applications for international applicants and students:

<http://www.dundee.ac.uk/study/international/visas/>

4. Criminal Convictions

The University has a policy relating to applicants with criminal convictions. As an applicant you must declare any relevant, unspent criminal convictions.

<http://www.dundee.ac.uk/governance/policies/>

5. Fitness to Practise

The University of Dundee has a responsibility to ensure that students studying towards a professional qualification can demonstrate they are fit to practise in their chosen profession.

Our current procedures are available on our website:

<http://www.dundee.ac.uk/governance/dca/fitness-to-practise/>

6. Fee Status and Tuition Fees

Your fee status is decided at the point of first application to the University, using information you gave us at that time. Your fee status will normally be confirmed in our communications with you during the application process. Fee status is only reassessed in a small number of cases where a student's circumstances have substantially materially changed, for example where a current student is granted refugee/asylum status.

More information on fee status can be found in the University's Admissions and Recruitment Policy:

<http://www.dundee.ac.uk/governance/policies/>

Tuition fees for each course are published on the University website and will also be confirmed in your Offer Letter. The tuition fee includes use of laboratories, IT and library provision and the first attempt for each subject of a degree examination.

Tuition Fee and Scholarship information:

Undergraduate

Tuition fees for Scottish and EU fee status students are set by the Scottish Government. Fees for the Rest of UK and International students are set by the University.

<http://www.dundee.ac.uk/study/ug/scholarships-fees/>

Postgraduate

Tuition fees for all postgraduate courses are set by the University.

<http://www.dundee.ac.uk/study/pg/scholarships-fees/>

How to pay your fees:

UK/EU Undergraduate

<http://www.dundee.ac.uk/study/ug/scholarships-fees/how-to-pay-tuition-fees/>

UK/EU Postgraduate

<http://www.dundee.ac.uk/study/pg/scholarships-fees/how-to-pay-tuition-fees/>

International Undergraduate & Postgraduate

<http://www.dundee.ac.uk/study/international/scholarships-fees/how-to-pay-tuition-fees/>

7. Other costs and charges

Some matriculated students will need to pay other costs or charges, for instance if you need a replacement Student ID Card, copies of transcripts, photocopy costs, participating in a field trip etc. Details of these charges can be found on the University website:

<http://www.dundee.ac.uk/study/scholarships-fees/additional-costs/>

8. Student Debt

Sometimes students get into financial difficulties, so it is important that you know the University's policy on debt. Further information is available from the Finance Office web pages:

<http://www.dundee.ac.uk/finance/student-finance/>

If you have any concerns or need advice about financial matters, further information can be found on the Student Funding web pages:

<http://www.dundee.ac.uk/student-services/student-funding/>

9. Sharing Information and Data Protection

To provide you with your education and as a degree-awarding institution established under Royal Charter, the University collects and processes your personal data for academic, administrative, management, pastoral and health and safety reasons. The University also has to make certain mandatory disclosures of information to bodies such as local government or the funding councils. Finally, the University uses your data to provide you with further information or to contact you using various forms of communication, including text messaging.

We may therefore have to share your personal data with other approved organisations in accordance with the Data Protection Act 1998. We will provide you with information on how your information is used each year at matriculation. For information on the use of personal data at the University please see:

<http://www.dundee.ac.uk/information-governance/dataprotection/>

10. Cancellation, Withdrawal or Suspension of Studies

As an applicant you can change your mind about accepting the offer you have received from the University, either before matriculation or within 14 days of acceptance of your offer if this is later.

If you change your mind after you have matriculated as a student and you want to withdraw from your studies or take a temporary period of withdrawal/suspend your studies you can do this. Further information is available on the website:

<http://www.dundee.ac.uk/registry/main/sro/cod.htm>

11. Ending the Agreement

The agreement will end automatically when you complete your programme of study, whether or not we confer an award or degree on you. The Agreement may, however, end before this date, for example if you decide to decline the offer or you withdraw from your studies (see above Cancellation, Withdrawal or Suspension of Studies), do not matriculate when required, have given false or misleading information on your application.

12. Complaints, Student Appeals and Discipline

Information on the University's Complaints Handling Procedure (for Students, Prospective Students and Members of the Public), Student Appeals and Discipline can be found from the link below:

<http://www.dundee.ac.uk/governance/dca/>

13. University Regulations and Degree Regulations

The University's Statutes, Ordinances and Senate regulations are available on the University's Academic and Corporate Governance Website:

Statutes:

<http://www.dundee.ac.uk/media/dundeewebsite/pgla/documents/calendar/Statutes.pdf>

Ordinances:

<http://www.dundee.ac.uk/media/dundeewebsite/pgla/documents/calendar/Ordinances.pdf>

Senate regulations:

<http://www.dundee.ac.uk/media/dundeewebsite/pgla/documents/calendar/senate.pdf>

The University's Degree Regulations can be found on the University website at:

<http://www.dundee.ac.uk/governance/university-calendar/>

Policy statements, regulations and guidance are available at:

<http://www.dundee.ac.uk/governance/policies/>

14. Changes to the Regulations

Changes to regulations may be made from time to time as a result of the University's commitment to continual improvement and quality enhancement, or in response to changes to national frameworks or requirements of professional, statutory and regulatory bodies. On occasion there may be a requirement to apply changes to regulations and policies to continuing student cohorts. Under such circumstances the University will take all reasonable steps to ensure that any such changes do not disadvantage our continuing students.

15. Medical School Charter

The Medical School Charter captures the expectations and responsibilities of medical students and the University.

<https://medicine.dundee.ac.uk/mbchb-regulations-policies>

16. Programme Handbooks

The University provides you with detailed information on your programme of study in your student handbook. Handbooks are normally available on the Virtual Learning Environment. (My Dundee). The University policy on student handbooks is available at:

<http://www.dundee.ac.uk/media/dundeewebsite/pgla/documents/policies/Module-and-Programme-Handbook-Policy.pdf>

17. Changes to the Programme

The University's prospectus and other promotional material for each academic year are published approximately 18 months in advance. There may be occasions where the University needs to make changes to your published Programme either before or after your enrolment. Changes to taught provision are a natural result of our approach to quality enhancement and our recognition of the importance of contemporary practice and research-led teaching. Any proposed changes to your programme and/or modules are taken forward in consultation with the student body. The processes are described at:

<http://www.dundee.ac.uk/qf/qualityassurance/changestotaughtprovision/>

Some optional modules will only run with a threshold number of students. Where there are threshold student number requirements this will be made clear in our promotional material and in your student handbook(s).

There may be occasions where material changes need to be made to your chosen programme of study (including withdrawal or suspension of the programme or modules). This may happen where:

- there are insufficient numbers of students applying to a programme so that it would mean that we were unable to provide an excellent student learning experience;
- key staff have left the University;
- recommendations have been made through the University's quality assurance processes (including feedback from students and external examiners) that require immediate changes;
- professional, statutory and regulatory bodies require changes for their accreditation requirements;
- there are other unforeseen circumstances beyond the University's control.

In the event that we have to make a material change to your programme, we will notify you of the change as soon as possible.

18. Location

A map of the University City Campus is available:

<http://www.dundee.ac.uk/main/campusmap/>

Some students in the School of Nursing & Health Sciences will be taught at the Kirkcaldy Campus, in Fife – this is dependent on the choice and location of your programme:

<http://nursingmidwifery.dundee.ac.uk/>

The School of Medicine is based on the University's Ninewells Campus, co-located with Ninewells Hospital:

<http://medicine.dundee.ac.uk/>

19. Student Residences

The University offers student accommodation:

<http://www.dundee.ac.uk/accommodation/>

During the application process, and usually from April onwards, if you have firmly accepted your offer from us we will invite you to apply for University accommodation.

Further important information relating to student accommodation, including terms and conditions and code of conduct, can be found at:

<http://www.dundee.ac.uk/accommodation/important-information/>

20. Student Partnership Agreement

Our Student Partnership Agreements set out key concepts and principles that define student engagement and representation at the University as well as detailing annual priorities that have been agreed between the

University and the Dundee University Students Association (DUSA), which are aligned with the DUSA manifesto and University strategic priorities relating to enhancement of the student experience:

<http://www.dundee.ac.uk/qf/studentengagement/studentpartnershippage/ement/>

21. Communications from the University

After you apply we will confirm your applicant IT account login details (if applicable), which includes your University of Dundee email address. We will use your University of Dundee email address or the email address you provided in your application, or both, to contact you.

When you become a student with us, the University will contact you using the personal information you give us. We will use the last home address, term-time address and email address that you provided and will assume this information is current. If your contact details change you must tell us promptly:

<http://www.dundee.ac.uk/registry/main/sro/cod.htm>

When you matriculate you must ensure that your University student email account (which will be the same as your applicant account) has been activated. This is the email address that we will use to contact you. You should check your University of Dundee email account regularly.

22. Sport and Exercise Facilities

The University's Institute of Sport and Exercise (ISE) offers a range of sports and exercise facilities:

<http://www.dundee.ac.uk/ise/fun/iseinfo/rules.php>

23. Equality and Diversity

Information about equality and diversity at the University of Dundee can be found on the University website:

<http://www.dundee.ac.uk/hr/equality/>

24. Disability Services

Disabled applicants are encouraged to declare and provide details of their disability in their application. Applicants are also invited to contact Disability Services for confidential advice on the provision the University makes for disabled students.

<http://www.dundee.ac.uk/disabilityservices/>

25. IT Services

As an applicant, and then as a student, you will have access to the University of Dundee Information Technology (UoD IT) facilities:

<http://www.dundee.ac.uk/it/>

26. Liability

Whilst the University takes reasonable care to ensure the safety and security of its students whilst on the University's campus and/or whilst using the University's services, the University cannot accept responsibility, and expressly excludes liability, for loss or damage to your personal property (including computer equipment and software). Students are advised to insure their property against the risk of theft and damage.

The University shall not be held responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another

student, or by any person who is not an employee or authorised representative of the University.

The University shall not be liable for failure to perform any obligations under the contract if such failure is caused by any act or event beyond the University's reasonable control including acts of God, war, terrorism, industrial disputes (including disputes involving the University's employees), fire, flood, storm and national emergencies, i.e. a Force Majeure Event (see clause 27 below). If the University is the subject of a Force Majeure Event, it will take all reasonable steps to minimise the disruption to your studies.

27. Events Outside our Control (Force Majeure)

The University will not be liable to you for any delays or failure in performance arising from events outside our reasonable control which we could not have foreseen or prevented including but not limited to industrial action, over or under demand from students, staff illness, significant changes to our funding or to Government direction to higher education, severe weather, fire, terrorism, civil disorder, political unrest, government restrictions and concern with regard to the transmission of serious illness. In such circumstances, we reserve the right to change or cancel parts, or all, of your Programme.

28. Law and Jurisdiction

Terms and Conditions will be governed by the Laws of Scotland and subject To the jurisdiction of the Scottish Courts.

29. General Provisions

If any provision of these terms and conditions becomes void, illegal, invalid or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions.

30. Intellectual Property

Whilst you are a student at the University any IP created by you will normally be owned by you. In certain limited circumstances such IP will be owned by the University, for instance to allow the University to protect and commercialise the IP from a project as a whole or to protect its charitable status. By accepting a place at the University, you are formally accepting the University's rights of ownership and rights to use and copy, as well as its policy on commercialisation and revenue sharing, as set out in the University Court Guidelines.

31. Changes to the Terms and Conditions

How we may make changes to regulations and programmes is set out in clauses 17 and 14 respectively. We can make changes to other terms and conditions provided that they are relatively minor and unlikely to have a negative impact on our students. We can correct mistakes, add missing details or provide additional information in any document or policy. We may also be required to make changes to comply with the law or the requirements of a governmental authority or regulatory body.

Approved by Senate 30 November 2016