

# International Summer School 2013

## Terms and conditions

### Academic Assessment

The International Summer School provides a rigorous academic programme, and expects students to attend all academic sessions during the Summer School and complete all required preparation work, coursework and assessments. Attendance of allocated classes is expected to be at least 80% to ensure recognised completion of the Summer School. If a student is absent due to illness they must inform their academic lead as soon as possible.

Each academic module may include different methods of assessment, for example class test, individual presentation, group presentation, fieldtrip reports, lab reports, written coursework, group critical analysis, debate preparation and group discussion contribution. Students should be aware that assessments and monitoring of progress will be carried out throughout the programme and may contribute to the final grade. Any final modes of assessment and due dates for final coursework will take place in the last two days of the academic programme. All assessments will be carried out prior to the end of the Summer School. Academic leads are not obliged to consider late or early modes of assessment, accept late or alternative submissions. If a student is absent from module assessments, or fails to submit coursework they may submit mitigating evidence to their academic lead for consideration. Failure to complete the assessment criteria prior to the end of the Summer School may forfeit graduation from the programme at the closing ceremony. If a student fails a module they may be offered the opportunity to submit additional work as a 'resit' for the failed assessment. This is strictly discretionary and both grades will appear on the final transcript.

Any student that behaves in an inappropriate manner, demonstrates abusive behaviour, is disruptive during academic sessions or to academic staff, or is inadequately prepared will be withdrawn from the module and asked to leave the programme. In such circumstances, no fees will be refunded to the individual.

All submitted coursework and assessment is expected to be student's own work, any student who plagiarises or is academically dishonest will be subject to disciplinary action.

Upon completion of the academic module, students will receive a certificate of attendance at the presentation ceremony. In September, academic transcripts will be posted to students in recognition of their final grade. Students must clear any debts with the University of East Anglia before an academic transcript is issued.

### Changes to Academic Modules

The University strongly advise students to choose their module option with care at the time of application. Once a module option has been selected and confirmed, it may still be possible to transfer the option. Students wishing to amend their module option should contact the Summer School office as soon as possible. Any changes will be strictly subject to availability and cannot be guaranteed. Any cost incurred from a module change will be covered by the student.

The University aims to provide students with the best possible quality of teaching and learning in every academic module. To ensure and enhance the quality of module delivery, all modules are kept under review and changes may be made to the form or module content as found in our International Summer School brochure or webpages. Students enrolled on individual modules will be informed of any changes, and up to date information on individual modules will be made available on our webpages.

The University reserves the right to withdraw an academic module, amend the contents and methods of delivery or combine modules due to unforeseen circumstances and if deemed necessary by the University. If a designated module lead or instructor is unable to take the module sessions and no suitable alternative is available, the University reserves the right to amend or withdraw the module. If a module does not have sufficient enrolments to make it viable, the University reserves the right to cancel the module. Under such circumstances, the University endeavours to make a suitable alternative available but cannot guarantee to do so.

### Fees, Withdrawals and Refunds

Full fees for the Summer School must be received by the University of East Anglia by 24 May and no student will be granted permission to start the Summer School programme before the full amount has been received by the University. A deposit of £200, which is deducted from the final balance, is required to secure a place and must be received by the University by 17 May to secure the early registration fee..

Students who withdraw from a confirmed place on the International Summer School will not receive a refund of the £200 deposit; there are no exceptions. If an application is unsuccessful and the deposit has already been submitted the deposit will be returned in full. Once the full amount has been paid, students who withdraw before 1 June will be entitled to a full refund minus the £200 deposit. The deadline for the full balance of fees is 24 May. Students who withdraw from the programme from 1 June to 29 June will be entitled to a refund of 50% of the full balance paid. No refunds will be made for cancellations or withdrawals after 30 June.

In the event that a module option is withdrawn students will be given the option to transfer to an alternative module option. If a suitable alternative is not available a refund for the full amount paid, minus the £200 deposit which is not refundable, will be made.

Any withdrawal from the Summer School once the programme has begun will not be eligible for a refund. Mitigating evidence may be submitted to the International Summer School office for consideration.

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### Enrolment Conditions

The balance fee must be paid in full by 24 May. Students will not be allowed to begin the Summer School programme until this payment has been received by the University of East Anglia. As a condition of enrolment on the International Summer School all students must agree to abide by the University of East Anglia's Charter, Statutes and Ordinances, and Regulations such as they appear at the time of enrolment. Up to date copies can be found on the University website at <http://www.uea.ac.uk/calendar/General+Regulations+for+Students>.

All students are required to have sufficient medical and travel insurance for the duration of their stay in the UK and during the Summer School. Visiting students who are not EEA nationals must also have a student visitor visa. Proof of a valid medical and travel insurance certificate, and a visitor visa if applicable, will need to be provided upon arrival at the University of East Anglia. The University will decline entrance to the programme without these and is entitled to ask students to purchase suitable medical and/or travel insurance or not permit them to join the programme.

### Students' Property Financial or Other Loss

The University endeavours to provide a safe and secure learning environment for all its staff and students. Whilst it takes all necessary precautions to ensure the security of students on the University campus and in University managed accommodation, it cannot accept responsibility for any loss or damage to students' personal property. This includes any financial or other consequential loss and any loss as the result of a fire, flood, computer virus or any other cause. The University cannot be held responsible for any injury to students, any financial or any other loss or damage resulting from such injury. Any financial loss, damage to property or injury caused by any person who is not a University employed member of staff or authorised agent is not the responsibility of the University.

The University expressly excludes all liability for any injury, damage or loss, except in cases where such injury, damage or loss is caused by negligence on the part of the University.

It is recommended that all students take adequate steps to insure all personal property against loss or damage before their arrival in the UK. It is a requirement that all students have adequate medical and travel insurance for the duration of their stay.

### Equal Opportunities

The University aims to create an environment for learning that is tolerant and respectful, providing equal opportunities for all. It is committed to selecting, training, assessing, teaching and otherwise treating students and staff on the basis of their relevant merits and abilities.

A copy of the University of East Anglia's Equal Opportunities policy can be viewed at <http://www.uea.ac.uk/dos/Equal+Opps>.