

## **1.0 Applications**

1.1. Applications for enrolment on to the Undergraduate International Summer School programme must be made using the online application form. In exceptional circumstances the University of East Anglia may accept paper applications.

1.2 Admission decisions are made by the Summer Study at UEA Office in accordance with published Undergraduate International Summer School eligibility criteria. Offers can only be made after receiving all required supporting documents. All admissions decisions are final.

1.3 The University of East Anglia may, in its sole discretion, accept or reject a late application (in accordance with published deadlines) and notify the participant by email accordingly.

1.4 If information provided by the participant is found to be untruthful, the Summer Study at UEA Office reserves the right to reject or withdraw the acceptance of such an application.

1.5 The payment of any sum to the University of East Anglia by or on behalf of the participant does not oblige the University to accept an application for enrolment. No payments should be made until the official offer of a place has been made and a unique student number has been issued.

1.6 Students will only be considered for a scholarship if they meet all criteria and submit a scholarship application form by the specified deadline, following the guidelines listed on the Summer Study at UEA website.

## **2.0 Enrolment Expectations**

2.1 All students are required to have sufficient medical and travel insurance for the duration of their travel to and stay in the UK and during the Undergraduate International Summer School. The University may request to see insurance documents upon arrival at the University.

2.2 All students must meet publicised deadlines to return necessary paperwork, including pre-arrivals documentation and to make payments. If students do not meet deadlines then the Summer Study at UEA Office cannot secure places on the chosen module, social activity or airport transfer.

2.3 Students must carry out advanced academic preparatory work as required for their module and attend all compulsory induction sessions including Visa Checking and Student Registration, Assessment and Study Skills sessions and Module Welcome and Expectations.

2.4 Students are expected to attend all classes. Attendance of allocated classes must be at least 80% to ensure recognised completion of the Undergraduate International Summer School. If a student is absent due to illness they must inform both their academic lead and the Summer Study at UEA Office as soon as possible. Students who attend less than 80% of contact hours will not be awarded with a certificate of attendance or be provided with an official marks transcript.

2.5 Students must submit all coursework by 3pm on 25 July 2019.

2.6 Visiting students from outside the European Economic Area (EEA) and Switzerland must have organised a relevant visa which will be checked upon arrival at the University of East Anglia. The University will decline entrance to the programme if students do not have the appropriate visa to study in the UK. More information regarding Short-term study visas can be found on the University website at <https://portal.uea.ac.uk/student-support-service/international-students/visa-support/student-visitor-visa>.

2.7 As a condition of enrolment on the Undergraduate 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/section3>.

### **3.0 Academic Assessment**

3.1 The Undergraduate International Summer School is a rigorous academic programme, and we expect students to attend all academic sessions and complete all required preparation work, coursework and assessments. All coursework must be submitted by 3pm on 25 July 2019. If coursework is submitted after this time, students must follow University procedure and apply for an extension or state extenuating circumstances. Penalties may be applied for late submission.

3.2 If a student fails the assessment they may be offered the opportunity to resubmit additional work for the failed assessment. This is strictly discretionary, a grade penalty will be applied, and both grades will appear on the final transcript.

3.3 Each academic module offered as part of the Undergraduate International Summer School will include different methods of assessment, for example; individual or group presentations, fieldtrip or lab reports, written coursework, group critical analysis, debate preparation and discussion contribution. Students should be aware that assessments and monitoring of attendance and progress will be carried out throughout the programme and may contribute to the final grade. All assessments will be carried out prior to the end of the programme.

3.4 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.

3.5 All submitted coursework and assessment is expected to be students' own work. Any student who plagiarises or is academically dishonest will be subject to disciplinary action.

3.6 Upon completion of the academic module, students will receive a certificate of attendance at the presentation ceremony. In late September, academic transcripts will be mailed to students in recognition of their final grade. Transcripts cannot be issued before this time. Students must clear any debts with the University of East Anglia before an academic transcript is issued.

### **4.0 Changes to Academic Modules**

4.1 The University strongly advises students to choose their module option with care at the time of application. It is recommended that students select a second choice option when applying, as places are offered on a first-come-first-served basis and may have reached their capacity or be withdrawn from delivery.

4.2 Once a module option has been selected and confirmed, it may still be possible to transfer to an alternative module. Students wishing to amend their module option should contact the Summer Study at UEA Office as soon as possible. Any changes will be strictly subject to availability and cannot be guaranteed. Any cost incurred from a module change requested by the student will be covered by the student.

4.3 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 the Summer Study at UEA 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.

4.4 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 module available but cannot guarantee to do so.

## **5.0 Fees, Withdrawals and Refunds**

5.1 A non refundable deposit of £200.00, which is deducted from the final balance, is required to secure a place on the programme and must be received by the University within 14 days of an official offer being made or by 15 May 2019, whichever is earliest.

5.2 Full fees, including any supplements, must be received by the University of East Anglia by 29 May 2019. No student will be granted permission to start the Undergraduate International Summer School programme before the full amount has been received by the University.

5.3 Students who do not meet the deadlines specified may have late payment charges added to their record.

5.4 Students who withdraw from the Undergraduate International Summer School at any point will not have their £200.00 deposit returned.

5.5 Students who withdraw from the Undergraduate International Summer School before 1 June 2019 will be entitled to a full refund of the full balance paid, minus the deposit of £200.00 and minus a £300.00 withdrawal fee. Requests must be made in writing before 1 June 2019 to [summerstudyabroad@uea.ac.uk](mailto:summerstudyabroad@uea.ac.uk).

5.6 Students who withdraw from the programme from 1 June 2019 onwards will not be eligible for or entitled to a refund. We may consider an up to 50% refund for students who withdraw from the programme after 1 June 2019 due to medical or visa reasons, and these requests must be submitted in writing with documentary evidence for consideration. These requests will be reviewed on a case-by-case basis, refunds are not guaranteed and no refund will be considered for withdrawals after 15 June 2019. Refunds will not be considered under any other circumstances for students who withdraw after 1 June 2019.

5.7 Students who withdraw from the programme once the programme has started are not entitled to a refund under any circumstances, this includes withdrawals related to visas or the course contents. If a student chooses to change modules during the course of the programme this will be dependent upon availability and subject to an additional £500 fee.

5.8 If an application is unsuccessful and the deposit has already been submitted then the deposit will be returned in full.

5.9 In the event that a module option is withdrawn, students will be given the option to transfer to an alternative module. Students are responsible for paying any supplements attached to their new module choice. If a suitable alternative is not available, then a refund for the full amount paid to the University will be made. The University is not responsible for refunding any other costs, including but not limited to costs associated with travel, flights or visas.

5.10 To conform with Money Laundering Legislation, strict guidelines exist with regard to UEA refunding any payments made, in particular if those payments are made in cash. If we are unable to satisfactorily verify the source of the funds or the credentials of the payer, UEA may be unable to repay the funds. You are therefore strongly recommended to make payments by bank transfer or payment card if paying in foreign currencies.

Please also ensure you keep a record of payment. We cannot issue a refund without proof of payment and can only refund to the same account payment was made from.

## **6.0 Data Protection**

6.1 We retain student information and records in accordance with UEAs data protection policy:

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/further-information>

6.2 Should you decide to apply to the University of East Anglia we will use the information you provide to us for the purpose of administering your application during the admissions cycle. Should you be admitted to the University, this information will be carried forward to your formal student record, which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Please note that for students who come to us through an arrangement with a partner university, certain information will also be passed on to the home institution in order that they can maintain a record of your studies at the University of East Anglia. Otherwise, your application details will be archived and used only for internal statistical purposes.

6.3 Once you register as a student at the University, we are also required by law to collect and provide information to certain external agencies, including the Higher Education Statistics Agency. Parts of your student record are archived after you leave. Your personal data will be held in accordance with current UK data protection legislation. Full details of how the University will use your Personal Information can be found within the Student Privacy Notice:

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/students>

## **7.0 Accommodation**

7.1 The programme fees are inclusive of on-campus accommodation. The right to occupy the residential accommodation is personal to the applicant and may not be assigned to any other person. The student agrees to:

- a. enter the residential accommodation only after 14:00 on the day of arrival or as arranged by the University;
- b. vacate the residential accommodation on or before 10:00 on the last day of the programme;
- c. comply with all applicable policies and regulations of the University of East Anglia;
- d. use and look after the residential accommodation in a proper manner consistent with generally acceptable use of temporary accommodation;
- e. respect the quiet hours in the residential accommodation between 23:00 and 08:00;
- f. keep the residential accommodation and all furniture, fixtures, contents and effects in the residential accommodation in good condition, fair wear and tear accepted, and protect them from damage and destruction;
- g. not do anything which might adversely affect the University's buildings insurance;
- h. not do anything likely to bring the University into disrepute or likely to cause discomfort or risk to others;
- i. notify the University promptly in the event of any loss or damage to the residential accommodation;
- j. in the event that any furniture, fixtures, contents or effects in the residential accommodation become damaged or destroyed (including loss of keys) directly or indirectly due to the action or inaction of the student, reimburse the University for costs incurred in connection with the repair or replacement;
- k. leave the residential accommodation at the end of the agreed term in a good clean condition;
- l. remove all goods and personal possessions belonging to the student upon leaving the residential accommodation at the end of the agreed term (any item left by the student will be considered to have been abandoned and may be immediately removed or destroyed by the University);
- m. not remove any furniture, fixtures, contents or effects, that do not belong to the student, from the residential accommodation or transfer them to any other room or area in the residential accommodation;
- n. not leave the residential accommodation unoccupied without securing all windows and doors with locks available;
- o. not cause any damage to the decorations or to any internal or external surface of the residential accommodation;
- p. not smoke or permit any smoking in the residential accommodation;
- q. familiarise themselves with the fire regulations in operation in the residential accommodation and the location of the nearest fire exit and follow the instructions of the University of East Anglia in the event the fire alarm sounds;
- r. in no event exceed the designated maximum occupancy of any residential accommodation or allow it to be exceeded

or permit additional overnight guests to be accommodated;  
s. not bring any hazardous, dangerous or illegal substances into the residential accommodation.

7.2 students should comply with the Terms and Conditions of the Licence to Occupy Residential Premises Within the University of East Anglia: <https://portal.uea.ac.uk/accommodation/living-in-residences/terms-and-conditions>

### **8.0 Students' Property Financial or Other Loss**

8.1 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.

8.2 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.

8.3 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. The University cannot be held responsible for loss or damage to personal property.

### **9.0 Equal Opportunities**

9.1 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 <https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Equal+Opportunities+for+Students.pdf>.