

# Terms and Conditions for Higher Education students



This information is important, please read it carefully. This document supersedes any previously sent information regarding the terms of your offer. Terms and Conditions relating to your offer of a place on a course of study at Leeds Arts University establish the basis of an agreement between the University and its students as to the rights, roles and responsibilities of both parties.

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.

- your offer letter
- the Academic Regulations for undergraduate courses 2018-19  
<https://portal.leeds-art.ac.uk/academic-regulations-2018-19>
- the Academic Regulations for postgraduate courses 2018-19  
<https://portal.leeds-art.ac.uk/academic-regulations-2018-19>
- the Higher Education Tuition Fee and Bursary Policy 2018-19  
<http://portal.leeds-art.ac.uk/content/he-tuition-fee-and-bursary-policy-201819>
- other policies such as Student Attendance, Student Disciplinary, Equality, Diversity and Inclusion, Data Protection can be found at:  
<https://portal.leeds-art.ac.uk/academic-regulations-2018-19>
- Academic Integrity Statement  
<https://portal.leeds-art.ac.uk/content/academic-integrity-statement>
- HESA data collection notice  
<https://portal.leeds-art.ac.uk/content/hesa-student-collection-notice-2018-19>

## **Academic Staffing**

Course teams are made up of lecturers, senior lecturers, principal lecturers and course leaders. In addition to teaching, senior and principal lecturers carry responsibilities for organising modules, assessments and managing year groups whilst course leaders are responsible for the overall running of the programme and managing the course team. A significant proportion of course teams teach part-time whilst maintaining their own professional practice, all course team members engage in research as part of their work for the University. Information about current course team members can be found on the course's webpage <http://www.leeds-art.ac.uk/study/undergraduate-courses/>. Staffing on courses is subject to change depending on personal career plans and external environmental factors (such as funding changes). Where such change involves senior staff (ie course leaders) the University will make this information publicly available as soon as is reasonably practicable.

## **Courses of Study**

The University will make all reasonable endeavours to deliver your course as described in the relevant prospectus, subject to updates and improvements in content or delivery for educational purposes. Our courses are subject to regular review and development. For example, changes may be made as a result of student feedback or external examiner reports. We may make adjustments to aspects of the curriculum to ensure that it is current and reflects development in the subject area; the method of assessment, assessment weightings, and the word length of individual briefs; and adjustments to the learning outcomes and how these are assessed. 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. Further information is available at <https://portal.leeds-art.ac.uk/content/higher-education-course-discontinuation>

## **Degree Awarding Powers**

The University awards its own higher education awards. This means that your bachelor or master degree is awarded by the University.

## **Assignment of Intellectual Property (IP) rights in student work**

Leeds Arts University recognises students as the owners of any IP produced while they are registered students of the University. However it is a condition of enrolment that the University reserves the right to freely reproduce student generated material and artefacts for administrative, scholarly or promotional purposes in analogue or digital form. Students should note that it can be a condition of sponsorship or engagement by a third party (for example an employer) that IP rights in specific contexts are assigned to the sponsor or third party concerned. Unless otherwise specified, any such arrangements are solely between the student and the sponsor or third party and are not part of any contract with the University.

## **Fees and Costs**

The University charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. You are bound by the University's Higher Education Tuition and Bursary Policy on the payment of fees and the consequences of non-payment. If you are a sponsored student and your sponsor fails to pay your tuition fees, you will become responsible for payment. 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 programme are paid on time. Please note that Home/EU and International tuition fees are reviewed each academic year.

You may be required to pay a proportion or all of your fees if you withdraw or suspend your studies. Please refer to the [Higher Education Tuition Fee and Bursary Policy 2018-19](#) for more information. If you withdraw or suspend there may be implications for your agreement with the Student Loan Company or other financial support you may be receiving or due to receive.

For some courses, a non-refundable deposit is required. You will be informed of this in your offer letter. In these cases, the amount paid will be deducted from the total tuition fee due at the start of the academic programme.

In addition to the annual tuition fees, you will be required to pay other charges or fees e.g. travel/field trip expenses or other programme costs. Information on these costs is shown on the programme's webpage <http://www.leeds-art.ac.uk/study/undergraduate-courses/> and further information will be provided prior to your enrolment on the programme.

### **Data Protection**

The University may use and process personal data or information about you whilst you are a student at University and after you have left University. The purposes for which we may process your personal data (including sensitive personal data) include:

- the administration of your enrolment on and participation on a course, including the administration of assessment, issuing results and certificates, recording other relevant achievements at University, and (where applicable the provision of information to your employer or other sponsor about your attendance and performance on a course.
- the provision of services and facilities across University and the protection of your health, safety and welfare whilst at University. This may involve the University disclosing your personal data to the University's Students' Union and other third parties, such as our appointed service providers from time to time of e-mail and data storage facilities for students and alumni.
- the collection of any fees payable by you to the University
- issue and operation of your University Student ID card
- equal opportunities monitoring
- alumni activities
- the provision of references about you
- providing confirmation that you are or have been a student at the University in response to enquiries of any nature
- to seek feedback from you about your course
- to enhance the student experience
- the provision of information to any government or regulatory body or agency (including, without limitation, the Office for Students (OfS), the Higher Education Statistics Agency (HESA), the UK Visas and Immigration (UKV&I) and relevant professional standards and registration bodies) and the emergency services for legitimate purposes
- for safety purposes eg use of CCTV monitoring in areas of the University whereby such use is made apparent.

In some circumstances it may be necessary for the University to transfer your personal data to a country outside the European Economic Area if you undertake a study exchange.

The University may use data in the form of photographs of studio situations or general activity in common areas of the University as part of general marketing materials. The University may record lectures and presentations for later access as part of the University's learning resource.

### **Right to Cancel**

After accepting an offer, you have a right to cancel your acceptance of the offer by informing us in writing within fourteen working days after accepting your offer. 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.