

These Terms and Conditions accompany, and should be read in conjunction with, your offer of a place. These, together with the University Regulations, codes and policies and the online prospectus for your year of entry, form your Contract with the University. This creates a framework within which both you and the University operate, supporting you to make the most of your University experience and achieve your academic potential.

Please take the time to read and understand these Terms and Conditions. If you accept your Offer of a place, we will assume that you have read and accepted these Terms and Conditions and agree to comply with them.

In particular, you are asked to note:

The University has \_\_\_\_\_ which it requires all students to maintain. Students are expected to conduct themselves at all times in a manner which demonstrates respect for the University, its staff, fellow students and the wider community. Students must observe any codes of conduct which are in place and updated from time to time, as well as adhering to University regulations. If you fail to meet the standards expected the University may take disciplinary action against you and consequences can include termination of this Contract and removal from your Course. Please see further information at clause 6 and our website at: <https://www.sussex.ac.uk/webteam/gateway/file.php?name=regulation-2.pdf&site=76>

The University has high academic standards and \_\_\_\_\_. If you do not progress sufficiently to remain on your Course, the University may withdraw you from your Course and you will not be entitled to any refund of fees. Please see clause 6 for further details.

The University will use \_\_\_\_\_. Whilst the University will seek to keep course changes to a minimum these may sometimes be necessary, for example if there are unanticipated staff changes or updates to the syllabus. Exceptionally, we might need to cancel a course, for example if there are insufficient students registered to deliver education of sufficient quality for those who have enrolled. Please see clause 11 for further details about course changes.

You must make arrangements at the beginning of your course for the payment of your \_\_\_\_\_. Your fees may increase during your studies with us, and you may also have to pay \_\_\_\_\_ such as specialist equipment, field trips or bench fees. Tuition fees are charged on a termly basis; if you attend only part of a term you may still be charged the full-term rate. Further information can be found at clause 10 and on our website at: <http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts/tuitionfees>

If your Offer is conditional, you will need to \_\_\_\_\_. There are requirements for registration \_\_\_\_\_



2.1 If you receive and decide to accept an offer of a place on your Course from the University  
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- 5.1 The University will use all reasonable endeavours to deliver your Course and the services at the University with reasonable care and skill and in accordance with the description in the Prospectus for your year of entry. If there is a change to your Course, Clause 11 of these Terms and Conditions will apply.
- 5.2 The University shall provide you with access to equipment and/or facilities that are necessary for you to undertake your Course but you are required to provide personal items that you need to study at the University, such as a desktop PC or laptop, and study materials.
- 5.3 The University shall explain the academic requirements for your Course to You.

to) passing modules, submission of course work and other assignments including examinations

(without liability to you).

- 7.3 You must comply with the terms of your student visa whilst studying at the University and in accordance with the University's responsibilities as a sponsor. The University is required to withdraw sponsorship of your visa if you do not comply with the terms of your visa and/or the UK government rules, including but not limited to:
- 7.31 Failure to meet the minimum attendance and engagement requirements;
  - 7.32 Your registration is terminated, or you withdraw or commence an interruption of studies;
  - 7.33 You successfully complete your Course in a shorter period than originally planned;
  - 7.34 Failure to register or re-register at the University; and
  - 7.35 Failure to provide evidence that you have valid leave to remain in the UK.
- 7.4 If you have a student visa and you decide to change your Course, and this causes a change to your Course completion date, you might be required to leave the UK to apply for a new visa overseas.
- 7.5 If your visa is revoked for any reason you will not be able to continue studying at the University and the University will remove you from your Course.
- 7.6 On occasion, the University will need to contact the UK Home Office to clarify details on outstanding visa applications and previous immigration history. By accepting these terms and conditions, You consent to the University contacting the UK Home Office on your behalf and the UK Home Office releasing such information to us.
- 7.7 The University is not liable for any cost that may be incurred by you to perform immigration and course of study regulatory requirements.
- 8.1 The University will need to send you important information, so you must always ensure that the University has your up to date contact details including an email address for an account you use regularly.
- 8.2 Your Offer is subject to you satisfying the academic and other requirements for admission. If your Offer is conditional, you will need to satisfy the conditions set out in your Offer (such as obtaining qualifications at a minimum grade) in order to be admitted to the Course. If you have not met the conditions of your Offer before the start of the Course, the University reserves the right to withdraw the Offer. For some courses you may need to provide information about your health, or have a satisfactory health check (including providing evidence of immunisations), a satisfactory Academic Technology Approval Scheme check or a satisfactory disclosure and barring service (DBS) check. If this applies the University will notify you of the requirements to be met.
- 8.3 You must provide full and accurate academic and personal information to the University for application, admission and enrolment on your Course and will inform the University of any changes to this information. The University may require you to provide satisfactory evidence that you have met all the requirements to study at the University.

- 8.4 If you are dishonest in the information you provide, do not provide satisfactory evidence when requested or you withhold relevant information the University may terminate this Contract at any point and withdraw you from the University or cancel your admission to the University. The University will verify the authenticity of documentation provided.
- 9.1 To enable the University to discharge

- 9.7 Failure to disclose an unspent criminal conviction may result in your Offer being withdrawn. If you have already registered at the University disciplinary action may be taken and your Contract with the University could be terminated, resulting in removal from your Course.
- 9.8 Further information on the University's policy and procedures relating to criminal convictions can be found at [www.sussex.ac.uk/criminal-convictions](http://www.sussex.ac.uk/criminal-convictions). Processing of your personal data will be carried out in accordance with our data protection policy.

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then we will make reasonable endeavours to consult with you and will notify you of the changes as soon as possible. The University will take reasonable steps to minimise any adverse effect of the changes. If the University makes material change(s) to your Course for reasons other than circumstances which are outside the University's reasonable control and you do not want to continue on your Course then the University will try

- 11.11 The University will act in accordance with its student protection plan which outlines risks to Courses delivered by the University, and measures in place to mitigate those risks: <https://www.sussex.ac.uk/webteam/gateway/file.php?name=student-protection-plan.pdf&site=76>
- 12.1 In rare circumstances, the University may need to discontinue your Course. Possible reasons for discontinuing your Course include (but are not limited to) loss of professional accreditation for the Course, loss of teaching staff or insufficient students registered on the Course to deliver a satisfactory quality of education.
- 12.2 If the University cancels your Course prior to you registering at the University, we will notify you as soon as possible and we will use reasonable endeavours to provide a suitable replacement course. If you are unhappy with a replacement course provided, or if the University is unable to provide a suitable replacement course, you may cancel this Contract and withdraw your application without any liability for Course fees (even if the cancellation period has expired).
- 12.3 If the University cancels your Course after you have registered at the University, we will notify you as soon as possible and we will use reasonable endeavours to transfer you to a suitable replacement course. If you are unhappy with a replacement course provided, or if the University is unable to provide a suitable replacement course, you may cancel this Contract and withdraw from the University without any further liability for Course fees (even if the cancellation period has expired) and you will receive a refund of tuition fees paid up to the date of withdrawal.
- 12.4 If your Course is cancelled and you do not wish to transfer to an alternative course at the University (or none is available) we will use reasonable endeavours to help you find an alternative comparable course with another UK Higher Education provider.
- 13.1 Nothing in this agreement will limit the University's liability for:
- 13.1.1 death or personal injury caused through the University's negligence; or
- 13.1.2 any fraud or for any sort of other liability which, by law, cannot be limited or excluded.
- 13.2 The University will not be liable for any injury sustained which was caused by another student or by any person who is not an employee or authorised agent of the University.
- 13.3 The University will not be liable for any loss or damage to Students' personal property (including computer equipment and software), including any financial or other consequential loss where such loss or damage is a result of theft, fire, flood, computer virus or any cause related to our computer facilities, or any other cause, except where such loss or damage is caused by our negligence. It is

control In the case of the University, circumstances beyond its reasonable control include

- 15.2 Whilst students are not under any obligation to disclose a disability and the University will always endeavour to support students, if you do not let us know that you are disabled, or do not provide full information, you may not be able to get full or timely access to the support you may need.
- 16.1 The University will process your personal data in accordance with UK data protection legislation and our data protection policies contained in the Supplementary Documents (<https://www.sussex.ac.uk/webteam/gateway/file.php?name=data-protection-policy.pdf&site=76>)
- 16.2 We may share your data with third parties, which we will do in accordance with our policy on data protection and privacy notices (<https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy>)
- 16.3 Once you are registered as a Student the University is required to collect and provide information to certain external agencies including the Higher Education Statistics Agency (or any replacement body), whose data protection notice can be found at <https://www.hesa.ac.uk/about/regulation/data-protection>. After you complete your studies, we will retain basic registration details, results and your address, and any information that may be required in relation to matters that are still outstanding. Basic information will also be passed to our Development and Alumni Relations Office to create an alumni database. The remaining information will be destroyed.
- 17.1 If these Terms and Conditions conflict or are inconsistent with the Supplementary Documents, the provisions of these Terms and Conditions shall prevail.
- 17.2 The headings in these Terms and Conditions are for ease of reference only; they do not affect its construction or interpretation.

- 17.8 If any provision of this Contract is deemed unenforceable, in whole or in part, by any court or competent authority, the remainder of this Contract shall continue in full force and effect.
- 17.9 This Contract and any dispute or claim arising out of or in connection with it shall be governed by English law and subject to the exclusive jurisdiction of the courts of England.
- 17.10 Nothing in this Contract shall limit the right of the University to take proceedings against you including for recovery of Course fees or other debts or enforcement of the terms of Clause 10 (Fees) in any other court of competent jurisdiction, nor shall the taking of proceedings in any one or more jurisdictions preclude the taking of proceedings in any other jurisdiction, whether concurrently or not, to the extent permitted by the law of such other jurisdiction.
- 17.11 Nothing within this Contract shall be construed as annulling or amending the University's Instrument and Articles of Government.
- 18.1 The University has complaints procedures in place which are designed to address any complaints quickly and fairly. If you have a complaint or concern about the University, you should use the relevant complaints procedure.
- 18.2 The \_\_\_\_\_ can be found here  
<https://www.sussex.ac.uk/study/undergraduate/apply/admission-policies/unsuccessful-applicants>
- 18.3 The \_\_\_\_\_ can be found here:  
<http://www.sussex.ac.uk/ogs/complaintsappeals/students>.
- 18.4 Should you remain unsatisfied with the University's handling of your complaint you have the right to complain to the Office of the Independent Adjudicator.
- 18.5 If you have any other concerns, such as any personal reasons which mean you feel you may not be able to continue on your course, you are advised to contact the Student Support Centre, your School or course administrators at the earliest possible stage.