

## Terms and conditions

These notes are important. Please read them carefully.

The following documentation and legislation provides a framework through which the University and its students work together to create a positive environment for learning and academic achievement:

- The Undergraduate and Postgraduate Prospectuses
- The offer letter
- The University's Royal Charter, statutes, ordinances and regulations
- Code of practice and related information on admission to the University of Birmingham
- School guidelines
- Programme requirements
- Registration documentation

This documentation establishes the basis of an agreement between the University and its students as to the rights, roles and responsibilities of both parties.

Admission to the University is subject to the requirement that the applicant will comply with the University's registration procedure and will duly observe this documentation. The documentation (except for the offer letter and registration documentation) is available on the University's website at <https://intranet.birmingham.ac.uk/as/registry/legislation/regulations.aspx> (<https://intranet.birmingham.ac.uk/as/registry/legislation/regulations.aspx>)

### Application and admission to the University: information and requirements

It is essential that you provide accurate and complete information in your application form. If you fail to do so the University can withdraw the offer of a place and insist that you leave. Find out more on [our admissions site \(university/professional/external/admissions/index.aspx\)](https://intranet.birmingham.ac.uk/as/registry/legislation/regulations.aspx).

### Criminal convictions

When you apply to the University, you must disclose any unspent criminal convictions. Some programmes will require the disclosure of all convictions, spent or unspent. The University will consider whether such convictions are compatible with membership and a place on a particular programme. If your situation changes after the offer of a place please notify the Admissions Tutor for your programme, or if you have already enrolled, the Programme Director.

### Disabilities

If you have study support needs related to a disability, including dyslexia and other specific learning difficulties, mental health conditions, or other health conditions, the University will seek to support you whenever possible. If you have not yet disclosed that disability, we would encourage you to do so at the earliest opportunity to assist us in putting in place the appropriate support in good time. We would normally document the support to be provided in an agreed statement.

Even if you have already disclosed a disability, please make sure you contact the Disability and Learning Support Service before you accept any offer of a place, in order to establish what support is available and the information we need to ensure this can be arranged. You should be aware that if you choose not to disclose your disability, or to limit that disclosure, while we will do our best to help you, you may not be able to access the full range of support available.

The Disability and Learning Support Service can be contacted by telephone on +44 (0)121 414 5130 or by email at [disability@bham.ac.uk](mailto:disability@bham.ac.uk) (<mailto:disability@bham.ac.uk>). Further information is also available at <https://intranet.birmingham.ac.uk/as/student services/disability/index.aspx> (<https://intranet.birmingham.ac.uk/as/student services/disability/index.aspx>).

### Programme entry requirements

The programme requirements for admission are set out in the relevant section of the printed prospectus and on course finder listings. Please consider these carefully to ensure you are eligible for your chosen subject.

### Health requirements

The University and bodies such as the General Medical Council and the Department for Children, Schools and Families require applicants for certain programmes to provide information regarding their physical health. Applicants may also be required to undergo a health check and to provide evidence of immunisation against certain diseases. The offer of a place is conditional on such requirements being met.

### Blood-borne viruses

The regulations on the screening and admissions to medical schools of students with blood-borne viruses, and other regulations, are subject to change from time to time and you are advised to consult the relevant website for up-to-date information.

### Deferred entry

Applicants who wish to apply for deferred entry should enter this against the University of Birmingham choice on their UCAS form. Applicants wishing to defer entry until September 2016 must meet all the conditions of their offer by 31 August 2015.

### Fees and payment

It is your responsibility to make sure your tuition fees and all other expenses relating to your programme are paid in a timely manner. The tuition fee will be stated in your offer pack. The fee quoted is revised each academic year. When you register online, you will be required to indicate how your fees will be paid. If you are paying the fee yourself, the University will require either full payment or an application to make payment using the University direct debit scheme.

As a member of the University you will be bound by the University's regulations on the payment of fees. Failure to make payment in accordance with the regulations will ultimately result in exclusion from the University. The regulations are set out on the University's website at <https://intranet.birmingham.ac.uk/finance/index.aspx> (<https://intranet.birmingham.ac.uk/finance/index.aspx>)

If you are a sponsored student and your sponsor fails to pay your tuition fees, you will become responsible for payment.

Your offer letter will indicate whether you will be considered as home/EU or overseas for fees purposes. If you feel this classification to be incorrect it is your responsibility to contact the Admissions Office.

Unless stated otherwise, the programme and course fees do not include any charges for residential accommodation, examination resits, extensions to the designated period of study, travelling expenses, or other miscellaneous expenses which may be related to your programme of study.

If you would like the University to be able to discuss your fee account with a third party, we will require you to complete a 'Disclosure to a Third Party' form in accordance

with the Data Protection Act 1998. This form can be found at <https://intranet.birmingham.ac.uk/finance/student-fees/index.aspx> (<https://intranet.birmingham.ac.uk/finance/student-fees/index.aspx>).

## Scholarships

The University has a range of student scholarship schemes which recognise both excellence in achievement at secondary level and the financial situation of our students. Full details of the schemes, including the Chamberlain Award, aimed at students from lower-income households, are available at <http://www.birmingham.ac.uk/students/fees/undergraduate/index.aspx> ([/undergraduate/fees/index.aspx](http://www.birmingham.ac.uk/students/fees/undergraduate/index.aspx)).

## Financial hardship

In addition to the scholarship schemes, the University is able to provide financial assistance to students who suffer financial hardship during their studies. In particular, the Access to Learning Fund can be used to make a means-tested non-repayable grant to part-time or full-time undergraduate or postgraduate students who have been resident in the UK throughout the three years prior to the start of their course and who have taken up all statutory support available to them. Further details of this and other awards are available from the Student Funding Office at <https://intranet.birmingham.ac.uk/as/student-services/funding/funding-available/ug-funding.aspx> (<https://intranet.birmingham.ac.uk/as/student-services/funding/funding-available/ug-funding.aspx>) or the Department for Business, Innovation and Skills at [www.bis.gov.uk](http://www.bis.gov.uk) (<http://www.bis.gov.uk>).

## Registration and University membership: information and requirements

### General guidance and regulations

All members of the University (which includes registered students) are required to comply with the following:

- Health and safety guidance
- Code of practice on use of computing facilities
- Race equality policy
- Discrimination and harassment guidance
- Data protection policy
- Public interest disclosure policy
- Rules on car parking on University premises

Further details of these requirements can be found at <https://intranet.birmingham.ac.uk/registry/legislation/codesofpractice/index.aspx> (<https://intranet.birmingham.ac.uk/registry/legislation/codesofpractice/index.aspx>).

### Data protection and disclosure of personal information

The application procedure, registration and your academic progress will provide the University with a range of information about you. It will use this to support you on your programme and for the administration and management of the University, including statistical analysis. Some information may be disclosed outside the University, either at your request or in your interest.

The information is collected from a number of sources including your application, registration forms and references, and from carrying out Disclosure and Barring Service (DBS) or health checks (if necessary). We may disclose information relating to your academic progress to your sponsor (if you have one). Medical information disclosed to the University's Medical Officer or the Student Support and Counselling Service will be treated as confidential and disclosed only in accordance with their normal procedures. Information arising from DBS checks will be used only in accordance with the DBS's code of practice.

See <https://www.gov.uk/government/organisations/disclosure-and-barring-service> (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>).

We will also ask for emergency contact details and by providing them, you confirm that these individuals have consented to the processing of their personal data by the University. All information will be kept for a reasonable period in accordance with legal requirements and for administration purposes. Further details can be found at [www.birmingham.ac.uk/university/governance/policies-regs/data-protection.aspx](http://www.birmingham.ac.uk/university/governance/policies-regs/data-protection.aspx) ([/university/governance/policies-regs/data-protection.aspx](http://www.birmingham.ac.uk/university/governance/policies-regs/data-protection.aspx)).

### Programmes, courses and modules

The University will make all reasonable efforts to deliver your programme as described in the University's offer letter. However, the University may have to vary the method of delivery of your programme, and in some cases the syllabus may be altered or updated. In extreme circumstances the University may have to discontinue your programme (for example, because a key member of staff is unwell or leaves the University), or amalgamate modules (for example, because too few students apply to join the programme or because other students on the programme leave the University during the course of the programme, rendering it no longer viable). The modules described in this prospectus are provided as an illustration and may be subject to change.

In the unlikely event that the University discontinues your programme or changes it significantly we will tell you at the earliest possible opportunity. Under such circumstances you may wish to withdraw your application; if you do so, the University will assist you in finding an alternative programme either at Birmingham or at another UK university.

### Conduct

Students are required to attend such lectures, tutorials, examinations and other activities as form part of their programme. This includes the requirement to submit theses, dissertations and coursework on time. Students must also be aware of and observe the University's discipline regulations and codes of conduct (which include the University's right to suspend or exclude a student in exceptional circumstances on disciplinary grounds), which can be seen at

<https://intranet.birmingham.ac.uk/registry/legislation/codesofpractice/index.aspx> (<https://intranet.birmingham.ac.uk/registry/legislation/codesofpractice/index.aspx>).

You may also be subject to the University's regulations on Fitness to Practice, and, if so, additional information will be included with the offer letter.

### Diversity and equality

The University prides itself on being a diverse community within a diverse city. Our commitment to equality and diversity and the elimination of discrimination is embodied in the University's Charter and our aim is to ensure that the University remains an inclusive environment where equality of opportunity and tolerance for all are fostered and promoted.

### Termination

Subject to the completion of any internal appeals procedures, you may be asked to leave the University if:

- Your academic performance is not satisfactory
- Action is taken against you in accordance with the University's disciplinary or Fitness to Practice procedures
- You fail to pay your fees in accordance with the University's regulations on payment of fees
- You are expelled or dismissed from any other organisation which you are required to attend or be a member of as part of your programme
- In the reasonable opinion of the University, you have failed to provide the University with all relevant information, or have supplied false or misleading information, relating to your application for your programme

Depending on the circumstances the University may also be entitled to take legal action against you (for example to recover an outstanding debt). Provided the action

taken to terminate the agreement is in accordance with the University's procedures, the University will not be liable for any loss or damage which you may suffer as a result.

Neither the student nor the University shall be liable to each other for any failure or delay in performing obligations, if the failure or delay is due to any cause beyond that party's reasonable control, for example fire, flood or industrial dispute.

## Intellectual property

You are subject to the University regulations regarding exploitable new inventions and intellectual property arising whilst you are a student of the University. The regulations are available at <https://intranet.birmingham.ac.uk/as/registry/legislation/regulations.aspx> (<https://intranet.birmingham.ac.uk/as/registry/legislation/regulations.aspx>)

Generally the procedure is the same for both students and members of staff. The University claims ownership of the intellectual property, and if it is exploited, it passes a substantial benefit from the net profits back to the student or staff member. However, if you have any questions or concerns regarding these provisions please discuss them with your supervisor or Head of School.

## Accommodation

If you apply to the University to reside in University accommodation this is dependent on you continuing to study at the University. There are separate terms and conditions which apply to your occupation of University accommodation and further details of these are available from Housing Services at [www.birmingham.ac.uk/students/advice/guide/accommodation/OfferpackInformation.aspx](http://www.birmingham.ac.uk/students/advice/guide/accommodation/OfferpackInformation.aspx) ([/undergraduate/advice/guide/accommodation/Living-with-us/OfferpackInformation.aspx](http://www.birmingham.ac.uk/students/advice/guide/accommodation/Living-with-us/OfferpackInformation.aspx))

## Religious observance

Whilst the University promotes an egalitarian learning community, applicants and students should be aware that:

- In an intensive course we have to routinely schedule activities, including examinations, on Fridays and Saturdays. Where this may conflict with the observance of religious days for some students, the University will endeavour to make alternative arrangements where reasonably possible. Therefore students are advised to inform the relevant school and/or the Examinations Office in writing of such issues as soon as possible.
- The General Medical Council and the British Dental Association stipulate that the wearing of gloves and/or burkas is not permitted in the clinical setting. Medical students are required to sign a code of practice in which they agree to show their faces at all times, and must be prepared to examine and touch patients of both sexes.

See also <https://intranet/birmingham.ac.uk/as/studentsservices/chaplaincy/index.aspx> (<https://intranet/birmingham.ac.uk/as/studentsservices/chaplaincy/index.aspx>)

## General matters

The agreement is between the University and the student and only these two parties can enforce the agreement between them. The Contracts (Rights of Third Parties) Act 1999 shall not apply. The agreement between the student and the University is governed by English law.

If you have any questions please contact the Undergraduate Admissions Tutor for your school.

## Further information

The printed prospectus was published in February 2014 and refers to entry from September 2014 to July 2015. Course finder course listings on this website were created in September 2010 and refer to entry from September 2014 to July 2015. The University of Birmingham reserves the right, without notice, to withdraw programmes or raise fees at any time before or after an applicant's admission.

If you have any complaints regarding the accuracy or fairness of the printed prospectus or course listings in the course finder, they should be addressed to the Registrar and Secretary, who will investigate the matter and reply, in writing, within 21 days of receiving the letter.

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