

UCL Academic Manual 2018-19
Chapter 6: Student Casework Framework

Section 12: UCL-Student Relationship Terms and Conditions

12.1 General

1.

teaching staff allocation, number of classes, method of delivery, content, assessment, syllabus and/or module availability.

appropriate UCL qualification. Certain programmes of study may also lead to professionally-accredited qualifications.

12.4 Payment of Fees and Other Charges

1. You are responsible for ensuring your tuition fees, accommodation fees and all other charges incurred by you at UCL are paid in a prompt and timely fashion. Where a third party is responsible for payments on your behalf, you must ensure that they similarly pay in a prompt and timely fashion. Demands for payment will be made in accordance with UCL's practice at the time.
2. If any fee or charge connected to your study at UCL (including tuition fees, library fees and other academic fees) remains outstanding after the due date for payment, UCL reserves the right to stop providing you with access to the relevant service until the fees or charges are paid. In the case of non-payment of library fees, for example, we may suspend your access to the library and/or library services. In the case of non-payment of tuition fees, we may end our contract with you and cease providing you with tuition, learning opportunities and other related services relevant to your programme of study. UCL may take appropriate and proportionate action as it considers necessary to recover overdue academic fees or charges, including suspension of your registration for specific services, withholding any award you are entitled to and taking legal action against you to recover the outstanding amounts.
3. Fees are not normally refundable. Applications in writing for partial refunds will be considered in special circumstances. Refunds requested more than one year after payment has been made will not be considered.
4. In addition to the above, we may charge interest on any outstanding fee or charge (calculated at an annual rate of 3% above the Bank of England base rate). This means that

12.6 Intellectual Property Rights

1. UCL generally recognises that students own the IPR in any work that they produce as part of their programme of study at UCL. However, there are some circumstances where ownership has to be shared or be granted to UCL or a third party; these circumstances are outlined in UCL's policy on Intellectual Property Rights (IPR).

12.7 Accommodation

1. If you have secured a place in university accommodation, this is subject to your continued registration as a full-time student at UCL. There are specific terms and conditions that apply to the provision of such accommodation to you, details of which are available from UCL Student Residences.

12.8 IT Facilities

You will have access to UCL's IT facilities while you are a registered student at UCL, but you are expected to use these facilities in an acceptable manner. You must familiarise yourself with the UCL Information Security Policy; this includes an awareness that failure to comply with these regulations may lead to disciplinary action, up to and including dismissal from UCL without notice, and may expose you to court proceedings attracting both criminal and civil liability.

12.9 Library Facilities

You will have access to UCL's Library facilities while you are a registered student at UCL. Your use of the Library facilities will be subject to the UCL Library Regulations; you should familiarise yourself with those regulations. This includes awareness that failure to comply with those regulations may lead to certain sanctions, penalties and/or other disciplinary action.

12.10 Disability

The UCL Student Disability Policy outlines the ways in which UCL addresses the needs of disabled students. UCL is firmly committed to offering an excellent education to all students and central to this policy is UCL's intention to take account of individual need and to work with disabled students to find appropriate and practical solutions to any problems that might arise.

12.11 Insurance

UCL does not accept responsibility for any loss or damage to your property. You are advised to arrange relevant insurance against theft and other risks before coming to UCL. In certain circumstances, you may need to take out other types of insurance, for example health insurance while on an overseas placement. Any queries regarding insurance should be addressed in the first instance to your department.

12.12 Data Protection

Personal information on students is held by various UCL and University of London support services. The data is held for the purposes of operating several internal UCL or University of London processes, including admissions procedures and maintenance of your academic records after admission. The data is also required for the purposes of compiling statutory statistical and personal returns which UCL is obliged to make to certain external or

governmental agencies. When you leave UCL, we will provide your information and data to UCL's Development and Alumni Relations Office (DARO). DARO will provide you with information on how they will use your information but you consent to us providing the information to DARO when you leave UCL. Further details are available via the UCL General Statement on Data Protection.

12.13 Notices

1. Any notice or other information relating to the formal relationship between you and UCL that you need to give to UCL, or that UCL needs to give to you, must be in writing and may be given by hand or sent by e

12.17 Relevant Documents and Information

UCL Prospectus and other recruitment material

General Conditions for Entry – supplied with offer letter, not available online

Students website

Tuition fees

Accommodation fees

UCL Information Security Policy

UCL e-mail

UCL Library Regulations

UCL Student Disability Policy

UCL General Statement on Data Protection

Intellectual Property Rights (IPR)

Chapter 6, Section 1: Code of Conduct for Students

Chapter 6, Section 8: Student Disciplinary Code and Procedure

Chapter 6, Section 10: UCL Student Complaints Procedure