

**Terms of Admission: Entry in the Academic year 2020/21****Contents**

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### **Application of these terms**

1. If you accept your offer of a place to study at the University of Cambridge, via the Graduate Admissions Office (“GAO”), you agree that these Terms of Admission apply to your relationship with the University from then until you cease to be a graduate student.
2. Please note that some of these Terms relate to conditions you will need to meet before you are able to take up your place.
3. You must adhere to these terms, to the Statutes and Ordinances, and to other rules and regulations of both your College and the University. Suspension or other sanction arising from a breach of these may result in your being unable to pursue your studies at both the University and your College.

### **College membership**

4. As a student of the University, you will need to be accepted as a member of a College, and you will have separate but interdependent relationships with them. The University will arrange an initial offer of membership to a College for you. You must remain a member of a College throughout your programme and it is important to be aware that:
  - (i) If you are not happy with a College’s offer of membership, and choose not to accept it, your admission to the University will not be confirmed and you will not be able to take up your place at the University;
  - (ii) The Colleges are independent of the University, and of each other, and the University cannot arrange for you to move to another College;
  - (iii) College membership does not constitute an offer of College accommodation and a College room cannot be guaranteed;
  - (iv) You will be unable to pursue your programme if either your College or your University membership is terminated;
5. Students will be required to present original proof of identity to their College prior to starting their programme.

### **Conditions and fees**

6. Your offer was made subject to satisfactory payment of the appropriate application fee. In the event that your payment transaction is deemed unsuccessful after you have received an offer, the University reserves the right to withdraw the offer, and you will be asked to send an alternative payment.
7. Your offer letter will have outlined the conditions of your offer of a place, the fees associated with your programme and, for full-time programmes, an estimate of your minimum maintenance or living cost (see clause 16). You must meet all the conditions of your offer by the specified deadline before you can be admitted. If you do not meet the conditions of your offer by the relevant deadline, your offer will be withdrawn, and you will not be admitted to the University.
8. The conditions of offer include the completion of a Financial Undertaking Form, whereby you will undertake to the University that you have available at least the minimum required funds to cover all of the costs of your attendance at the University for the duration of your course. Your offer letter will have outlined your annual University Composition Fee (“UCF”). The UCF covers the teaching, supervision, student support and facilities you will receive and have access to from the University and your College and for most courses the college membership fee is integrated with this fee (see clause 10).
9. The UCF is set annually by the University, and for most courses the annual fee is fixed for the duration of the course (see clause 11). Students who intermit, or who are removed from the register and then return to study, may be liable for higher fee rates when they return to their study.
10. The college fee is not integrated with the UCF for overseas students studying for the Master of Advanced Study.

11. The UCF will rise annually for the Master of Education, and the Doctor of Education. If you are admitted to a combined Masters and PhD programme, the UCF for the Masters element and the PhD element will differ: The UCF provided for the PhD element of the course will be an estimate based on the current year's PhD fee; the fee applicable to your year of entry to the PhD is likely to be 5% higher than the estimate presented; the PhD UCF will be published during your masters study.
12. Failure to pay the UCF by the due date provided to you by the college may result in you not being able to take your place on, or the termination of, your programme of study at the University.
13. If you are admitted, neither the University nor the Colleges will support you financially in the event that you cannot fulfil the commitment declared in your Financial Undertaking Form. We reserve the right to terminate your course of study or research in those circumstances. You cannot rely on gaining funding once you have taken up your place, nor can you undertake paid work to pay for your course whilst studying.
14. If you withdraw from your studies you may be eligible for a refund of the termly UCF if you have been engaged in a course of study for 20 days or less during the relevant term. For more information see [Section 16 of Chapter I of the University's Ordinances](#).

### **Living costs and additional costs**

15. In addition to the UCF outlined above, you may need to meet additional costs. The University has highlighted this in the prospectus information given about the programme and sets this out in your offer letter.
16. As well as those costs referenced in the paragraphs above, full-time students are expected to provide evidence that they can meet the annual maintenance or living costs which may include (but are not limited to):
  - accommodation (either provided through your College or privately, and involving combined or separate costs for rent, utility services such as gas, electricity and access to phone and internet systems, and payments for other services such as kitchens, laundries, gym etc.);
  - food (whether provided by your College or through self-catering);
  - personal expenses while you are on your programme (e.g. clothes, leisure activities, travel, membership of clubs and societies etc.);
  - travel to and from Cambridge
  - personal resources for study (computer, books, stationery, calculator etc.) which remain your property

Neither the University nor the College accepts responsibility for any personal debt you may incur.

### **Changes to your programme**

17. The University will provide the programme as described on the University website (<https://www.graduate.study.cam.ac.uk/>) immediately prior to the date you accepted your offer of a place. However, there may be circumstances outside the University's control which may make it necessary to make changes to your programme. Such circumstances may include:
  - unanticipated staff changes, sickness, absence or unavailability for other reasons;
  - developments in the subject area;
  - feedback from you or other students;
  - the requirements of a professional, statutory, regulatory or accrediting body;
  - where the numbers recruited to a programme are so low that an appropriate level of student experience cannot be guaranteed; and
  - any circumstance that falls within the scope of clause 55.
18. The changes may be to:

- the content and syllabus of a programme;
- the availability, duration, location and content of placements and other work based learning opportunities;
- the method, location, timetable and amount of teaching, lectures, seminars, supervisions and any other forms of instruction; and
- the method and content of assessments and examinations.

19. The changes may be effected by modifying your existing programme.

20. Where such changes are minor, such as changes to the electives available in any year, the University will keep such changes to a minimum and will keep you informed appropriately.

21. Where such changes are more substantial, the University will to the extent that is necessary and appropriate:

- notify and consult with student representatives about proposed changes at the earliest opportunity;
- ensure any changes are approved through the relevant processes and by the relevant committees and kept to the minimum necessary; and
- offer you the opportunity to withdraw from the programme and the University, if you are dissatisfied with the changes proposed.

### **Changes to your wider provision**

22. The University is required to comply with all UK and EU law, including (but not limited to):

- the Immigration Act 2014, in terms of the admission and monitoring of temporary migrants;
- the Equality Act 2010, to advance equality of opportunity and to eliminate discriminatory conduct;
- the Education (No 2) Act 1986, in terms of academic freedom and freedom of speech;
- the Data Protection Act 2018 and the General Data Protection Regulation (EU)2016/679, in terms of how the University uses, stores and manages your personal data;
- the Counter-Terrorism and Security Act 2015, in terms of promoting a tolerant campus community; and
- the Higher Education and Research Act 2017, in terms of specific statutory duties.

These obligations and duties may change if the law changes. As a consequence, the University and the Colleges may need to make unannounced or unplanned changes to the general provision to students. Wherever possible, the University will consult students, through the formal student representation channels on the impact of any changes prior to implementation.

### **Matriculation**

23. You must have received a formal confirmation of admission in your self-service account before you come to Cambridge to begin your study.

24. By accepting an offer for a programme with a pre-sessional course, you are also agreeing to attend the University from this earlier date. Where this is the case, it will be made clear in the relevant section of your self-service account.

25. On arrival you will be enrolled into the University through a process called “matriculation”. You may not matriculate until you have received a formal confirmation of admission (see clause 23). Matriculation requires you to sign the following declaration within four weeks of your arrival:-

*‘I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.’*

By signing this declaration on matriculation, you agree that you will observe the Statutes and Ordinances of the University in force and which are amended from time to time. The current Statutes and Ordinances can be found on the University website (see Annex for a link to these). These are under continual review and changes to the Statutes and Ordinances are highlighted at this same website.

Matriculated students have access to such University services as the Careers Service, the Counselling Service, the Disability Resource Centre and University Sports facilities.

26. During your programme, the University may update and replace its Statutes and Ordinances from time to time in order to ensure that the University operates efficiently for students and meets relevant legal and regulatory obligations. Changes to the Statutes and Ordinances will be appropriately notified to students. Such changes will not affect the content of your programme. Any changes will normally come into effect at the start of the next academic year, although a change may be introduced during the academic year where the University reasonably considers this to be in the interests of students or where this is required by law, by a regulatory body, or other exceptional circumstances. The University will take all reasonable steps to minimise disruption to students wherever reasonably possible.

### **Computing Facilities**

27. By taking up your place at the University you agree to sign the following declaration in order to access the University's computing facilities, which will provide access to the internet, your University e-mail account, and information which is available only to University users:-

*"I have read the rules and understand that allocations of computing resources are made and may only be used subject to the Rules issued from time to time by the University of Cambridge Information Services Committee, and I agree to abide by such rules. (The Rules and Guidelines on the use of University Information Services facilities are on the World Wide Web, see <http://www.uis.cam.ac.uk/isc/rules-and-guidelines/rules>).*

*N.B. It is sometimes the case that system staff will need to look at your account(s) or how you access your account(s) to solve system problems, because of suspected misuse of your account or to enable the legitimate business of the University to continue in your absence."*

You will not be able pursue your studies effectively to obtain your degree without access to the University's Information Services. Please note that these rules may change between now and the date of your matriculation: you are advised to re-read them close to that date.

### **Data Protection**

28. When you applied to become a student you were told how the University and your College would use your personal information (meaning any information which relates to or identifies you as an individual) to process your application and for related purposes.
29. Further statements setting out how your personal information will be used when you are a student are identified in the Annex. Please note, however, that these statements may change between now and the date of your matriculation: you are advised to re-read them on the websites close to that date.
30. By taking up your place to study at the University, you acknowledge that the University and your College will use and process your personal information in accordance with these statements. In addition to the information published there, when you use specific services and facilities offered by the University, you will be told about any other uses of your personal information.
31. While studying at the University, you may need to use and handle the personal information of others in connection with your studies and research. You acknowledge that you will handle any such personal information carefully and securely, and in accordance with any reasonable guidance and direction you may receive.

## **Complaints**

32. If for any reason you wish to complain about any aspect of your University experience, the formal Student Complaints procedure for consideration of complaints is contained in Section 26 of Chapter II of the University's Ordinances. However, if you have concerns, it is advisable to talk initially to the Programme Director or Programme Executive Director, or to the part of the University concerned, to see if the matter can be resolved more quickly and easily through informal channels. Further information on complaints, and on making appeals in relation to examinations, can be found on the University website (see Annex).
33. If you have a complaint about your College, you should consult your College website for information as to how to bring a complaint (see Annex).
34. In both cases, the procedures are under continual review: the websites will always reflect the current procedures.
35. You may be able to refer a complaint to the Office of the Independent Adjudicator for Higher Education in England and Wales if the complaint falls within its remit and you have exhausted all internal College and University procedures.
36. If you wish to make a complaint about the application process, please write to the Head of Graduate Admissions at: Graduate Admissions Office, Student Service Centre, New Museums Site, Cambridge, CB2 3PT. The admissions complaints procedure allows you to seek a review of your application if you believe that:
  - (i) A procedural error or irregularity has occurred in the processing of the application; or
  - (ii) In the consideration of the application there has been bias, prejudice or inadequate assessment; or
  - (iii) There are factors unknown to the University that might have adversely affected the outcome (such as illness in examinations or other grave cause not otherwise evident in the application).

There is no appeal against matters of academic judgement.

## **Student harassment and sexual misconduct**

37. The University and the Colleges are committed to providing an environment that is free from discrimination and affirms the rights of all of their members to be treated with dignity and respect. Any form of harassment of one member of its community by another will not be tolerated. Allegations of harassment and sexual misconduct are taken very seriously and, following an investigation, the University and your College may take action, including disciplinary action, in response to a complaint from a student.
38. The University and your College have specific policies regarding student harassment and sexual misconduct, which can be accessed on their websites (see Annex).
39. The relevant University and College procedures are reviewed regularly: the websites will always reflect the current procedures.

## **Unspent Criminal Convictions**

40. Having a criminal conviction will not normally preclude you from studying at the University. However, the University and College ask for this information to enable us to discharge our safeguarding duties. If you have a relevant unspent criminal conviction at the time that you confirm your acceptance of this offer, you agree to inform the Head of Graduate Admissions. You agree to permit the University and College to share the information with each other and that if you are subsequently convicted of an offence, including during your time studying at the University of Cambridge, you agree to inform the University or your College and to permit the University and College to share the information with each other. Supporting information on relevant unspent criminal convictions will be provided on our website <http://www.graduate.study.cam.ac.uk/graduate-admissions-policy/graduate-applicants-previous-criminal-convictions>

## **Discipline**

41. The University's regulations on disciplinary matters comprise Section 19 of Chapter II of the University's Ordinances. These include regulations for the maintenance of good order throughout the University. The University Proctors are responsible for ensuring order and discipline throughout the University.
42. The disciplinary regulations also include specific provisions relating to examination offences, such as cheating in examinations and plagiarism, e.g. attempting to pass another person's work off as your own. Further guidance on the University's policy against plagiarism can be found on the University's website (see Annex). Your matriculation is deemed as acceptance of the University's right to apply specialist software to your work in examinations and during the programme of your studies to aid in detecting such offences.
43. Your College will have its own arrangements as regards discipline which will be available on its website (see Annex).
44. The associated University and College procedures are reviewed regularly: the websites will always reflect the current procedures.

#### **Disclosure and Barring Service (DBS) Check**

45. If your place is conditional on your providing a Disclosure and Barring Service check or the equivalent, you will be contacted by the Student Registry. This process can take a long time and must be completed before you can be admitted to your programme. The regulations are in process of change; for the latest information please see the Disclosure and Barring Service Disclosures page at the Graduate Admissions website: [www.graduate.study.cam.ac.uk/dbs](http://www.graduate.study.cam.ac.uk/dbs)

#### **Fitness to Study**

46. If there are serious concerns about your fitness to study or ability to sit your examinations or undergo other academic assessment (e.g. because of your health or because your conduct or performance suggests underlying health issues), you may be referred for assessment to a Fitness to Study panel, which will include a medically qualified member. The Panel may wish to refer you to a medical expert. You will have the right to be heard by the Panel before any decision is made about you. The Panel may make recommendations or issue directions on how or whether you continue your studies. The Procedures to Determine Fitness to Study are highlighted in the Annex.

#### **Visas**

47. If you require a visa to study in the UK, you are responsible for obtaining it and complying with its conditions. If you do not have valid immigration permission for study purposes, you will not be able to start your programme. If your permission expires during your programme and you no longer have valid leave to remain in the UK, or have breached the terms of your visa, the University may inform UK Visas and Immigration and may require you to leave your programme. If the University is sponsoring you under Tier 4 it will inform you separately of your obligations towards the University in relation to your visa. It is your responsibility to check that all the details on your CAS prepared by the University are correct and up to date before making your Tier 4 visa application. The University accepts no liability for problems caused by incorrect information on the CAS. The University can only issue your CAS once you have met all of the conditions of your offer and your admission has been confirmed.

#### **Other matters**

48. There are certain elements of study at the University of which students should be aware:-
  - (i) As well as being a member of a College, in order to satisfy the University's residence requirement (Section 11 of Chapter II of the University's Ordinances), all full-time graduate students are expected to reside within the 10 mile radius of Great St Mary's Church throughout the required terms of study. Full-time students must have formal permission before they reside elsewhere, and if you wish to do so you should acquire agreement in principle from both the College tutorial office, and your academic supervisor/Director of Study prior to arriving in Cambridge.
  - (ii) The University does not offer admission part-way through a term and full-time students are required to be resident in the University for the required number of whole terms to complete their degree unless specifically granted

permission to spend some terms outside the University. In some circumstances, your programme of research may require you to spend some time outside the University at the beginning of your programme. You will need to apply for, and be granted, leave to work away before the start of your first term. Permission cannot be granted retrospectively. Students on a Tier 4 visa should note that, 'working away' without having obtained official authorisation from the University may constitute an 'unauthorised absence' and be a breach of the responsibilities of sponsorship under Tier 4.

- (iii) Term-time is demanding and there are restrictions on undertaking paid work during your study, unless you are enrolled on a part-time programme. For further information see: <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study>
- (iv) The University annually sets out guidance for its examinations (see Annex for the most recent issue). Examination resits are not permitted except as a possible outcome of an application for an examination allowance on the grounds of illness or other grave cause.
- (v) You must pursue your studies diligently. You may be prevented, subject to applicable appeal procedures, from continuing your programme at the University if your academic performance is judged to be unsatisfactory.
- (vi) Lecturers and class leaders normally own the intellectual property rights in their teaching materials. Students may not audio-record lectures and classes without prior agreement (for example where adjustments are required for a specific learning need).

### **Intellectual Property**

49. Ownership of intellectual property rights (broadly defined, whether registrable patents or not) in material devised, made or created by you normally rests with you; and the University does not ordinarily claim the ownership of such intellectual property rights. However, you need to be aware this is not always the case and that the University or a third party will claim ownership where:
- (i) IP rights are allocated to the University or funders by grants or contracts for research funding or student sponsorship; or
  - (ii) IP rights are owned by third parties; or
  - (iii) When working in collaboration with others (e.g. University staff) you jointly devise, make or create joint or interdependent intellectual property;
  - (iv) legislation, regulations or ethical guidelines apply e.g. where data is derived from human subjects (e.g. clinical trials) or to personal data.

In such circumstances, relevant third party terms will apply to your work whether or not you have explicitly agreed to them. It is therefore important that before you accept a place at the University and before you start work on a research project or join a research group at the University, that you check any relevant third party terms and how such terms will affect the treatment of intellectual property that you create.

If you have any concerns, including not receiving any information about intellectual property rights, you must raise them with your proposed supervisor or Department so that you understand how intellectual property which might arise from your studies, research or project(s) will or may be treated.

The University endeavours where possible to ensure you retain the right to use intellectual property in academic teaching, publications, and academic research.

The Regulations on Intellectual Property Rights in Chapter XIII of the University's Statutes and Ordinances as amended from time to time set out how intellectual property rights are managed.

### **Disability**

50. If you have disclosed a disability/specific learning difficulty/chronic illness, your details will be forwarded to the Disability Resource Centre ("DRC") who will contact you to discuss your particular requirements. The University may

not be able to accommodate your individual requirements if you do not disclose your disability and therefore you are encouraged to make a disclosure at the earliest opportunity. If you have not made a disclosure in your application for admission this can be made by contacting the DRC. The DRC can be contacted at <http://www.cam.ac.uk/cambuniv/disability/> or tel: +44 (0)1223 332301.

51. You may seek the confidential support of the Disability Resource Centre at any point. They will not make further disclosure of your disability within the University or to your College without your consent.

#### **Limitation on Liability**

52. Nothing in these terms shall limit the University's or your College's liability to you:
  - a. for death or personal injury resulting from negligence (as defined in the Consumer Rights Act 2015);
  - b. for fraud or fraudulent misrepresentation.

References to legislation in these Terms of Admission include reference to any amendments, extensions or re-enactments of such legislation.

53. Subject to clause 52 above, the aggregate liability of the University and your College under these Terms of Admission or otherwise in connection with your experience as a student at the University whether arising in contract, tort, or in any other way, shall not exceed the total of the University Composition Fee paid and due to be paid by you in relation to your programme, as your programme is defined in the letter from the University offering you a place.
54. For the purposes of clauses 52 and 53, the terms "University" and "College" also include officers, employees and agents of the University or College, and those paragraphs may be enforced by such officers, employees and agents. It is not otherwise intended that any of these terms will be enforceable by any third party.
55. Neither the University nor the College will be liable for matters arising which are outside of its control and which could not have been foreseen or prevented even if reasonable care had been taken. This includes but is not limited to: strikes, other industrial action, staff illness, severe weather, fire, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease, or failure of public utilities or transport systems.

#### **Incorrect or Incomplete Information**

56. The University and/or your College reserve the right to withdraw any offer made, prevent you from proceeding to matriculation or take disciplinary action which may lead to the termination of your studies if any of the information provided by you in relation to your application is found to be incorrect or incomplete, or if you fail to provide satisfactory information or evidence which confirms that you can meet one or more of the conditions contained in your offer letter or these terms and conditions.

#### **Your Right to Cancel**

57. If for any reason you do not wish to take up your place at the University, you may cancel your place via your self service account.
58. If you cancel your place up to and including 14 days from the date you accept your offer of a place at the University (the "statutory cancellation period"), the University will reimburse you any payment received from you in respect of your tuition.
59. If you cancel your place after the statutory cancellation period for payment of the application fee has expired, the University will not refund application fee payments received from you.

60. Where you are entitled to a refund, the University will make this refund without undue delay using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise.

### **General**

61. These Terms of Admission are governed by and construed in accordance with English Law. The English Courts have non-exclusive jurisdiction to deal with any dispute arising out of or in connection with them.

62. On being made an offer of admission, you will be allocated an account on the University's Applicant Self-service page. All communications from the University regarding your admission will be sent via this facility. You are expected to check your self-service account regularly. Any communication sent to you, by the University, to your University self-service account will be regarded as properly sent and received by you.

63. You will be allocated an account on the University's "Self-service page for current graduate students" when your admission has been confirmed, and you have completed the student registration process.

64. If any provision of these Terms of Admission is held to be void or unenforceable in whole or in part by any court or other competent authority, the Terms of Admission shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

*Version 2020.1: This document was last reviewed by the University 30<sup>th</sup> September 2019. It is expected that the next version of this document (for admission in 2021-22) will be agreed and published no later than 1 October 2020.*

## Annex: Links to important documents which form part of the Terms of Admission

You are advised to read the following documents before you accepting your offer. Please note that they are subject to change prior to you joining the University and you are advised to re-read the documents nearer the point of admission.

### University documents

Statutes and Ordinances	<a href="http://www.admin.cam.ac.uk/univ/so/">http://www.admin.cam.ac.uk/univ/so/</a>
Computing facility rules	<a href="https://help.uis.cam.ac.uk/policies">https://help.uis.cam.ac.uk/policies</a>
Data Protection Statement	<a href="http://www.information-compliance.admin.cam.ac.uk/data-protection/student-data">http://www.information-compliance.admin.cam.ac.uk/data-protection/student-data</a>
Privacy notices	<a href="http://www.ucs.cam.ac.uk/privacy">http://www.ucs.cam.ac.uk/privacy</a>
Student complaints procedure	See <a href="#">Section 26 of Chapter II of the University's Ordinances</a>
Applicant Complaints procedure	<a href="https://www.graduate.study.cam.ac.uk/application-process/what-happens-next/graduate-admissions-appeals-and-complaints">https://www.graduate.study.cam.ac.uk/application-process/what-happens-next/graduate-admissions-appeals-and-complaints</a>
Student harassment and sexual misconduct policy	<a href="http://www.studentcomplaints.admin.cam.ac.uk/hsm_policy">http://www.studentcomplaints.admin.cam.ac.uk/hsm_policy</a>
Student disciplinary matters	See <a href="#">Section 19 of Chapter II of the University's Ordinances</a>
Plagiarism policy	<a href="https://www.plagiarism.admin.cam.ac.uk">https://www.plagiarism.admin.cam.ac.uk</a>
Fitness to Study procedure	See <a href="#">Section 30 of Chapter II in the University's Ordinances</a>
Code of Practice for Research Degrees	<a href="https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code">https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code</a>
Code of Practice for Master of Philosophy by Advanced Study or Master of Research	<a href="http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students">http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students</a>
General Regulations for Admission as a Graduate Student	<a href="http://www.admin.cam.ac.uk/univ/so/pdfs/ordinance06.pdf">http://www.admin.cam.ac.uk/univ/so/pdfs/ordinance06.pdf</a>

### College documents

For your information, your College will have its own documents that you should also consider. Please contact the relevant College Admissions Office (<http://map.cam.ac.uk/colleges>).