

Postgraduate Admissions Office Education Services

# **Terms of Admission:**

Entry in the academic year 2024/25

# Terms of Admission:

Entry in 2024/25

No. A

D.

APPLICATION OF THESE TERMS	1
MEMBERSHIP OF THE UNIVERSITY AND YOUR COLLEGE	1
SELF-SERVICE ACCOUNT	2
CONDITIONS	2
THE ACADEMIC CONDITION	2
THE FINANCIAL CONDITION	3
FEES AND ADDITIONAL COSTS	3
LIVING (OR 'MAINTENANCE') COSTS	4
CHANGES TO YOUR COURSE AND RELATED SERVICES AND FACILITIES	4
CHANGES TO STATUTES, ORDINANCES, REGULATIONS AND PROCEDURES	6
ARRIVAL AND MATRICULATION	6
COMPUTING FACILITIES	7
INTELLECTUAL PROPERTY RIGHTS IN YOUR WORK	8
DATA PROTECTION	8
COMPLAINTS AND APPEALS	9
STUDENT DISCIPLINE (INCLUDING PHYSICAL MISCONDUCT, SEXUAL MISCONDUCT AND ABUSIVE BE	HAVIOUR,
AND ACADEMIC MISCONDUCT)	9
SUPPORT AND CAPABILITY TO STUDY	10
FITNESS TO PRACTISE	10
DISCLOSURE AND BARRING SERVICE (DBS) CHECK	11
UNSPENT CRIMINAL CONVICTIONS	11
VISAS	12
OTHER MATTERS	12
DISABILITY	13
LIMITATION ON LIABILITY	13
FALSE, MISLEADING OR INCOMPLETE INFORMATION	14
YOUR RIGHT TO CANCEL	14
GENERAL	15
ANNEX: LINKS TO IMPORTANT DOCUMENTS WHICH FORM PART OF THE TERMS OF ADMISSION	16

### **Application of these terms**

- 1. If you accept your offer for study at the University of Cambridge, via the Postgraduate Admissions Office ('us'), you agree that these Terms of Admission apply to your relationship with the University and your College from then until you cease to be a postgraduate student. Not knowing or forgetting about the Terms or their consequences is not a justification for not following them.
- Please note that some of these Terms relate to conditions you will need to meet before you are able to take up your place. These Terms should be read alongside <u>Your Offer and its Conditions</u>, which explains your conditional offer and the process of meeting your conditions.

### Membership of the University and your College

- 3. As a student at the University, you must also be a member of a College, and you will have separate but interdependent relationships with the University and your College. The University will arrange an initial offer of membership to a College for you. You must remain a member of a College throughout your course 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 normally 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.
- 4. You will be unable to pursue your course if either your College or your University membership is withdrawn or suspended for any reason, including for breaches of College or University regulations on student discipline and conduct.
- 5. You must pursue your studies diligently. You may be withdrawn from your course at the University, subject to applicable procedures, if your academic engagement or performance is judged to be unsatisfactory.
- 6. You must adhere to the <u>Statutes and Ordinances</u>, and other rules, regulations, procedures and policies of both your College and the University, as notified to you now or as set out on the University or College website (as amended or supplemented from time to time in accordance with these Terms of Admission). This includes matters relating to <u>Code of practice for Research Students</u> or <u>Master's students</u>, as appropriate, discipline, capability to study, and fitness to practise for certain regulated professions. Withdrawal or suspension, arising from breaches of Statutes and Ordinances or other rules, regulations, procedures and policies will result in your being unable to pursue your studies at both the University and your College.

- 7. University and College rules, regulations, policies and procedures are reviewed regularly and may be amended or supplemented. The University and College websites will always reflect the current procedures (see Annex and your College confirmation letter).
- 8. You will be required to present original proof of identity to your College prior to starting your course. Also, where advised by us, you must be able to present your original documentation as proof of prior academic achievement to the University and/or your College, on being asked to do so.
- 9. The University does not allow a student to be a candidate for a degree of the same type more than once, where the first degree was taken at Cambridge. This holds regardless of the outcome of the first degree. For example, if someone has taken a Master of Philosophy (MPhil) at Cambridge, they may not be examined for an MPhil at Cambridge again. In exceptional circumstances, the University may accept a student on a course at a level they have already taken at Cambridge. However, if this is the case, by accepting your offer you confirm you understand that, on successful conclusion of the course, you will be awarded a certificate of satisfactory completion rather than the relevant degree. You are also required to upload a declaration that you and your Department agree to your registration on this basis.

### **Self-Service** account

10. All communications from the University regarding your admission will be sent via your <u>Postgraduate</u> <u>Applicant Self-Service</u> account. Any communication sent by the University to your Self-Service account will be regarded as properly sent and received by you.

# Conditions

11. Your offer email and certificate outline the conditions of your offer. You must provide satisfactory information or evidence which confirms that you meet all of these conditions 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.

### The academic condition

- 12. In general, students may not follow a degree level course at another institution while registered for a Cambridge degree. Similarly, students may not follow a second degree-level course at Cambridge while registered for another degree at the University (in exceptional circumstances, simultaneous registration may be permitted to allow completion of a current degree). In exceptional circumstances, the prohibition on simultaneous registration at another institution or for a second degree at Cambridge may not be applied or may be temporarily suspended (for example, if industrial action leads to a delay in graduation, but not in the completion of substantive course work).
- 13. If you are currently registered on a degree level course, you are required to tell us about this and your offer will include a condition either to complete that degree (potentially at a specified grade), to

intermit, or to withdraw from it. If your offer is for a part-time degree, we may require one of the same conditions.

### The financial condition

- 14. The Financial Condition of your offer requires the completion of a Financial Undertaking Form or the demonstration of exemption. Through the Financial Condition you 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, including fees (University Composition Fee) and any additional costs, and your living costs. You may be asked to provide evidence of your ability to meet these costs by the University or your College.
- 15. Neither the University nor the College accepts responsibility for any personal debt you may incur.
- 16. If you are admitted, neither the University nor your College can commit to support you financially in the event that you cannot fulfil the commitment declared in your Financial Undertaking Form. You cannot rely on gaining funding once you have taken up your place. There are restrictions on the amount of paid work you can undertake whilst studying, and you should not rely on such work to generate essential income for your studies. The webpage on working while you study gives more information.

# Fees and additional costs

- 17. Your conditional offer was made subject to satisfactory payment of the appropriate application fee, where applicable. 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.
- 18. Your offer email and certificate state your University Composition Fee (UCF) for your first year of study.
- 19. The UCF covers the teaching, supervision, student support and facilities you will receive and have access to from the University and your College. For most courses the College membership fee is integrated with this fee. This is not the case with the UCF for <u>overseas students studying for the Master of Advanced Study</u>, where an additional College fee is payable as with an undergraduate course.
- 20. The UCF is set annually by the University, and for most courses the annual fee is fixed for the duration of the course (for exceptions see paragraph 21 and check the <u>Course Directory</u> pages of your course). Students who intermit, or who are suspended or withdrawn, and then return to study, may be liable for higher fee rates when they return to their study.
- 21. The <u>UCF will rise annually for the Doctor of Education</u> and in some cases for the <u>Master of Architecture</u> (see the relevant entries in the <u>Course Directory</u>). If you are admitted to a combined Masters and PhD

programme, the UCF for the PhD element will be higher than for the Masters element (see the relevant entry in the <u>Course Directory</u>).

- 22. Your UCF includes a classification of your fee status as either Home or Overseas. This classification will remain the same for the duration of your course of study, unless there is a relevant, material change in your circumstances or, exceptionally, our understanding of those circumstances changes in the light of new information.
- 23. You must pay the UCF by the due date given by your College. Non-payment of the UCF may result in suspension or withdrawal from the University and your College, and a liability to pay any outstanding debt. The <u>power to withdraw students for non-payment of fees</u> is set out in section 12 of Chapter VII of the University's Ordinances.
- 24. In addition to the UCF outlined above, you may need to meet compulsory additional costs. The University has highlighted these in the prospectus information given about the course and they are set out in your offer email and certificate.
- 25. If you withdraw from your course, and this is after the statutory cancellation period where relevant (see paragraphs 90 to 94), 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 of Full Term during the relevant term. The webpage on withdrawing from the University gives more information.

# Living (or 'maintenance') costs

26. As well as those costs referenced in the paragraphs above, offer holders are required to affirm via the Financial Condition that they have sufficient finance to support all their living costs, also known as 'maintenance' costs. For full-time courses an estimate of your minimum living costs is included in your offer email and certificate; part-time students are required to make their own estimate of living costs when completing the Financial Undertaking Form.

### Changes to your course and related services and facilities

- 27. For relevant degrees, the subject of your research is stated in your offer email and certificate. You should inform your Department immediately of any proposed change. Any such change must be agreed by the University, and if not (for example because suitable supervision arrangements are not available) your admission to the University will not be confirmed and you will not be able to take up your place at the University. Changes after admission will only be permitted with the agreement of your supervisor and Department.
- 28. The University and your College will provide the course, and related educational and other services and facilities, as these are described on the University website immediately prior to the date you accept your offer of a place, and in the material information referred to in your offer email and certificate.

- 29. Each of the University's Faculties and Departments may provide additional information to supplement the material information (outlined in paragraph 28) in handbooks, available in print and online. The University will endeavour to ensure that this further information about the course is accurate but, given these are published in advance, you should check the University website as per paragraph 28 which will be up-to-date.
- 30. However, there may be circumstances outside the University's control which may make it necessary to make changes to your course or to related educational and other services and facilities. The University and your College will act reasonably in the circumstances to ensure that the changes are kept to a minimum and will make you aware as soon as reasonably practicable of such changes (see paragraph 33). The circumstances where such changes may arise are as follows:
  - unanticipated staff changes, sickness, absence or unavailability for other reasons;
  - developments in the subject area;
  - feedback from you or other students;
  - changes to the requirements or guidance of a professional, statutory, regulatory or accrediting body;
  - changes in legislation or government guidance;
  - where the numbers recruited to a course are so low that an appropriate level of student experience cannot be guaranteed; or
  - any circumstance that falls within the scope of paragraph 86.
- 31. The changes that the University or your College may make as a result of the above circumstances are to:
  - the content, structure, timetable and syllabus of a course;
  - areas of research or other projects;
  - the identity of supervisor(s) or the arrangements for supervision;
  - the start date of a course, including by deferring it to another academic year;
  - 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;
  - the method and content of assessments and examinations;
  - the delivery of services and facilities, to deliver in a different way, from a different location or online or by replacing them with alternative but equivalent services and facilities;
  - your College; or
  - your start date at the University.
- 32. The changes may be effected by modifying or suspending your existing course, by combining your course with another course, or by closing your course and/or offering you the opportunity to transfer to another course.
- 33. Your Faculty or Department will consult students, through the formal student representation channels, on the impact of any substantive changes to your course prior to implementation. Any substantive change to a course requires approval by the University's Education Committee, in line

with policies and procedures approved in advance by that Committee. That Committee is always concerned to ensure that no student is disadvantaged by any course change. The Education Committee includes student representatives.

34. You will be notified of these changes by the University or by your College as soon as reasonably practicable. They will if necessary draw your attention to opportunities to register a concern or complaint about the changes.

# Changes to Statutes, Ordinances, Regulations and Procedures

- 35. The University and your College reserve the right to add to, delete or make reasonable changes to the <u>Statutes and Ordinances</u>, and other rules, regulations, procedures and policies, including the <u>Code of practice for Research Students</u> and for <u>Master's students</u>, where, in the opinion of the University and/or your College, this will assist in the proper delivery of education.
- 36. Changes are usually made for one or more of the following reasons:
  - (a) To ensure they are fit for purpose;
  - (b) To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;
  - (c) To incorporate sector guidance or best practice;
  - (d) To incorporate feedback from students; and/or
  - (e) To aid clarity or consistency of approach.
- 37. Wherever possible, the University will consult students, through the formal student representation channels, on the impact of any substantive changes prior to implementation.
- 38. Any changes will normally come into effect at the start of the next academic year, although 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 or other exceptional circumstances. The University and your College will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to Statutes and Ordinances, and other rules, regulations, procedures and policies before they take effect, or by phasing in the changes, if appropriate.
- 39. The updated Statutes and Ordinances, and other rules, regulations, policies and procedures will be made available on the University's website and may be publicised by other means so that students are made aware of any changes.

### Arrival and matriculation

40. You must have received a formal confirmation of admission by email from us, and in your Self-Service account, before you come to Cambridge to begin your study.

- 41. By accepting an offer for a course with a pre-sessional element, you also agree to attend the University from this earlier date, if required, and to engage with any online provision.
- 42. On arrival you will be enrolled into the University through a process which in Cambridge is called matriculation. You may not matriculate until you have received a formal confirmation of admission (see paragraph 40). 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.* 

- 43. By taking up your place at the University of Cambridge you agree that you will sign this declaration on matriculation, which refers to the Statutes and Ordinances of the University. The current Statutes and Ordinances can be found on the University website, which will also show any changes (see Annex).
- 44. Through matriculation students gain access to such University services as the Careers Service, the Counselling Service, the Accessibility and Disability Resource Centre and University sports facilities.
- 45. Full time students are expected to join their course when it starts in Cambridge. If you are unable to join at that time, a later start date will need agreement from your department and College. If you do not join by either the latest start date stated in your Confirmation of Acceptance for Studies (CAS), for students requiring a visa, or the date agreed with your department, for students not requiring a visa, your offer will be withdrawn. Part-time student should agree their attendance in Cambridge with their Department.

# **Computing facilities**

46. 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 <u>Rules made by the Information Services Committee</u> | IT Help and Support (cam.ac.uk)).

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.

47. You will not be able pursue your studies effectively to obtain your degree without access to the University's Information Services.

### Intellectual property rights in your work

- 48. Ownership of intellectual property (IP) 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 that 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, funders or sponsors by grants or contracts for research funding or student sponsorship; or
  - (ii) IP rights are owned by third parties; or
  - (iii) working in collaboration with others (e.g. University staff) you jointly devise, make or create joint or interdependent intellectual property; or
  - (iv) legislation, regulations or ethical guidelines apply e.g. where data is derived from human subjects (e.g. clinical trials) or to personal data.
- 49. 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 before you accept a place at the University and before you start work on a research project or join a research group, that you check any relevant third party terms and consider how such terms will affect the treatment of intellectual property that you create.
- 50. If you have any concerns, including not receiving any information about intellectual property rights, you must raise them with your proposed supervisor or your Faculty or Department so that you understand how intellectual property which might arise from your studies, research or project(s) will or may be treated.
- 51. The University endeavours where possible to ensure you retain the right to use intellectual property in academic teaching, publications, and academic research.
- 52. The <u>Regulations on Intellectual Property Rights</u> in Chapter XIII of the University's Statutes and Ordinances set out how intellectual property rights are managed. The University also provides some additional <u>guidance on its approach to Intellectual Property Rights</u>.

### **Data protection**

- 53. 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.
- 54. Further statements (from both the University and your College) setting out how your personal information will be used when you are a student are identified in the Annex and your College confirmation letter.
- 55. 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 or your College, you will be told about any other uses of your personal information.

56. 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 and appeals**

- 57. If for any reason you wish to complain about any aspect of your University experience, the <u>formal</u> <u>complaints procedure is contained in Chapter II of the University's Ordinance</u>s. Further information on complaints, and on making appeals in relation to examinations, can be found on the <u>student</u> <u>complaints</u> section of the University website.
- 58. If you have a complaint about your College, you should consult your College website for information as to how to bring a complaint (see your College confirmation letter).
- 59. 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.
- 60. If you wish to make an appeal or complaint about the application process, please follow the procedure described in the <u>postgraduate admissions appeals and complaints</u> webpage. Neither an admissions appeal nor complaint can be made about a matter of academic judgement.

# Student discipline (including physical misconduct, sexual misconduct and abusive behaviour, and academic misconduct)

- 61. The University's <u>regulations relating to disciplinary matters</u> are found in Chapter II of the University's Ordinances and the associated <u>Student Disciplinary Procedure</u>. These include the Rules of Behaviour to which prospective students, students and former students must abide by from the point at which they have accepted an offer to study from the University. Breaching the University's Rules of Behaviour can result in sanctions, including the removal of academic awards or permanent exclusion from the University.
- 62. 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 physical misconduct, sexual misconduct or abusive behaviour (including harassment of any kind) of one member of its community by another will not be tolerated. Allegations of these forms of behaviour are taken very seriously and the University and your College, following an investigation, may take action, including disciplinary action, in response to a complaint about a student.

- 63. The University has a specific <u>policy regarding student misconduct</u>, as will your College (see your College confirmation letter and College website).
- 64. The Rules of Behaviour also include specific provisions relating to academic misconduct, such as cheating in examinations, the use of contract essay services and other forms of plagiarism, e.g. attempting to pass another person's work off as your own. The <u>plagiarism page of the University's</u> <u>website</u> gives further guidance on the University's policy. Your matriculation at Cambridge is deemed as acceptance of the University's right to apply specialist software to your work in examinations and during the course of your studies to aid in detecting such academic misconduct.
- 65. Your College has its own arrangements regarding discipline which are available on its website (see your College confirmation letter). In exceptional circumstances, your College may apply its disciplinary procedure to an offer holder resulting in outcomes up to and including the revocation of that offer.

# Support and capability to study

- 66. If the University has a concern that your behaviour is adversely impacting your welfare or academic progress, or the welfare of others within the collegiate University community, or has the potential to do so, then you may be referred into the <u>Procedure to Support and Assess Capability to Study</u>. This procedure can result in an assessment by a Study Capability Assessment Committee, which will include a medically qualified person. The Committee may request that you attend an assessment with a relevant expert as part of an investigation of the circumstances. If you choose not to attend an assessment then this may result in the Committee considering you pose a high risk either to yourself or the collegiate University community. You will have the right to attend, be represented and present information to the Committee in writing and orally. The Committee will determine how and whether you may continue your studies.
- 67. Your College will also have its own arrangements as regards 'fitness to study' which will be available on its website (see your College confirmation letter).

### **Fitness to Practise**

- 68. The University has a responsibility to ensure that those pursuing courses in medicine or veterinary medicine, or as trainee teachers, are fit to practise in their profession. Those on such courses are bound by procedures to determine fitness to practise.
- 69. Some postgraduate students will also be medical/veterinary students and hence on the University's Medical Students/Veterinary Students Register. Other students will be fully/provisionally registered with the General Medical Council/Royal College of Veterinary Surgeons. The University has a responsibility to ensure that such students behave in an appropriate professional manner whilst undertaking their studies. If for any reason associated with their conduct, health or performance there is cause for concern that a student may not be fit to practise, there are procedures, drawn up in the light of guidance from the relevant professional bodies, by which the University will determine what action needs to be taken. For those on the Medical or Veterinary Student Register, the University

will investigate and adjudicate whether they are fit to practise, whether conditions need to be imposed, or whether remedial action needs to be taken, and <u>the procedures for determining fitness</u> to practise can be found in Chapter II of the University's Ordinances. In very rare cases it may be determined that you are not fit to practise and you will not be permitted to continue your course. For other individuals, you may be referred directly to the General Medical Council/Royal College of Veterinary Surgeons, or other action may be taken - for example, alerting your employer, funder, or other institution at which you are undertaking medical training or practice, as appropriate.

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

70. If your course involves regular contact with children or vulnerable adults, your Department will determine whether a Disclosure and Barring Service check is required (and/ or its overseas equivalent). If so, this will become a condition of your offer. You are required to pay the <u>DBS check</u> <u>fee</u> (unless this is covered by your Department) and engage with our third-party service provider.

# **Unspent criminal convictions**

- 71. The University requires the full disclosure by applicants of information related to convictions which are 'relevant' and 'unspent'. The <u>postgraduate applicants with previous criminal convictions</u> webpage includes instructions on what constitutes a 'relevant' and 'unspent' conviction, on how it should be disclosed, and on the process which follows.
- 72. Disclosure of a relevant, unspent conviction must be made at the same time as you accept your offer of admission. If you fail to disclose such a conviction, the University may withdraw your application, including if you have received an unconditional offer, at any time up to matriculation. If you have matriculated before the failure to disclose a conviction is discovered, the University will take disciplinary action which may lead to you being withdrawn from the University. If necessary, the University will take immediate action to withdraw or suspend you.
- 73. In accepting your offer, you agree to allow the University and your College preference(s) or your accepting College to share with each other the details and any information concerning the criminal conviction(s) disclosed by you.
- 74. Following the disclosure of a relevant, unspent conviction, the University and your College will assess the risks posed by your admission to students and the wider collegiate University community. Based on this assessment, the University may decide that:
  - your offer can proceed;
  - your offer can proceed but certain non-academic offer conditions will be applied to mitigate risk once you matriculate to become a registered student;
  - your offer is withdrawn.
- 75. If you receive a relevant conviction while you are a student of the University then you have a responsibility to <u>disclose the conviction</u>. Not doing so is a breach of the University's Rules of Behaviour and can result in further disciplinary action.

Postgraduate Admissions Office Education Services

### Visas

- 76. If you are subject to UK immigration control, you are responsible for ensuring you have the appropriate permission for study purposes. If you do not have valid immigration permission for study, you will not be able to start your course. If your permission expires during your course and you no longer have a valid immigration status that permits study in the UK, or if you do not continue to hold valid ATAS clearance where required for your course, you may be withdrawn.
- 77. If the University is sponsoring your student visa it will inform you separately of your responsibilities to comply with the conditions of the visa and your obligations towards the University in relation to its sponsorship duties. If you breach the terms of your student visa, the University may be required to inform UK Visas and Immigration and you may be withdrawn from your course.
- 78. The University can only issue a Confirmation of Acceptance for Studies (CAS) to support a student visa application once you have met all the conditions of your offer and your admission has been confirmed. You should check that all the details on your CAS are correct and up to date before making your student visa application. The University accepts no liability for problems caused by incorrect information on the CAS. Further information about the requirements relevant to students who require a visa can be found on the International Students website.

### **Other matters**

- 79. There are certain elements of study at the University of which students should be aware:-
  - (i) All full-time postgraduate students must reside within a 10 mile radius of Great St Mary's Church. This is to satisfy the University's residence requirement <u>('Residence and Precincts of the University' in Chapter II of the University's Ordinances</u>). Such students must have formal permission in order to live outside this radius. If you wish to do so, you must (a) get agreement in principle from your College and your supervisor/Director of Study before arriving in Cambridge and (b) <u>apply for permission to reside outside precincts</u> immediately your course starts.
  - (ii) The University does not offer admission part-way through a term. Full-time postgraduate students are required to undertake a minimum number of terms to complete their degree and to be resident in Cambridge throughout these terms, unless granted permission to work away from the University. Students on a student visa should note that 'working away' without official authorisation from the University may constitute an 'unauthorised absence' and be a breach of the responsibilities attached to your visa.
  - (iii) It is very unusual to work away at the beginning of your course. If you need to do so, you must obtain agreement in principle before the start of your first term and apply for formal permission immediately your course starts.
  - (iv) Lecturers and class leaders normally own the intellectual property rights in their teaching materials. Students may not audio-record lectures and classes without their prior agreement (for

example where adjustments are required for a specific learning need). Where sessions are recorded by the lecturer or class leader, you will be notified of this and given further information. You may not share or disseminate any recordings to which you are given access.

- (v) During your studies you may be given access to confidential information belonging to the University, academics, other students or third parties. This may incur a legal obligation to keep it confidential. In addition, the University or third parties with whom you interact as part of your studies may require you to sign a confidentiality agreement. If this is the case, you should raise in advance with your supervisor or a relevant academic officer any concerns you have. You may also choose to seek your own independent legal advice.
- (vi) The University of Cambridge does not formally articulate student achievement in terms of credits and does not award credit value for the majority of its courses. The <u>Cambridge and credits</u> webpage gives a full explanation.
- (vii) The University regularly updates its <u>guidance for examinations</u>. 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.

# **Disability**

- 80. If you have disclosed a disability, specific learning difficulty or chronic illness, your details will be forwarded to the <u>Accessibility and Disability Resource Centre</u> (ADRC) 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 ADRC.
- 81. Whether or not you have previously declared a disability/specific learning difficulty/chronic illness, you may seek the confidential support of the ADRC at any point. Members of staff from the ADRC will not make further disclosure of your disability within the University or to your College without your consent. It may however affect the University's and your College's ability to make any required reasonable adjustments if information about your disability cannot be shared with those within the University and your College who are required to implement them.

# Limitation on liability

- 82. Nothing in these Terms of Admission 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.
- 83. References to legislation in these Terms of Admission include reference to any amendments, extensions or re-enactments of such legislation.

Postgraduate Admissions Office Education Services

- 84. Subject to paragraph 82 above and any restrictions in statute or at common law affecting the ability of the University or your College to limit their liability, the aggregate liability of the University and your College under these Terms of Admission or otherwise in connection with your admission to the University and/or your College and/or the provision of your course and other educational or related services and facilities (including pastoral services) by the University and/or your College, whether arising in contract, tort (specifically negligence), statute, or in any other way, shall not exceed the total of the course fees paid and due to be paid by you in relation to your course, as defined in your offer email and certificate.
- 85. For the purposes of paragraphs 82 and 84, the terms 'University' and 'College' also include officers, employees and agents of the University or your College, and those paragraphs may be enforced by such officers, employees and agents.
- 86. Neither the University nor your College will be liable for matters arising which are outside of their control and which could not have been 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, cyber-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. In particular, where such event(s) occur and change(s) in accordance with paragraphs 30 and 31 are not possible or practicable, neither you nor the University nor your College will be liable to the other for breach of this contract nor for continued compliance with the contract including the provision of further tuition or services, payment of further fees, making refunds of fees paid or other loss or damage of any kind.

### False, misleading or incomplete Information

- 87. It is a condition of admission that all information you provide is true, accurate and complete.
- 88. The University and/or your College will withdraw your offer and prevent your matriculation if any of the information provided by you in your application, including when meeting your offer conditions, is found to be false, misleading or materially incomplete. If the University investigates the information you have provided, you will have a right to make representations.
- 89. If, after proper investigation, any of the information provided by you in relation to your application is found to be false, misleading or materially incomplete after you have matriculated, the University reserves the right to withdraw you from your studies. The <u>power to withdraw a student for failing to</u> <u>meet the conditions of admission</u> is set out in section 12 of Chapter VII of the University's Ordinances.

### Your right to cancel

90. You have a statutory right to cancel your place at Cambridge without giving any reason. The cancellation period under UK consumer law will expire after 14 days from the day you accept the offer of a place at the University ('statutory cancellation period').

- 91. If for any reason you do not wish to take up your place at the University, you may cancel your place by withdrawing via your Self-Service account or by making a clear statement to the University to this effect.
- 92. If you cancel your place on a course within the statutory cancellation period, the University will reimburse you any payment received from you in respect of your tuition.
- 93. If your course or associated provision of services (such as the provision of accommodation) is due to begin within 14 days from the date you accept the offer of a place, by accepting the offer of a place you are expressly agreeing that your course and/or associated services should begin within the statutory cancellation period. If you then subsequently decide to cancel the contract you may be obliged to pay a proportion of your UCF as set out in <u>the University's fee regulations</u>. The webpage on <u>withdrawing from the University</u> gives more information.
- 94. 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

- 95. If any provision of the Terms of Admission is or becomes illegal, invalid, void or unenforceable that shall not affect the legality, validity or enforceability of the other provisions.
- 96. If you breach these Terms of Admission and the University or your College chooses not to exercise any right which it may have against you as a consequence of that breach, the University or your College shall not be prevented from taking action against you in the future in respect of any other breaches by you.
- 97. Subject to paragraph 85, the rights under these Terms of Admission shall not be enforceable by any party who is not a party to it, including any party that is responsible for paying your fees in whole or in part, and no such party shall have any rights under or in connection with the Contracts (Rights of Third Parties) Act 1989.
- 98. These Terms of Admission shall be governed by and construed in all respects in accordance with the laws of England and the parties agree to submit to the jurisdiction of the courts of England.

Title:	Terms of Admission: Entry in the academic year 2024/25 v.1.0
Approval History (including	v1.0 Postgraduate Admissions Committee, 14 Sept 23
dates):	v1.1 JW 6 Oct 23
Date of Implementation:	05 Sept 23
Date for Review:	Easter Term 2024
Related internal	A guide to your offer and its conditions 2024-25
documents:	Conditional offer certificate 2024-25

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

Before accepting your offer, you are advised to read the University <u>Statutes and Ordinances</u> as far as they concern you and the following documents. Please note that they may be subject to change prior to you joining the University and you are advised to re-check them nearer the point of admission.

University documents

- <u>General Regulations For Certain Postgraduate Degrees And Other Qualifications</u>
- <u>Code of practice for Research Students</u>
- <u>Code of Practice for Master's students</u>
- Postgraduate Study
- Working while you study
- Withdrawing from the University
- <u>Computing facility rules</u>
- Privacy notice regarding University IT facilities and services
- Privacy notice for students
- <u>Regulations on Intellectual Property Rights</u>
- <u>Student Complaints</u>
- <u>Applicant complaints procedure</u>
- Inappropriate student and staff behaviour
- <u>Student discipline</u>
- Plagiarism and academic misconduct
- <u>Supporting and assessing capability to study</u>
- Disclosure and barring service
- International Students
- <u>Terms of study</u>
- Examination Guidance
- <u>Accessibility and Disability Resource Centre</u>

#### College documents

As soon as you are allocated to a College, you will be sent a letter to confirm your College membership. This will include references to College statutes and relevant policies, which you are advised to consider.