

# The Student Contracts 2020/21

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# **The Student Contract 2020/21**

Undergraduate students

# What you need to know

Coventry University together with Coventry University London Campus, CU Coventry, CU London, CU Scarborough and Coventry University Online come together to form part of the Coventry University Group (the “University”) with all degrees awarded by Coventry University.

The University believes it is important that you understand the key terms, conditions and regulations that the University will apply and rely upon in our relationship with you. We have tried to make our small print user friendly but it’s important that you read the following sections so that you understand the ‘legal bits’ of the Student Contract.

By accepting your offer of a place with the University, a Student Contract (“the Contract”) will be formed between you and the University. The Contract will detail your rights and the obligations you will be bound by during your time as a student. It will also contain the obligations that the University owes to you. The terms and conditions of the Contract are set out in the documents listed below:

- Your offer letter (and application form Terms and Conditions in the case of international students)
- The undergraduate prospectus (relevant contractual sections only)
- The University’s General and Academic Regulations ([www.coventry.ac.uk/the-university/key-information/registry/general-regulations/](http://www.coventry.ac.uk/the-university/key-information/registry/general-regulations/) and [www.coventry.ac.uk/the-university/key-information/registry/academic-regulations/](http://www.coventry.ac.uk/the-university/key-information/registry/academic-regulations/) )
- The University’s Tuition Fee and Refund Terms and Conditions (<https://www.coventry.ac.uk/globalassets/media/global/09-about-us/key-information/registry/coventry-university-tuition-fees-withdrawal-and-refunds-ts-and-cs-2020-21.pdf>)
- The University’s Flying Start Terms and Conditions ([WWW.coventry.ac.uk/study-at-coventry/student-support/flying-start/](http://WWW.coventry.ac.uk/study-at-coventry/student-support/flying-start/) )
- The Privacy Notice ([https://www.coventry.ac.uk/the-university/gdpr-and-data-protection/fair-processing-notices-and-ico-registration-numbers/Student Handbook and Course Programme Specification](https://www.coventry.ac.uk/the-university/gdpr-and-data-protection/fair-processing-notices-and-ico-registration-numbers/Student%20Handbook%20and%20Course%20Programme%20Specification))
- Student Handbook and Course Programme Specification
- Specific course requirements as detailed on our website: **www.coventry.ac.uk**

For further information on these regulations and all university policies, please visit **www.coventry.ac.uk**.

## Your guide to the small print

### Application and admission to the University

You must provide accurate and complete information in your application form. If you do not, the University has the right to withdraw the offer made to you or if you have begun your course of study the University has the right to withdraw you from your course. *[See General Regulation 1.3]*

### Specific course entry requirements

The entry requirements for your chosen course are detailed in the boxed-out section of the course pages in the prospectus, on the website and/or in your offer letter. Please review these requirements to ensure that you are eligible for entry to your chosen course. If you are found not to have all of the relevant entry requirements, the University has the right to withdraw its offer to you or if you have begun your course of study the University has the right to withdraw you from your course. *[See General Regulation 1.3].*

## Criminal convictions

All applicants who accept the offer of a place and all University students are required to disclose criminal convictions which fall within the University's 'Disclosure of Criminal Convictions Standards and Procedure'. On disclosure in accordance with the 'Disclosure of Criminal Convictions Standards, a risk assessment may be carried out to assess risk to other students and staff. [\[See General Regulations 2.15\].](#)

For some courses, your offer of a place may be conditional on you obtaining a Disclosure and Barring Service (DBS) check.

If the result of a risk assessment or a DBS check is unsatisfactory, or it is found that any convictions or other information supplied is incompatible with the requirements of the course, the University will notify you and withdraw its offer to you / withdraw you from the course. [\[See General Regulations 1.3\].](#)

Any change of circumstance should be brought to the attention of the admissions tutor or, if you are already studying with us, the course director.

You will need a satisfactory DBS check to undertake any modules (including 'Add+vantage' modules) where you may be working with children/ young people or vulnerable adults.

## Fitness to practise

If you are applying for a course that leads to registration with a professional body, e.g. Nursing, Social Work, once you have received an offer, you may be contacted regarding certain health and immunisation criteria and your place may be conditional upon your suitability.

In addition, to enrol onto your course, you may also be required by the professional body (e.g. the NHS) to present a Code of Professional Conduct and Fitness to Practise statement. This additional information will include mental health and welfare considerations and failure to meet the required Fitness to Practise standard will lead to the University withdrawing its offer to you.

Adherence to the Fitness to Practise Standards is an ongoing requirement throughout your enrolment at the University and any change in your circumstances that may affect your Fitness to Practise should be declared to the University, may be investigated in accordance with the Fitness to Practise Standards, and could result in you being withdrawn from your course. [\[See General Regulations Appendix 7 clause 5\].](#)

## Duration of registration

As a full-time undergraduate student you must complete your degree within six years. This period includes periods of suspension, interruption of studies and withdrawal from the University. [\[See Academic Regulations 6.4.8 / 6b.4.9\].](#)

## Your cancellation rights

Once you have accepted your offer of a place at the University you have 14 days in which to cancel your acceptance ("the Cancellation Period") and you can do so for any reason. To exercise the right to cancel, you must inform the University of your decision to cancel this Contract by a clear statement. You may use the model cancellation form at the end of this document, but this is not obligatory. The University will accept notice of cancellation sent by email to [studentenquiries@coventry.ac.uk](mailto:studentenquiries@coventry.ac.uk).

If you cancel your acceptance within the Cancellation Period, any fees paid by you to the University will be refunded in full. If you start your course within the Cancellation Period, which may happen if you have accepted a place through the clearing process, the University has the right to charge you a reasonable sum for the course provided.

If you cancel your acceptance after the Cancellation Period, the University will not refund payments received

from you. Depending on when you cancel the Contract, you may be obliged to pay a proportion of your tuition fees.

You will find our full cancellation terms and details regarding payment of tuition fees on our website within the [University's Tuition Fee and Refund Terms and Conditions](#)

## Changes to course modules or services

The University will make all reasonable efforts to deliver and assess courses and research opportunities leading to its awards as described in the materials published by the University.

The University reserves the right to vary arrangements in exceptional circumstances which are beyond the University's reasonable control. Examples of such circumstances may include:

- (a) where the numbers recruited to a course and/or module are so low that it is not possible to deliver an appropriate quality of education to students enrolled on it
- (b) the unexpected absence or departure of a key member of staff
- (c) acts of God, flood, earthquake, windstorm or other natural disaster, including epidemics of infectious disease
- (d) fire, explosion or accidental damage
- (e) collapse of building structures, failure of machinery, computers or vehicles
- (f) labour disputes, including strikes and industrial and other action
- (g) interruption or failure of utility service, including but not limited to electric power, gas or water
- (h) the acts, decrees, legislation, or restriction of any government

Where such events occur the University will seek to minimise the impact on the student learning experience by, for example:

- (a) delivering a modified version of the same course
- (b) delivering a modified version of an assessment
- (c) making available to affected students such learning or other support and other services and facilities as it considers appropriate
- (d) offering affected students the opportunity to transfer to another course or to withdraw and be given reasonable support to move to another university

but, to the full extent that is possible under law, the University excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances. Note that the University does not exclude or limit in any way its liability for (a) death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors; or (b) fraud or fraudulent misrepresentation.

In addition to the circumstances described above, the University is entitled to make reasonable changes to its courses where that will enable the University to deliver an equivalent or better quality of educational experience to students enrolled on the course. Examples of such circumstances may include changes to:

- (a) the content and syllabus of the course where developments in the subject area make that necessary
- (b) the location of the course
- (c) the method of delivery of the course

In making any such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience. If the University changes a course, students who are not satisfied with the changes will be offered the opportunity to transfer to another course or, if required, to withdraw and be given reasonable support to move to another university. [\[Please refer to the University's Admissions Policy for further details\].](#)

The University will provide continued assurances of the standard and quality of the award. You will be informed of any changes to learning support, services, assessments and facilities by the University as soon as is

practicable.

## The University's Pedagogy

As an innovative and enterprising institution, the University may seek to utilise emerging technologies within the student experience. For all courses (whether on-campus, blended, or distance learning), the University may deliver certain contact hours and assessments via online technologies and methods.

## Programme Specifications

A detailed guide to the content of each course is provided in the Programme Specification. Any changes to the course content will be reflected in the Programme Specification and you are strongly recommended to review the Programme Specification at the point of application and **before** you accept an offer and enrol onto your chosen course. [\[See Key University Information/Registry/Programme Specification\]](#)

## Fees, deposits and consequences of non-payment

For undergraduate students beginning their studies in between September 2020 and August 2021, the University will charge the tuition fees that are stated in your offer letter, on the course webpage and in the prospectus for the first year of study.

The University will review tuition fees each year. For UK and EU students, if Parliament permit an increase in tuition fees, the University may increase fees for each subsequent year of study in line with any such permitted changes. Note that any increase is expected to be in line with inflation. For international students, the University may increase fees for each subsequent year of study but such increases will be no more than 5% above inflation.

It is your responsibility to pay any deposit and your fees on time and in the full amount as stipulated in your offer letter. The University has the right to withdraw its offer of a place to study if you fail to pay any deposit owed before you commence your studies.

International students should also note that the University reserves the right to keep any deposits paid in the instance where the Home Office subsequently refuses a study visa due to an application being rejected due to fraud or as a result of incomplete information being given. [\[See Tuition Fee and Refund Terms and Conditions\]](#).

The University further has the right to impose sanctions potentially leading to it preventing your progression to the next year of study and/or your withdrawal from study, if you fail to pay your tuition fees once you are a student at the University. Where there is an outstanding tuition fee debt, the University reserves its right to withhold evidence of your award and/or to take legal action against you. If you fail to pay any other (non-tuition fee) sums you owe to the University, the University reserves the right to take action to recover those sums. This may include in certain circumstances removing the services available to you such as use of the library or sports facilities, and in certain circumstances taking legal action to recover debts owed. [\[See General Regulations 1.4 and 1.5\]](#).

Your fees include access to required key materials (such as core textbooks, software and technical equipment), mandatory UK-based field trips and 1,000 photocopying credits per year. The details of what you will receive depends on which course you are studying and this is outlined on individual course pages. Course fees do not include charges for University accommodation, some examination re-sits, extensions to the designated period of study, optional field trips, final year materials for some art and design courses and any other miscellaneous expenses that may be incurred during your period of study. [\[Details can be found in Tuition Fee and Refund Terms and Conditions\]](#).

## Financial assistance

The University offers a range of financial assistance to UK, EU and international students. Scholarships, grants and bursaries are designed to help students meet the challenges of funding their studies. Each type of financial

support has its own criteria which applicants must meet in order to qualify, including academic and sporting achievement, and all awards are made subject to the University's discretion.

### Attendance monitoring

The University believes that students achieve their full potential if they commit to attending lectures, tutorials, examinations and other activities which form part of their course. The University reserves the right to impose withdrawal on any student found to have poor attendance. [\[See Academic Regulations 6.4.4 / 6b.4.5\]](#).

International students must ensure they meet the requirements of their visa with monitoring of all scheduled classes. Failure to do so could lead to the University withdrawing its sponsorship of the student. [\[See General Regulations 1.7\]](#).

### Extenuating Circumstances

You must inform the University **in advance** of any extenuating circumstances, such as a family emergency, that prevent you from submitting an assessment or attending an examination. The University reserves the right not to take into consideration any extenuating circumstances you inform us about after the event that prevented you from sitting an examination/ submitting coursework. [\[See Academic Regulations 6.9 / 6b.9\]](#).

### Conduct

The University expects that its students should conduct themselves appropriately both in academic and non-academic environments. The University has a right to take disciplinary action against any student who fails to observe University rules and regulations, codes of conduct and codes of practice [\[See General Regulations Appendix 7\]](#). Disciplinary action could include withdrawal from studies.

The University will take disciplinary measures against any student found guilty of academic misconduct in the delivery of their academic work. Disciplinary measures could include withdrawal from studies. Students are expected to have familiarised themselves with the University's regulations on Exam and Assessments: responsibilities of the student. [\[See General Regulations Appendix 1\]](#).

Students are also expected to respect the University's commitment to diversity and equality. If it comes to the attention of the University that a student has behaved in an inappropriate manner to a fellow student or staff member, the University will take disciplinary action which could lead to withdrawal from studies. Students are expected to have familiarised themselves with the University's Equality and Diversity policies. [\[See General Regulations Appendix 6\]](#).

Students found to have disrupted, obstructed or improperly interfered with the activities of the University and/or behaved in a manner which has damaged or could have damaged the University's reputation, such as engaging in anti-social behaviour, will be subject to disciplinary measures. [\[See General Regulations Appendix 7\]](#).

### Intellectual property

If you develop intellectual property, including an invention, device, discovery, materials, product, process, computer software or any other potentially valuable result or innovation, with material input from the University's academic staff, University resources, or as part of a collective project, programme or research activity, you will be required to assign all rights in such intellectual property to the University as set out in [General Regulations Appendix 12](#). The University will not make any claim to any intellectual property developed by you in circumstances other than those set out in [General Regulations Appendix 12](#).

### Future Lets accommodation

Separate terms and conditions apply to your occupation of University-owned accommodation.

### Disciplinary procedure

The University's disciplinary procedure is detailed at [General Regulations Appendix 7](#). A decision by the

University to withdraw you from study or terminate your studies will be taken in accordance with these General Regulations and subject to any right of appeal or review. If the University has good reason to withdraw you or terminate your studies and does so in accordance with the relevant procedures, the University will not be liable to compensate you for any loss or damage you may suffer as a result.

## Complaints

The University has a comprehensive complaints procedure which includes both informal and formal options which students can use to resolve complaints. Full details of the complaints process can be found at [General Regulations Appendix 10](#) along with information about the Office of the Independent Adjudicator (OIA) where students can make further representation if they are dissatisfied with a decision relating to a complaint they have raised with the University. For more information about the OIA, please visit [www.oiahe.org.uk](http://www.oiahe.org.uk).

## Data protection

You can find out more about how the University handles student data and your rights in relation to data protection in our Students Privacy Notice, a copy of which can be found on our website at <https://livecoventry.ac.sharepoint.com/:w:/s/externalstudentdocuments/EVYG51OxtXhGITKeqvtp7vsBg4K8zab596rV9AwYKFSHjA?e=zjNB94>. It is important that you read this Privacy Notice, as it will tell you what personal data we collect from you, why we collect it, what we do with it and who we may share it with.

In some circumstances, we may recommend certain online systems and tools to you for use in your studies which may require you to input your personal data, whether as part of a sign up process or otherwise. Where this is the case you should note that you are not required to use these systems or tools and the University does not require you to provide the operators of such systems and tools with your personal data. However, if you choose to do so it is important that you carefully review the privacy policies and privacy notices of the operators concerned, so as to satisfy yourself that you are comfortable with the manner in which they will handle your personal data. The University is not responsible for the manner in which your personal data is used by any third party where you directly supply such information to them. Furthermore, the University is not responsible for any data breach which may occur as a result of your provision of your personal data to such third parties.

## The University's Academic and General Regulations

At the time of drafting this Contract, we have made reference to the University's Academic Regulations and General Regulations (the "**Regulations**") in force at the time.

As the Regulations are updated from time to time, the references to the relevant paragraphs of the Regulations within this Contract may differ, however, if the substantive terms of the Regulations change, we shall seek to inform you of those changes as soon as possible.

## General

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

The Contract between you and the University can only be enforced by either you or the University. The Contracts (Rights of Third Parties) Act 1999 does not apply.

The Contract shall be governed by and construed in all aspects in accordance with the English law and the parties agree to submit to the exclusive jurisdiction of the English courts.



# **The Student Contract 2020/21**

Postgraduate students

## What you need to know

Coventry University together with Coventry University London Campus, CU Coventry, CU London, CU Scarborough and Coventry University Online come together to form part of the Coventry University Group (the “University”) with all degrees delivered and awarded by Coventry University.

The University believes it is important that you understand the key terms, conditions and regulations that the University will apply and rely upon in our relationship with you. We have tried to make our small print user friendly but it’s important that you read the following sections so that you understand the ‘legal bits’ of the Student Contract.

By accepting your offer of a place with us, a Student Contract (“the Contract”) will be formed between you and the University. The Contract will detail your rights and the obligations you will be bound by during your time as a student. It will also contain all of the obligations that the University owes to you. The terms and conditions of the Contract are set out in the documents listed below:

- Your offer letter (and application form Terms and Conditions in the case of international students)
- The postgraduate prospectus (relevant contractual sections only)
- [The University General and Academic Regulations](#)
- [The University’s Tuition Fee and Refund Terms and Conditions](#)
- [Privacy Notice](#)
- Student Handbook and Course Programme Specification
- Specific course requirements as detailed on [our website](#)

For further information on these regulations and all university policies, please visit [www.coventry.ac.uk](http://www.coventry.ac.uk)

## Your guide to the small print

### Application and admission to the University

You must provide accurate and complete information in your application form. If you do not, the University has the right to withdraw the offer made to you or if you have begun your course of study the University has the right to withdraw you from your course. [\[See General Regulations 1.3\]](#)

### Specific course entry requirements

The entry requirements for your chosen course are detailed in the boxed-out section of the course pages in the prospectus, on [the website](#) and in your offer letter. Please review these requirements to ensure that you are eligible for entry to your chosen course. If you are found not to have all of the relevant entry requirements, the University has the right to withdraw its offer to you. [\[See General Regulations 1.3\]](#).

## Criminal convictions

All applicants who accept the offer of a place and all University students are required to disclose criminal convictions which fall within the University's '[Disclosure of Criminal Convictions Standards](#)'. On disclosure in accordance with the '[Disclosure of Criminal Convictions Standards](#)', a risk assessment may be carried out to assess risk to other students and staff. [\[See General Regulations 2.15\]](#).

For some courses, your offer of a place may be conditional on you obtaining a Disclosure and Barring Service (DBS) check.

If the result of a risk assessment or DBS check is unsatisfactory or it is found that any convictions or other information supplied is incompatible with the requirements of the course, the University will notify you and exercise its right to withdraw its offer to you [\[See General Regulations 1.3\]](#).

Any change of circumstance should be brought to the attention of the admissions tutor or, if you are already studying with us, the course director.

## Fitness to practise

If you are applying for a course that leads to registration with a professional body, e.g. Nursing, Social Work, once you have received an offer, you may be contacted regarding certain health and immunisation criteria and your place may be conditional upon your suitability.

In addition, to enrol onto your course, you may also be required by the professional body (e.g. the NHS) to present a [Code of Professional Conduct and Fitness to Practise statement](#). This additional information will include mental health and welfare considerations and failure to meet all of the required Fitness to Practise standard will lead to the University withdrawing its offer to you.

Adherence to the Fitness to Practise Standards is an ongoing requirement throughout your enrolment at the University and any change in your circumstances that may affect your Fitness to Practise should be declared to the University, may be investigated in accordance with the Fitness to Practise Standards and could result in you being withdrawn from your course. [\[See General Regulations Appendix 7 clause 5\]](#).

## Duration of registration

As a postgraduate student on a 12 months course, you must complete your postgraduate degree within three years.

As a postgraduate student on a 24 months course, you must complete your postgraduate degree within five years.

The maximum periods of registration specified above include periods of suspension, interruption of studies and withdrawal from the University. [\[See Academic Regulations 7.3.3\]](#).

## Your cancellation rights

Once you have accepted your offer of a place at the University you have 14 days in which to cancel your acceptance ("the Cancellation Period") and you can do so for any reason. To exercise the right to cancel, you must inform the University of your decision to cancel this contract by a clear statement. You may use the model cancellation form at the end of this document, but this is not obligatory. The University will accept notice of cancellation sent by email to [studentenquiries@coventry.ac.uk](mailto:studentenquiries@coventry.ac.uk).

If you cancel your acceptance within the Cancellation Period, any fees paid by you to the University will be refunded in full. If you start your course within the Cancellation Period, which may happen if you have accepted a place through the clearing process, the University has the right to charge you a reasonable sum for the course provided.

If you cancel your acceptance after the Cancellation Period, the University will not refund payments received from you. Depending on when you cancel the Contract, you may be obliged to pay a proportion

of your tuition fees.

You will find our full cancellation terms and details regarding payment of tuition fees on our website within the [University's Tuition Fee and Refund Terms and Conditions](#).

### **Changes to course modules or services**

The University will make all reasonable efforts to deliver and assess courses and research opportunities leading to its awards as described in the materials published by the University.

The University reserves the right to vary arrangements in exceptional circumstances which are beyond the University's reasonable control. Examples of such circumstances may include:

- (a)** where the numbers recruited to a course and/or module are so low that it is not possible to deliver an appropriate quality of education to students enrolled on it
- (b)** the unexpected absence or departure of a key member of staff
- (c)** acts of God, flood, earthquake, windstorm or other natural disaster, including epidemics of infectious disease
- (d)** fire, explosion or accidental damage
- (e)** collapse of building structures, failure of machinery, computers or vehicles
- (f)** labour disputes, including strikes and industrial and other action
- (g)** interruption or failure of utility service, including but not limited to electric power, gas or water
- (h)** the acts, decrees, legislation, or restriction of any government

Where such events occur the University will seek to minimise the impact on the student learning experience by, for example:

- (a)** delivering a modified version of the same course
- (b)** Delivering a modified version of the same assessment
- (b)** making available to affected students such learning or other support and other services and facilities as it considers appropriate
- (c)** offering affected students the opportunity to transfer to another course or to withdraw and be given reasonable support to move to another university

but, to the full extent that is possible under law, the University excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances. Note that the University does not exclude or limit in any way its liability for (a) death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors; or (b) fraud or fraudulent misrepresentation.

In addition to the circumstances described above, the University will be entitled to make reasonable changes to its courses where that will enable the University to deliver an equivalent or better quality of educational experience to students enrolled on the course. Examples of such circumstances may include changes to:

- (a)** the content and syllabus of the course where developments in the subject area make that necessary

- (c) the method of delivery of the course

In making any such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students in advance about any changes that are required. If the University changes a course, students who are not satisfied with the changes will be offered the opportunity to transfer to another course or, if required, to withdraw and be given reasonable support to move to another university. [\[Please refer to the University's Admissions Policy Standards for further details\].](#)

The University will provide continued assurances of the standard and quality of the award. You will be informed of any changes to learning support, services assessments, and facilities by the University as soon as is practicable.

## The University's Pedagogy

As an innovative and enterprising institution, the University may seek to utilise emerging technologies within the student experience. For all courses (whether on-campus, blended, or distance learning), the University may deliver certain contact hours and assessments via online technologies and methods.

## Programme Specifications

A detailed guide to the content of each course is provided in the Programme Specification. Any changes to the course content will be reflected in the Programme Specification and you are strongly recommended to review the Programme Specification at the point of application and **before** you accept an offer and enrol onto your chosen course. [\[See Key University Information/Registry/Programme Specification\]](#)

## Fees, deposits and consequences of non-payment

The tuition fee for the course that is stated on the webpage and in the prospectus will apply for the duration of your course. If the duration of the course is longer than one academic year, the University may increase the fee for each subsequent year of study but any such increases will be no more than inflation.

It is your responsibility to pay any deposit and your fees on time and in the full amount as stipulated in your offer letter. The University has the right to withdraw its offer of a place to study if you fail to pay any deposit owed before you commence your studies.

International students should also note that the University reserves the right to keep any deposits paid in the instance where the Home Office subsequently refuses a study visa due to an application being rejected due to fraud or as a result of incomplete information being given. [\[See Tuition Fee and Refund Terms and Conditions\].](#)

The University further has the right to impose sanctions, potentially leading to withdrawal from study, if you fail to pay your tuition fees once you are a student at the University [\[see General Regulations 1.4 and 1.5\]](#). Where there is an outstanding tuition fee debt, the University reserves its right to withhold evidence of your award and/or to take legal action against you.

If you fail to pay any other (non-tuition fee) sums you owe to the University, the University may take action to recover those sums. This may include in certain circumstances removing the services available to you such as use of the library or sports facilities, and in certain circumstances taking legal action to recover debts owed. [\[See General Regulations 1.4 and 1.5\]](#).

You should be aware that your fees do not include charges for University accommodation, some examination re-sits, extensions to the designated period of study, optional field trips, materials for some art and design courses and any other miscellaneous expenses that may be incurred during your period of study. Full Tuition Fees and Refund Terms and Conditions can be [viewed here](#). [Also see *General Regulations 1.4*].

### Financial assistance

The University offers a range of financial assistances to UK, EU and international students. *Scholarships, grants and bursaries* are designed to help students meet the challenges of funding their studies. Each type of financial support has its own criteria which applicants must meet in order to qualify, including academic and sporting achievement, and all awards are made subject to the University's discretion.

### Attendance monitoring

The University believes that students achieve their full potential if they commit to attending lectures, tutorials, examinations and other activities which form part of their course. The University reserves the right to impose withdrawal on any student found to have poor attendance.

[See *Academic Regulations 7.3.9*].

International students must ensure they meet the requirements of their visa with weekly attendance monitors. Failure to do so could lead to the University withdrawing its sponsorship of the student. [See *General Regulations 1.7*].

### Conduct

The University expects that its students should conduct themselves appropriately both in academic and non-academic environments. The University has a right to take disciplinary action against any student who fails to observe University rules and regulations, codes of conduct and codes of practice. [See *General Regulations Appendix 7*]. Disciplinary action could include withdrawal from studies.

The University will take disciplinary measures against any student found guilty of academic misconduct in the delivery of their academic work. Disciplinary measures could include suspension or withdrawal from studies. Students are expected to have familiarised themselves with the University's Exam and other Assessments: responsibilities of the student. [See *General Regulations Appendix 1*].

Students are also expected to respect the University's commitment to diversity and equality. If it is brought to the attention of the University that a student has behaved in an inappropriate manner to a fellow student or staff member, the University will take disciplinary action which could lead to withdrawal from studies. Students are expected to have familiarised themselves with the University's Equality and Diversity Policy. [See *General Regulations Appendix 6 clause 6j*].

Students found to have disrupted, obstructed or improperly interfered with the activities of the University and/or behaved in a manner which has damaged or could have damaged the University's reputation, such as engaging in anti-social behaviour, will be subject to disciplinary measures. [See *General Regulations Appendix 7*].

### Intellectual property

If you develop intellectual property, including an invention, device, discovery, materials, product, process, computer software or any other potentially valuable result or innovation, with material input from the University's academic staff, University resources, or as part of a collective project, programme or research activity, you will be required to assign all rights in such intellectual property to the University as set out in *General Regulations Appendix 12*. The University will not make any claim to any intellectual property developed by you in circumstances other than those set out in *General Regulations Appendix 12*.

### FutureLets accommodation

Separate *terms and conditions* apply to your occupation of University-owned accommodation.

### Disciplinary procedure

The University's disciplinary procedure is detailed at [General Regulations Appendix 7](#). A decision by the University to withdraw you from study or terminate your studies will be taken in accordance with these General Regulations and subject to any right of appeal or review. If the University has good reason to withdraw you or terminate your studies and does so in accordance with the relevant procedures, the University will not be liable to compensate you for any loss or damage you may suffer as a result.

## Complaints

The University has a comprehensive complaints procedure which includes both informal and formal options which students can use to resolve complaints. Full details of the complaints process can be found at [General Regulations Appendix 10a](#) along with information about the Office of the Independent Adjudicator (OIA) where students can make further representation if they are dissatisfied with a decision relating to a complaint they have raised with the University. For more information about the OIA, please visit [www.oiahe.org.uk](http://www.oiahe.org.uk).

## Data protection

You can find out more about how the University handles student data and your rights in relation to data protection in our Students Privacy Notice, a copy of which can be found on our website at <https://livecoventryac.sharepoint.com/:w/s/externalstudentdocuments/EVYG51OxtXhGITKeqvt7vsBg4K8zab596rV9AwYKFShjA?e=zjNB94>. It is important that you read this Privacy Notice, as it will tell you what personal data we collect from you, why we collect it, what we do with it and who we may share it with.

In some circumstances, we may recommend certain online systems and tools to you for use in your studies which may require you to input your personal data, whether as part of a sign up process or otherwise. Where this is the case you should note that you are not required to use these systems or tools and the University does not require you to provide the operators of such systems and tools with your personal data. However, if you choose to do so it is important that you carefully review the privacy policies and privacy notices of the operators concerned, so as to satisfy yourself that you are comfortable with the manner in which they will handle your personal data. The University is not responsible for the manner in which your personal data is used by any third party where you directly supply such information to them. Furthermore, the University is not responsible for any data breach which may occur as a result of your provision of your personal data to such third parties.

## The University's Academic and General Regulations

At the time of drafting this Contract, we have made reference to the University's Academic Regulations and General Regulations (the "**Regulations**") in force at the time.

As the Regulations are updated from time to time, the references to the relevant paragraphs of the Regulations within this Contract may differ, however, if the substantive terms of the Regulations change, we shall seek to inform you of those changes as soon as possible.

## General

If any provision of the Contract between you and the University is held to be void or unenforceable in whole or in part by any court or other competent authority, that contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

The Contract between you and the University can only be enforced by either you or the University. The Contracts (Rights of Third Parties) Act 1999 does not apply.

The Contract shall be governed by and construed in all aspects in accordance with the English law and the parties agree to submit to the exclusive jurisdiction of the English courts.

## *Cancellation form*

Please fill out this form and send by post addressed to:  
**Recruitment and Admissions Office Alan Berry**  
**Building (ABG21) Coventry University**  
**CV1 5FB**

Or send by email to **studentenquiries@coventry.ac.uk**

I hereby give notice that I wish to cancel my contract with the University to study a course commencing in:

**Date** (MONTH/YEAR):

**Name of student: Student number:**

**Course title:**

**Address of student:**

**Signature of student: Date** (MONTH/YEAR):