

**Faculty of Arts, Humanities and Social Sciences
International Summer Schools**

Terms and Conditions

Applications

Deadline for submission of applications is 28 April 2017

Applications should be made online at the summer school website. Correspondence will be via email so please check your email account for responses regularly. Admission decisions are made in accordance with the Summer School admissions criteria and places are subject to availability; admission to the Summer School is based on a first come, first served basis. After evaluation of your application we will send you the conditional invitation, following which you will be asked to pay the Summer School fee. Students will not be permitted to participate in the Summer School if payment is not made in full by the booking deadline. The University reserves the right to cancel a booking if payment is late.

What is included in the Summer School fee?

- Accommodation (if selected)
- All tuition (unless otherwise arranged)
- Course & stationery materials
- Field trips including catering and transport
- Certificate of Participation/ Summer School Transcript

Your place on the Summer School is not confirmed (and a contract formed) until full payment is received by the University, at which point both parties are bound by these terms and conditions and a confirmation letter is issued. The student agrees to abide by these terms and conditions set out below, as well as the regulations and policies set out in Annex A.

Cancellations and refunds

Student Cancellations

1. Cancellation

A student may terminate the agreement and withdraw from the Summer School within fourteen (14) calendar days from the date on which you accepted the offer of a place and made payment in full. This fourteen-day period is known as ‘the Cancellation Period’. If you wish to terminate the agreement and cancel your place at the Summer School, you may notify us within the Cancellation Period and we will issue a full refund to you. You may also terminate the agreement following the expiry of the Cancellation Period and if you do so, refunds will be applied in accordance with paragraph 2 below. You may terminate the agreement by using the cancellation form at Annex B.

2. Cancellation Charges

If a booking is cancelled the follow fee structure applies (date of withdrawal is the date the University receives your cancellation):-

Date of Withdrawal	Fee Refund
Within 14 days of having accepted the offer of a place and having made payment in full.	We will refund all fees paid by you.
After expiry of the Cancellation Period, but more than 30 days prior to the start of your Summer School booking	We will refund any fees paid by you, less the £50 application fee.
After expiry of the Cancellation Period, but fewer than 30 days prior to the start of your first Summer School booking	No refund will be made for any bookings.

3. In exceptional circumstances a cancelled booking may be considered for a refund where a refund is not due in the table set out above. Students are required to demonstrate, with supporting evidence, extenuating personal circumstances (for example, illness and bereavement) which prohibit them from attending. A visa application refusal will not be considered an extenuating circumstance.
4. Please note that we will require written confirmation of the wish to cancel/withdraw a booking.

Summer School Cancellations

1. We may cancel the Summer School if there are not enough applicants enrolled and it is not commercially viable to run the Summer School. It may also be necessary to cancel or make changes to the Summer School if there are other events or circumstances beyond the University's reasonable control. We will notify you of a cancellation or significant change, and the

options which are available to you, by writing or e-mail, no later than twenty-one (21) calendar days before the commencement of the Summer School.

- If you have made a payment at the time of such cancellation, we will offer you an alternative course or refund in full the fees paid by you (including the £50 application fee). Other than this, we will not accept liability for costs incurred by you or any third parties as a result of a Summer School being cancelled, changed or postponed.

2. We reserve the right to withdraw any offer that we have made, or terminate the agreement, if it becomes apparent that your application is inaccurate or incomplete.
3. Though the University makes every attempt to avoid any changes to our summer programme, we strongly suggest that you do not make any travel arrangements or private accommodation bookings until you receive a confirmation letter to study at the Summer School. We also strongly advise you to invest in a comprehensive travel insurance policy, to cover costs in the event of such a cancellation.

Insurance

1. The University cannot accept liability for any loss or damage to your property including the transfer of computer viruses to your equipment. You are advised to insure your property against such risks.
2. The University's liability with respect to the provision of the Summer School; the cancellation, postponement, or amendment of the Summer School; any negligence; any breach of these terms and conditions, or arising in any other way out of the subject-matter of these terms and conditions, is limited to the amount of fees received from or on behalf of you in respect of the Summer School.
3. There may be temporary circumstances beyond our reasonable control which may affect course delivery, including, but not limited to, a flood, fire, act of God, terrorism, a health pandemic or industrial action (including disputes involving our employees). In such circumstances we will not be liable to you for any failure to provide our services. Reasonable steps will be taken, however, to minimise the disruption to our services.
4. The University does not provide insurance for students. You are recommended to investigate insurance appropriate to you that covers your personal possessions, medical and repatriation expenses (if you are not covered in the UK) and cancellation to cover any fees and travel costs.

Accommodation

If your Summer school package includes accommodation then you are required to comply with the following additional terms and conditions:

1. Accommodation bookings will commence the day before the start of your course, and will end the day after your course finishes. You will be able to check-in to your accommodation from 2pm onwards on the day of your arrival, and will be requested to check-out of your accommodation by 10.30am on the day of your departure.
2. If you require accommodation outside of this timeframe, the Summer School is not obliged to arrange this on your behalf.
3. Should you decide to arrive in Belfast before your official Summer School accommodation start date, or remain in Belfast after the end of the Summer School accommodation end date, you may be able to book accommodation on campus. This is subject to availability and is bookable directly with the accommodation provider. Please note that you may be required to move in or out of your Summer School accommodation on your official accommodation start and end dates and that any booking for additional days is separate and extra to your booking with the Summer School.
4. When we provide accommodation to you, you agree to abide by the rules and regulations of that residence. In particular, you must observe the regulations governing safety and security and do nothing to compromise your own or other residents' safety and security. You should also behave courteously to other residents, staff and visitors at the accommodation. Please note that it is a requirement of the accommodation to leave the room in a clean and tidy state. If you do not comply with these requirements, you may be asked to leave the accommodation and we shall have no further obligation to provide you with such accommodation.

The Code of Student Conduct

If you are accepted to study upon a Summer School course, you will be required to comply with the University's Code of Student Conduct. This code sets out expectations for student behaviour and also the procedures used by the University in order to resolve matters when students' behaviour is unacceptable. If you fail to comply with the code, or behave in a threatening or aggressive manner, or in a way that adversely affects other students, the Summer School's employees or contractors, or brings the Summer School into disrepute through your actions, you may be subject to the University's disciplinary procedure and we reserve the right to remove you from the Summer School or exclude you from the Summer School's premises and/or, where appropriate, any accommodation provided to you.

Your data

The University is registered as a data controller with the Office of the Information Commissioner. We may collect and process your personal data for the purposes of performing the services. We will comply with

our legal obligations under the Data Protection Act 1998. You agree to this data being processed by the University. The University may use information which you provide during the application process to compile statistics that may be published or passed to a governmental or regulatory body. Unless you inform the University otherwise:

- the University will retain your personal information to contact you with marketing information and other School-related information that we would normally send to our alumni;
- the University will ask you to complete anonymous evaluation surveys at the end of your Summer School, the results of which the University will circulate to relevant members in the Summer School and externally for marketing purposes;
- the University may use video and photographic images of the Summer School for promotional campaigns and to engage with the wider community.

Complaints

Any complaints about the Summer School programme should be made in writing and sent (via email) to summerschools@qub.ac.uk Formal complaints will be dealt with in accordance with the University's complaints procedure which can be found [here](#). The University aims to resolve any complaints you may have as promptly, fairly and amicably as possible.

Students with Disabilities

1. The University is committed to a policy of equal opportunity to Higher Education and we seek to ensure that disabled students have equitable access to all aspects of Summer School life. We will, therefore, take all reasonable steps to ensure that disabled students can benefit from the full range of academic, cultural and social activities that are offered to non-disabled students.
2. Our Student Disability Policy and Guidelines provide a comprehensive overview of the range of reasonable adjustments available and guidance on academic issues such as recording of lectures, retrospective marking and alternative forms of assessment. Further details on the range of services available can be obtained from our website at <http://www.qub.ac.uk/sgc/disability>.

Law

These terms and conditions will be governed by and construed in accordance with Northern Irish law. The courts of Northern Ireland will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of or in connection with them.

Annex A: regulations and policies applying to students

[University General Regulations \(including Study Regulations\)](#) – these regulations set out the requirements for the University's Summer School programme. For the purposes of the Summer School students are classified as an undergraduate Credit Earning Non Graduating student.

Student Misconduct Procedures – there are two student misconduct procedures, one covering academic misconduct (**[Procedures for Dealing with Academic Offences](#)**), and the other non-academic misconduct (**[Conduct Regulations](#)**). These apply to all students of the University.

[Short-Term Student Visa requirements](#) – please ensure you read and understand the guidance relating to visas if you are an international student.

[The Student Disability Policy and Guidelines](#) – this provides a comprehensive overview of the range of reasonable adjustments available and guidance on academic issues such as recording of lectures, retrospective marking and alternative forms of assessment.

[Complaints Procedures](#) – this explains how to make a complaint, and how the University will handle any complaints received.

[Data Protection Policy](#) – this policy sets out how the University holds and processes personal data.

Annex B: Cancellation form

If you accept your offer by distance communication you have a legal right to cancel the Summer School contract at any time within 14 days of the date of your acceptance of your offer and having made payment. You may do so by notifying the University in writing or by completing this form.

Notice of cancellation of contract

Name:
Address:
Programme accepted:
Date of acceptance:
Application Reference: N/A
Reason for cancellation:
Signature:
Date of cancellation:

Please return to
International Summer Schools
Queen's University Belfast
71 University Road
Belfast BT7 1NN

summerschools@qub.ac.uk