



## **Faculty of Arts, Humanities and Social Sciences Queen's 24 International Summer School TERMS AND CONDITIONS**

This document sets out the terms and conditions upon which an individual applicant to the Faculty of Arts, Humanities and Social Sciences International Summer School may be made an offer or enrolled on our programmes. We will review and, if appropriate, update aspects of these terms and conditions annually. If the changes affect you directly, you will be notified.

In this document the terms “we”, “our”, “us” and “the University” refer to The Queen’s University of Belfast, and the terms “you” and “Student” refer to the applicant to the Summer School.

### **Introduction**

1. The following terms and conditions, together with the regulations and policies listed at Annex A, are referred to collectively as the “Terms”. The Terms provide you with information about the University’s policies and regulations. They also define our obligations to you and your obligations to us.
2. These Terms form part of the contract between you and the University (“the Contract”). Acceptance on to a Summer School is not confirmed (and the Contract formed) until full payment of the Summer School Fee is received by the University, at which point both parties become bound by these Terms. It is therefore important that you read these Terms carefully and make sure that you understand them before accepting your offer.
3. The University and the Student agree to abide by the Terms set out below and the policies set out at Annex A.

### **Applications**

4. The deadline for the submission of applications is Friday 22 March 2024. Applications should be made online at the Summer School website (unless applying through a partner institution). Correspondence will be via email so please check your email account for responses regularly. If you have submitted an application as part of a group booking, correspondence will be via your University’s coordinator.
5. After evaluation of your application, if you have been accepted on to the Summer School programme we will send you the conditional invitation, following which you will be asked to pay the Summer School deposit fee of £300. The deposit is required within two weeks of accepting your offer in order to secure your place. If your deposit is not received prior to this date, your place may be offered to someone else. The final Payment Deadline for the remainder of the payment of the Summer School Fee is Tuesday 30 April 2024. Applicants will not be permitted to participate in the Summer School if payment is not made in full by the Payment Deadline. The University reserves the right to cancel a booking if payment is late or not received in full.
6. If you pay the deposit before 31 January 2024 you will be eligible for a 10% early bird discount. You will be required to pay the remainder of the Summer School Fee by the final Payment Deadline of Tuesday 30 April 2024. Applicants will not be permitted to participate in the Summer School if payment is not made in full by the Payment Deadline. The University reserves the right to cancel a booking if payment is late or not received in full.
7. If you are an international student, you will receive a Visa support letter from the International Summer School on payment of fee in full.



**8. The Summer School fee includes:**

- All tuition fees
- Ensuite accommodation (bedding/towels and kitchen pack included)
- Field trips including transport
- Welcome and farewell meals
- Queen's Sport Off-Peak membership
- QUB hoodie

You are required to comply with the following additional terms and conditions in relation to your accommodation:

**9.** Accommodation is included in the summer school and will be booked according to the programme via the online payment system bookings. Students will be booked an ensuite room in our BT9 Elms Village accommodation. Check in will be available from Sunday 16<sup>th</sup> June 2024 and you should check-out of your accommodation by 10.30am on the Saturday following the end of your programme (e.g. 6th July if staying for the full 3 week programme).

**10.** If you require accommodation outside of these dates you should email [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk). Booking additional nights is subject to availability and is bookable directly with the Queen's accommodation team. 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.

**11.** 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.

**Cancellation and Refunds - Student Cancellations**

**12.** A Student may terminate the agreement (with agreement of their home institution) and withdraw from the Summer School by emailing [summerschools@qub.ac.uk](mailto:summerschools@qub.ac.uk).

**13.** Refunds will be applied in accordance with the table below. The date of withdrawal is the date the University receives your cancellation in writing.

**14.** In exceptional circumstances and at the sole discretion of the University, a cancelled booking may be considered for a refund where a refund is not due. Students are required to demonstrate, with supporting evidence, extenuating personal circumstances (for example, illness or bereavement) which prohibit them from attending.

**15. Cancellation Charges**

	<b>Date of Withdrawal</b>	<b>Amount Refunded</b>
<b>Deposit</b>	Within 14 days of accepting the offer and deposit payment being made	We will refund your deposit
<b>Full Summer School Fee</b>	More than 8 weeks prior to arrival	We will refund you the full amount less the deposit
	8 – 5 Weeks prior to arrival	30% of full fee will be taken with remainder being refunded
	4 – 1 Weeks prior to arrival	50% of full fee will be taken with remainder being refunded



	Less than 7 days prior to arrival	Full payment will be charged
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### Summer School Cancellations

**16.** By accepting the offer of a place on the Summer School at the University, you confirm and declare that all information you have provided to us is true, accurate, complete, and not misleading. If your application is found to contain inaccurate or misleading information, or relevant information has been omitted, your offer may be amended or withdrawn. The Contract and your registration at the University may, therefore, be terminated.

**17.** Subject to your right of internal appeal and any requirement to pay fees, your obligations under the Contract will end if your application is withdrawn or your studies with the University are terminated. Termination may occur because:

- a. A request from us for additional information in support of an application or enrolment remains unanswered within the period stipulated.
- b. You fail to enrol with the University and/or pay outstanding fees
- c. We have reason to reasonably believe that you are not fully engaged with your studies, or that you may have left the programme without notifying us.
- d. Action has been taken against you in accordance with our student code of conduct regulations:  
<http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/ConductRegulations/>
- e. There has been a breach of visa conditions

**18.** In addition, we may end the Contract by written notice to you if:

- a. There is a change in your circumstances between accepting an offer and starting your programme, which, in our reasonable opinion, makes it inappropriate for you to study on your programme.
- b. We become aware of information about you which we did not know before (for example, criminal convictions) which, in our reasonable opinion, makes it inappropriate for you to study on your programme; or
- c. You have failed, in our reasonable opinion, to provide all relevant information, or have supplied false or misleading information, relating to your application for your programme

**19.** We may make changes to or cancel the Summer School (and accordingly this Contract) at any time immediately upon giving written notice to you if:

- a. there are not enough applicants enrolled and it is not commercially viable, in the reasonable opinion of the University, to run the Summer School; or
- b. there are other events or circumstances beyond the University's reasonable control which cause us to cancel the Summer School, including but not limited to any of the specific events listed at clause 27.

**20.** 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. 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.

**21.** 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 until you receive confirmation 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.



## **The Code of Student Conduct**

**22.** If you are accepted to study on a Summer School course, you will be required to comply with the University's [Student Charter](#) and [Student Conduct Regulations](#). These regulations set 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 regulations, 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 which brings, or which may bring, the Summer School or the University 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.

## **Complaints**

**23.** Any complaints about the Summer School programme should be made in writing and sent (via email) to [summerschools@qub.ac.uk](mailto:summerschools@qub.ac.uk). Formal complaints will be dealt with by our Summer School team. The University aims to resolve any complaints you may have as promptly, fairly and amicably as possible.

## **Students with disabilities**

**24.** The University is committed to a policy of equal opportunity to Higher Education and we seek to ensure that students with disabilities and/or long-term conditions have equitable access to all aspects of Summer School life. We will, therefore, take all reasonable steps to ensure that all students can benefit from the full range of academic, cultural and social activities that are offered by the Summer School. Implementation of reasonable adjustments and provision of support is guided by the Special Educational Needs and Disability (Northern Ireland) Order 2005, Section 75 of the Northern Ireland Act 1998 and other relevant legislation.

**25.** 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>. If you have indicated on your application that you have a disability or medical condition, the Summer School team will forward you a questionnaire to complete to determine disability support requirements, and if required, suitable procedures will be put in place.

## **Insurance & Liability**

**26.** The University shall have no responsibility or liability for loss or damage to your personal property, or any injury to you (financial or otherwise), caused by another of our students or by any person who is not our employee or authorised representative. You may wish, therefore, to insure your personal property.

**27.** The University will not be liable to you, in any manner whatsoever, for any failure or delay, or for the consequences of any failure or delay, in performance of any contract with you, if it is due to any event beyond our reasonable control including, but not limited to:

- a. Strikes, lockouts or other industrial action or disputes (whether involving our workforce or any other party);
- b. Acts of God;
- c. Pandemic, quarantine or widespread illness (whether affecting our staff and/or student body or otherwise);
- d. Governmental requisitioning, emergency planning or provision;
- e. War, protests, fire, flood, storm, tempest, explosion;
- f. An actual, suspected or threatened act of terrorism;
- g. Riot;



- h. Civil commotion;
- i. National emergencies;
- j. Breakdown of plant or machinery;
- k. Actions or defaults of placement providers; or
- l. Default of suppliers or sub-contractors.

Each of the provisions above is separate and severable. Accordingly, if any court or body or authority of competent jurisdiction finds any such provision to be illegal, unlawful, void or unenforceable this will not affect the remainder of those provisions which will continue in full force and effect. In all such incidences reasonable steps will be taken to minimise the disruption to our services and any adverse impact to you.

**28.** The University will only be liable to you for any direct loss or damage you suffer that is a reasonably foreseeable result of our breach of the Contract or if we fail to carry out our obligations under these Terms to a reasonable standard, but not to the extent that any such failure is attributable to your own fault or the fault of a third party that is not within our control. The University will not be liable for loss or damage which were not foreseeable. Losses are foreseeable if they were an obvious consequence of our breach of these terms and conditions or if they were contemplated by you and us at the time we entered into this agreement. In no event shall the University be liable for any indirect or consequential loss or damage howsoever caused.

**29.** The University's aggregate liability to you 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, or arising in any other way out of the subject-matter of these Terms, is limited to the amount of fees received from or on behalf of you in respect of the Summer School.

**30.** 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.

**31.** If the performance by either the University or you of any obligations under this Agreement (except a payment obligation) is delayed or prevented by circumstances beyond either party's reasonable control, including but not limited to war, civil disturbance, riot, terrorism, natural disasters such as storms, floods, lightning, explosions, fires etc, that party will not be in breach of this Agreement because of that delay in or prevention of performance. However, if the delay in or prevention of performance is more than 3 months, the other party may terminate this Contract with immediate effect by giving written notice.

### **Your Data**

**32.** Any personal information provided by you may be processed by us in accordance with the provisions of the UK General Data Protection Regulation, the Data Protection Act 2018 and our Data Protection Policy which can be found at <https://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Data-Protection/data-protection-policy/Fileupload,925576,en.pdf>

**33.** Details of why we collect your personal data, how we collect this and what we do with your personal data, can be found in our Student Privacy Notice available from our website at: <https://www.qub.ac.uk/privacynotice/Students/SchoolsPrivacyNotices/StudentPrivacyNotice.html> For more information in relation to processing or data sharing by the University, please email [info.compliance@qub.ac.uk](mailto:info.compliance@qub.ac.uk).

### **General**

**34.** The Contract constitutes the entire agreement between the University and you in relation to its subject matter. If there is any inconsistency between these Terms and the other documents forming part of the Contract, the provisions of these Terms shall prevail. These Terms shall only be enforceable by the University and you.



**35.** You should visit our website regularly to review any amendments to the regulations and policies referred to in the Terms. We will take reasonable endeavours to draw your attention to any significant changes to regulations and policies.

**36.** Any failure or delay by us to exercise any right or remedy under the Contract, or by law, shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy.

**37.** If any provision or part-provision of the Contract is held by any court or competent authority to be void or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any such modification to or deletion of a provision or part-provision shall not affect the validity and enforceability of the rest of the Contract.

**38.** The Contract is personal to you; you are not permitted to transfer it or assign any of the rights and obligations under it, to a third party.

**39.** The Contract does not confer third party benefits for the purposes of the Contracts (Rights of Third Parties) Act 1999.

### **Law and Jurisdiction**

**40.** 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 the Summer School.

### **Annex A: regulations and policies applying to students**

1. [Short-Term Student Visa requirements](#) – please ensure you read and understand the guidance relating to visas if you are an international student.
2. [Data Protection Policy](#)– this policy sets out how the University holds and processes personal data.
3. [Information Security Policies](#) ( – these policies are intended to provide a framework for the use of the University's Information Technology resources.
4. [University Student Charter](#)
5. [Student Conduct Regulations](#)