



Belfast Bible College



## Terms and conditions – 2017 entry (Taught Programmes)

### Context for Study of Theology

Undergraduate students are taught by and at Union Theological College. Postgraduate students apply to the University and can be taught at one of four Theological Colleges (Union Theological College, Belfast Bible College, Irish Baptist College or Edgehill Theological College). The collaboration between the University and the Colleges is managed by the Institute of Theology. The following Terms and Conditions highlight where University regulations apply, and where individual College regulations shall apply.

This document sets out the terms and conditions upon which an applicant to The Queen's University of Belfast through the Institute of Theology 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.

### **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. By accepting an offer of a place made to you by the University, and/or enrolling, you agree to comply with and be bound by the Terms. It is therefore important that you read the Terms carefully and make sure that you understand them before accepting your offer. These Terms form part of the contract between you and the University ("the Contract").
3. You will be asked to re-confirm your acceptance of the Terms, including any changes notified to you, when you re-enrol each academic year.

### **Your application and offer**

4. The University's offer to you may be conditional or unconditional. Where your offer is conditional, the conditions you need to fulfil to be admitted to the programme of study will be set out in your offer. Conditions may be academic and/or non-academic.
5. The offer of a place may be withdrawn if the conditions set out in your offer have not been fulfilled by the required date. For undergraduate applicants this will be 31 August 2017, unless an earlier date is specified in your offer. Postgraduate applicants should refer to the reply date notified as this is dependent on when the offer is made.
6. The University may require you to provide satisfactory evidence of your qualifications before admission. Failure to provide satisfactory evidence to us, by the required deadline, may result in the

termination of your offer, revocation of your registration as a student of the University and the cancellation of the Contract.

7. By accepting the offer of a place 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.

8. If you are deemed to be an international, GB or Islands student for fees purposes, then your offer is made on that basis. Details of tuition fee parameters are outlined in the Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>. If the assessment of your fee status subsequently changes, then your application may be reassessed and your offer may be withdrawn. In accepting your place you are confirming your assigned fee status. If you think your fee status is incorrect, please refer to our Fee Status guidance and Fee Appeals Process in Section 11 of the Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>.

## **Registration**

9. To become a student of the University you are required to enrol and register at the start of your proposed programme of study and re-enrol annually thereafter for each subsequent year of study. If University enrolment and registration are not completed before the end of the fourth week of the first semester of each year you will be deemed by the University to be withdrawn.

10. By enrolling and registering you confirm that you will abide by the regulations and policies of the University and the College where appropriate, listed at Annex A, and that you are liable for the payment of your full tuition fee and any other charges, based on the modules on which you enrol (See clause 13 below). Enrolling in each subsequent year of study, and your progression on your programme, is subject to your having made satisfactory academic progress and/or by permission of the relevant Board of Examiners.

11. Every person by enrolling and registering to become a student of the University makes the following undertaking:

*'I do hereby promise that I will conform to the Statutes of the University and to all Regulations, Rules and Policies, including the Student Charter.'*

The Statutes of the University are available at <http://www.qub.ac.uk/home/Discover/About-Queens/Leadership-and-structure/Registrars-Office/University-Governance/>. The Student Charter is available at <http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/StudentCharter/>. The Regulations, Rules and Policies are listed at Annex A.

12. If you are subject to UK immigration control, your Theological College at which you are registered will be your sponsor. You must demonstrate to the Theological College at which you are registered, in each academic year of study that you have appropriate immigration status in order to be eligible to enrol or register. By enrolling and registering, you confirm and declare that you will abide by the terms of your visa conditions, Tier 4 compliance requirements (if applicable) and relevant UK Home Office rules.

## **Tuition fees**

13. Information about our tuition fees and related charges are summarised in the Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>. Where other costs directly related to your programme of study are likely to be incurred, these will be set out in your programme information. You are responsible for payment of any such costs. By accepting your offer you confirm that you have received sufficient information on the programme that you have chosen and are aware of the associated fees and payment terms.

**14.** Your tuition fee will be determined by a combination of factors, including whether you are an undergraduate or postgraduate student, whether you are studying full-time or part-time and your tuition fee status. Your tuition fee status is determined by whether you are a home, EU, GB/Islands or International student as defined in the Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>.

**15.** Details of the tuition fee setting and approval mechanism are included in the Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>. Tuition fees, and any subsequent fee increases, for home and EU students are set by the Northern Ireland Government, Department for the Economy. The University reviews its GB/Islands and International student tuition fees and related charges annually. The level of your fees will be determined based on the first year that you commence your studies at the University (your Admit term) and in subsequent years this tuition fee may be subject to an inflationary increase.

**16.** In order to secure a place on your programme, you may be required to pay a deposit. If a deposit is required, you will be advised accordingly in your letter of offer. If you do not pay the deposit in accordance with the payment terms advised, your application shall be withdrawn without further notice.

**17.** Any deposit you pay will be offset against the balance of tuition fees owed to the University. You will only be entitled to a refund of any deposit in accordance with Section 11 of our Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>.

**18.** At University registration, tuition fees for full-time undergraduate students must be either paid in full, or a commitment given to pay these by one of the approved payment options. This includes a non-refundable payment of 25% of the calculated tuition fee. Full details of these payment options are available at <http://www.qub.ac.uk/tuitionfees>. Part-time and postgraduate students shall adhere to the policies of the individual Theological Colleges.

**19.** In the event that your tuition fees have not been paid in full by the relevant final payment date or in accordance with our fee payment options, we shall be entitled to suspend you from the University, refuse to permit you to continue on your programme of study and terminate the Contract (without incurring any liability to you).

**20.** A refund of tuition fees may be made if you withdraw from your undergraduate programme of study. Refunds are calculated with reference to the date of withdrawal from the University and will not be actioned if the withdrawal procedure has not been followed correctly. Details of fee liability dates are outlined in Section 5 of the Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>. Part-time and postgraduate students should refer to their individual College policies.

**21.** If payment of your tuition fees is being met by a third party and the third party fails to make payment, then you will be personally liable for the tuition fees or any outstanding balance of fees.

**22.** The University will not refund to you any fees paid on your behalf by the Student Loans Company, or any other third party.

### **Changes to your programme**

**23.** We prepare our prospectus and online information about our programmes with care and every effort is made to ensure that the information is accurate. The printed version of the prospectus is, however, published at least a year before our programmes begin. Information included in the prospectus may, therefore, change before you receive your offer. Updates and changes will be published online, so you should check our website for the most current information before you accept your offer.

**24.** The University has provided you with information on your programme of study, and we will endeavour to deliver programmes as described. It is a standard of good practice, however, that

programmes are regularly reviewed and as a result, changes may be made. Changes have been categorised into Major Programme Changes and Minor Programme Changes. The definitions of Major Programme Changes are available at:

<http://www.qub.ac.uk/dasa/AcademicAffairs/ProgrammeApprovalandReviewIncludingHERReview/ProgrammeManagement/MajorChangestoExistingProgrammes/>. All other changes, including changes to optional modules are defined as Minor Programme Changes.

**25.** The University will consult with students enrolled on a programme of study before any Major Programme Change is made. This consultation will be managed through Staff Student Consultative Committees and student representatives on College Education Committees. In all cases where a Major Change to a programme is made, we will communicate to students and applicants, affected by the change, at the earliest possible opportunity. In most cases, this will be in the academic year before the change happens. Minor Programme Changes will be updated in the relevant programme specification which will be available on the University's website.

**26.** Where a programme is accredited by a professional body, we may be required to change the programme to meet the professional body's requirements.

**27.** The range and content of optional modules will change over time. Your programme information sets out the optional modules currently available for the programme, but the options listed may not run in any given year. Delivery of optional modules may depend on student demand, staff availability and developments in the subject.

**28.** The University's portfolio of programmes changes over time, with new programmes being introduced, and others being withdrawn. Where a decision is taken to withdraw a programme, a teaching-out arrangement will be put in place to enable those students already registered for the programme to complete it within the normal period of study. We will notify you of any changes as detailed in Clause 25 above.

**29.** In the unlikely event that we make a Major Change to your programme of study and any such change adversely affects you, or if we discontinue your programme of study, we will seek to offer you a suitable replacement programme. If we are unable to offer you a suitable replacement programme, we shall use reasonable endeavours to refer you to a comparable higher education provider offering a suitable replacement programme. If you do not wish to accept our offer of a replacement programme or if we are unable to offer a replacement, you will be entitled to cancel the Contract and withdraw. In the event that you choose to withdraw, we will make a refund of tuition fees and deposits paid as per Section 5 of our Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>.

### **Cancellation**

**30.** If you accept your offer by distance communication (for example, via UCAS or online, without face to face contact) you have a legal right to cancel the Contract. This can be done at any time within 14 days of the date of your acceptance of the unconditional or conditional offer of a place on a course as either your firm or insurance choice (undergraduate) or on a programme (postgraduate).

**31.** If you so wish to cancel the Contract, you should inform our Admissions and Access Service in writing, or by completing the cancellation form at Annex B. If you cancel within the 14 day period, any advance payment or deposit made by you will be refunded in full.

**32.** Notwithstanding your specific right above to cancel, you are also entitled to cancel the Contract and withdraw from your programme after expiry of the cancellation period (including after enrolment), by following our withdrawal procedure. If you cancel the Contract in this way, then you may lose all or part of the tuition fees or other payments paid by you, or on your behalf, in accordance with the University's Refund Policy as per Section 5 of our Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>.

**33.** 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 in accordance with our Student Finance Framework available at <http://www.qub.ac.uk/tuitionfees>;
- c. We have reason to 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 Procedures for Dealing with Academic Offences:  
<http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/Procedures/ProceduresforDealingwithAcademicOffences/>; or
- e. Action has been taken against you in accordance with our Conduct Regulations:  
<http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/ConductRegulations>
- f. Action has been taken against you following the decision of a Board of Examiners.

**34.** 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.

### **Complaints**

**35.** If you have a complaint, you should follow our Complaints Procedure which can be found on our website.

We aim to resolve any complaints you may have as promptly, fairly and amicably as possible.

### **Students with Disabilities**

**36.** The University and the Theological College at which you are registered are committed to a policy of equal opportunity in Higher Education and we seek to ensure that disabled students have equitable access to all aspects of university life. The Colleges 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.

**37.** We will be guided by the Special Educational Needs and Disability (Northern Ireland) Order 2005, Section 75 of the Northern Ireland Act 1998 and other relevant legislation.

**38.** 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>.

### **Liability**

**39.** The University and the Theological College at which you are registered 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.

40. There may be temporary circumstances beyond our reasonable control which may affect module or programme 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 reasonable steps will be taken to minimise the disruption to our services and any adverse impact to you.

### **Data Protection**

41. Any personal data provided by you may be processed by us in accordance with the provisions of the Data Protection Act 1998 and our Data Protection Policy which can be found at <http://www.qub.ac.uk/Discover/About-Queens/Leadership-and-structure/Registrars-Office/Policies/>.

We hold information about you in order to administer your studies, to deliver your programme and to monitor your performance and attendance. We also use your information to manage recruitment, admission, registration, study, examination and graduation.

42. Your information will also be used to provide you with University facilities and services such as accommodation and careers, to provide you with support and to process any payments made by you. We may also use your information to conduct research and surveys to identify ways to enhance learning, teaching, assessment and the broader student experience.

43. Information may be passed between various sections of the University for operational reasons and may also be disclosed to external agencies to which we have obligations (for example: Government departments, statutory bodies, the Higher Education Statistics Agency, Research Councils, student loan companies, funders, credit reference agencies or other credit assessment, debt tracing, fraud or crime prevention organisations). This will include sharing information with the Theological College at which you are registered for academic purposes.

44. By submitting your application form and/or accepting your offer, you consent to this use of your personal data.

45. The University's Data Protection Policy will not apply for any information that you provide directly to the Theological College at which you are registered. Please note that personal data in relation to academic programmes validated by the University will be collected by the University and not the College (see clause 41 above).

### **Intellectual Property**

46. Unless you are a postgraduate research student, you shall normally own any intellectual property you generate during your programme including, without limitation, the content of examination scripts and assignments. You will be advised if there are different arrangements applicable to your programme or your study.

47. For students enrolled on postgraduate research programmes, intellectual property rights will normally belong to the University, in accordance with our intellectual property policy <http://www.qub.ac.uk/Research/Support-for-researchers/IP-and-innovation/IP-policy/>.

### **General**

48. 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 the Terms shall prevail. The Terms shall only be enforceable by the University and you.

49. You should visit our website and the College 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.

50. 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.

**51.** 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.

**52.** Any dispute or claim arising out of, or in relation to, the Contract will be governed by and interpreted in accordance with the laws of Northern Ireland.

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

### **University General Regulations (including Study Regulations):**

(<http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/>) – these regulations set out the requirements for the University’s degree programmes. There are separate study regulations for undergraduate programmes, postgraduate taught programmes, and research programmes. Regulations are reviewed and updated annually, and any changes to the regulations are communicated to students at the start of each academic year.

**Student Misconduct Procedures** – there are two student misconduct procedures, one dealing with academic misconduct (Procedures for Dealing with Academic Offences: <http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/Procedures/ProceduresforDealingwithAcademicOffences/>), and the other non-academic misconduct (Conduct Regulations: <http://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/ConductRegulations>)

### **Tier 4 compliance requirements:**

College compliance requirements shall apply – enquire with the Theological College at which you are registered for further information.

**Student Finance Framework** (<http://www.qub.ac.uk/tuitionfees>) – provides a consolidated guide on all matters which have an impact on tuition fees and associated charges. The Framework also includes a Fee Appeals Process. Part-time and postgraduate students shall adhere to the policies of the individual Theological Colleges.

**Student Disability Policy and Guidelines** (<http://www.qub.ac.uk/sgc/disability>) – 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. The College at which you are registered will be responsible for implementing any reasonable adjustments.

**Data Protection Policy** (<http://www.qub.ac.uk/Discover/About-Queens/Leadership-and-structure/Registrars-Office/Policies/>) – this policy sets out how the University holds and processes personal data. Also enquire with the Theological College at which you are registered for further information on their data protection processes.

## Annex B: Cancellation form

*If you accept your offer by distance communication (for example, via UCAS or online, without face to face contact) you have a legal right to cancel the Contract at any time within 14 days of the date of your acceptance of the offer. You may do so by notifying the University in writing or by completing this form. If undergraduate applicants prefer they may do this through UCAS, during this period, who will advise the University accordingly.*

### Notice of cancellation of contract

Name:
Address:
Programme accepted:
Date of acceptance:
UCAS Personal ID (Undergraduate):
Application Number (Postgraduate):
Signature:
Date of cancellation:

Please return to  
Admissions and Access Service  
Queen's University Belfast  
University Road  
Belfast BT7 1NN

[admissions@qub.ac.uk](mailto:admissions@qub.ac.uk) (Undergraduate) or  
[postgrad.admissions@qub.ac.uk](mailto:postgrad.admissions@qub.ac.uk) (Postgraduate)