

University of Greenwich International College (UGIC) Terms and Conditions

These terms contain important information concerning your agreement with Oxford International Education Group (OIEG) and you. You should take time to read them before accepting a place at the University of Greenwich International College (UGIC).

Please contact OIEG/UGIC for clarification if there is anything in these terms that you do not understand:

Head of Admissions and Conversion

Oxford International Education Group

259 Greenwich High Road
Greenwich, London SE10 8NB
England, UK

E: pathways@oxfordinternational.com

Tel: +44 208 312 8078

UGIC College Director

University of Greenwich International College

Devonport House, 66-68 King William Walk
London, SE10 9JW
England, UK

E: international@gre.ac.uk

Tel: +44 (0) 20 8331 8136

We explain below the basis upon which OIEG will provide your course at UGIC, and the obligations, which you have both as an applicant and as a student. These terms create obligations that are legally binding both on you and on OIEG. If you accept an offer to study at UGIC, these terms will form your agreement with OIEG and OIEG may enforce these terms and conditions.

1. Definitions

In these terms:

“**UOG**” and the “**University**” refers to **The University of Greenwich** of Old Royal Naval College, Park Row, London SE10 9LS

“**UGIC**” and “**Pathway**” refers to **University of Greenwich International College** which is an embedded college offering integrated programmes for non-UK students. It is run in partnership with OIEG. UGIC offers undergraduate and postgraduate pathways leading to a degree award from UOG.

“**OIEG**”, “**we**”, “**us**” and “**our**” refers to **Oxford International Education Group (Oxford International Education 1 limited and its subsidiaries)**.

“You” and “your” refers to you, the student or applicant. Please note that whilst these terms apply to **[the majority]** of OIEG undergraduate and postgraduate courses run at UGIC, these terms do not apply to OIEG’s courses run elsewhere nor do they apply to the part of any course taught by UOG, each of which have their own terms.

‘**Stage 1**’ refers to the first stage of your course, which is delivered by OIEG at UGIC. This includes the following programmes:

- International Year Zero (IYZ)
- International First Year (IFY)
- International Incorporated Master’s (IIM)
- All of the above plus 6 or 12 week Pre-Sessional English (if required)

‘**Stage 2**’ refers to all subsequent stages of your integrated degree course, which are delivered by **The University of Greenwich**

Reference to ‘**accepting an offer to study at UGIC**’ includes any such acceptance, regardless of whether it is on a “first choice” or “insurance choice” basis.

2. Legal Framework

OIEG operates within a framework of laws, which can apply to it in certain circumstances, for example:

- 2.1 The Equality Act 2010, which contains provisions promoting equality of opportunity and prohibiting unlawful discrimination, harassment and victimisation.
- 2.2 The Education (No 2) Act 1986, which contains measures to ensure that freedom of speech within the law is secured for members, students and employees of OIEG and for visiting speakers.
- 2.3 The Human Rights Act 1998, which contains provisions making it unlawful for public authorities to act in a way which is incompatible with certain rights under the European Convention for the Protection of Human Rights and Fundamental Freedoms.
- 2.4 The Counter-Terrorism and Security Act 2015, which contains provisions requiring universities to have due regard to the need to prevent people from being drawn into terrorism, and also to cooperate with a local panel which has “the function of assessing the extent to which identified individuals are vulnerable to being drawn into terrorism”.

- 2.5 The General Data Protection Regulation (GDPR) replaced the UK Data Protection Act 1998 and introduced greater protections for personal data in compliance with updated data protection law.
- 2.6 The Consumer Rights Act 2015 and other consumer laws, which contain various provisions intended to protect consumers' interests, which can include the interests of students and applicants.

These legal duties can change if the law changes. These terms are subject to those laws and any changes to these or other laws that the Government brings into effect.

3. **UGIC and your relationship with OIEG and the University**

- 3.1 Your course is split into a number of stages. These stages are set out in the table in your offer letter.
- 3.2 You will be a student of UOG throughout all stages of your course, irrespective of who is responsible for teaching that stage of the course.
- 3.3 **STAGE 1** of your course will be provided by UGIC. Courses run at UGIC are administered and taught by OIEG in collaboration with UOG. OIEG is responsible for your teaching in Stage 1. UGIC will hold and administer all examinations and assessments relating to Stage 1 at UGIC in line with UOG's standard assessment practice and policy.
- 3.4 **STAGE 2** of your course will be provided by UOG. UOG is responsible for your teaching in Stage 2. OIEG is not involved in Stage 2 of your Course
- 3.5 The main responsibilities of **OIEG** are:
 - 3.5.1 Delivering the UGIC Course in Stage 1; and
 - 3.5.2 Assessing your UGIC Course in Stage 1.
- 3.6 The main responsibilities of **UOG** are:
 - 3.6.1 Making admissions decisions to the UGIC Course and to Stage 2 at UOG;
 - 3.6.2 Awarding your qualification/ degree;
 - 3.6.3 Delivering Stage 2 of your course; and
 - 3.6.4 Assessing Stage 2 of your course.
- 3.7 When you are in **STAGE 1** of your course:

- 3.7.1 Your contract with UGIC, OIEG and the University is governed by:
- (i) These Terms and Conditions;
 - (ii) **OIEG Admissions Policy** and the **OIEG UGIC Refund Policy** - available upon request from the OIEG Admissions Manager
 - (iii) [UOG Student Admissions Policy](#)
 - (iv) if you are under 18 years of age the UGIC Under 18s Policy
 - (v) UGIC and [UOG Complaints Procedures](#)
 - (vi) UGIC Attendance Policy (available upon request from the UGIC Administration Manager)
 - (vii) [UGIC Refund Policy](#),
 - (viii) your Tenancy Agreement
 - (ix) your Insurance policy *and*
 - (x) [UOG'S STUDENT REGULATIONS, POLICIES AND PROCEDURES](#),
- 3.7.2 You must comply with all UGIC, OIEG and University codes, policies and regulations in force from time to time (as set out in clause 7.0. further below); and
- 3.7.3 Should you have a complaint, you may complain to either UGIC or OIEG or UOG.

3.8 When you enter **STAGE 2** of your course:

- 3.8.1 Your contract with UGIC and OIEG ceases save for matters arising out of your time during Stage 1.
- 3.8.2 All matters will then be governed by the [UOG STUDENT ADMISSIONS POLICY](#), The [UOG CHARGING AND REFUND POLICY](#) and [UOG's Student Regulations, Policies and Procedures](#), [and/or other policies, procedures and regulations as provided in the documents listed in paragraph 7.1.]
- 3.8.3 Should you have a complaint, you **must** complain to UOG (not OIEG or UGIC).

3.9 **If you do not successfully pass Stage 1, you will neither be able to continue to Stage 2, nor will any fees paid in relation to Stage 1 be returned to you (unless there are exceptional circumstances).**

- 3.10 The University will (except in exceptional circumstances – please see paragraphs 3.11 and 3.14 below) guarantee to all UGIC students who successfully complete and pass Stage 1 at the required level, continuation onto Stage 2 of the University course that is specified at the time of acceptance onto your UGIC course.
- 3.11 To achieve a successful pass at Stage 1, and to ensure continuation from Stage 1 to Stage 2 of your studies you must meet the following criteria:
- 3.11.1 satisfactory and required attendance on the UGIC course in line with the UGIC Attendance Policy (available on request from the UGIC Administration Manager)
 - 3.11.2 successful attainment of prescribed performance targets (available upon request from the UGIC Administration Manager); and
 - 3.11.3 successful attainment of the required academic criteria, which includes your English language proficiency, (available upon request from the UGIC Administration Manager)
 - 3.11.4 **(if applicable) successful attainment (and demonstration) of an English level equivalent to IELTS 5.5 in each skill by the end of your Pre-Sessional English programme. Failure to obtain this level of English will result in your programme at UGIC being terminated.**
- 3.12 The University will inform you as soon as possible of the starting date of **Stage 2** and provide all such necessary information essential to your continuation from Stage 1 to Stage 2.
- 3.13 For UKVI purposes, the University will sponsor all non-EU/EEA students enrolling on the UGIC course, who require sponsorship under the Home Office Tier 4 sponsor scheme, including issuing Confirmation of Acceptance for Studies (“CAS”) to those students who require a CAS and who fulfil the relevant Home Office criteria, the entry requirements and the admissions criteria as set out in your offer letter. Your CAS (if applicable) will be issued by UOG and a copy will be sent to OIEG.
- 3.13.1 Students taking the IYZ or IFY will be sponsored by UOG on a level 6 CAS.
 - 3.13.2 Students taking the IIM will be sponsored by UOG on a level 7 CAS.
 - 3.13.3 All UGIC programmes are integrated; students are therefore sponsored by UOG for **both Stage 1 and Stage 2** of the chosen UOG degree programme and UGIC course.

3.14 Therefore the University is responsible in both Stage 1 (in conjunction with OIEG and as part of UGIC) and Stage 2 (for which OIEG and UGIC are not responsible) for your sponsorship under the University's Tier 4 Licence (if required). However, OIEG/ UGIC will report to the University, who will in turn report to UKVI, if:

3.14.1 you don't comply with UGIC Attendance Policy;

3.14.2 you fail to enrol onto Stage 1;

3.14.3 you withdraw or defer your studies;

3.14.4 your circumstances change significantly; and/ or

3.14.5 any other circumstances arise which need to be reported in compliance with the Home Office Sponsor Guidance.

4. **Accuracy of Information We Provide about Your Course**

4.1 OIEG, UGIC and UOG make every effort to ensure that the information provided to you about your UGIC course is correct, and that we do not omit telling you about important information that might affect your decision to study at UGIC. Occasionally it may be necessary to update a prospectus or course page, due to legitimate staffing, financial, regulatory or academic reasons. OIEG will endeavour at all times to keep any changes to such information to a minimum and to keep you informed appropriately.

5. **Accuracy of Information You Provide to Us**

5.1 It is also important that you provide accurate information in your application to study at OIEG, UGIC and UOG. If it is later found that your application contains false or misleading information or material omissions, then we/UOG may withdraw any offer to study at UGIC and/or UOG (*and see also paragraph 3.14 as to other action that may be taken*). If you disagree with any decision made by OIEG, UGIC or UOG about this, you may ask the UOG Head of Admissions or the OIEG Head of Admissions and Conversion (or her/his nominee) to review such a decision within 14 days of the date it was notified to you. You will need to provide the UOG Head of Admissions (or her/his nominee) with any evidence in support explaining why you think the decision was wrong.

5.2 Contact details are as follows:

OIEG Head of Admissions and Conversion:

Tel.: +44 208 312 8078

Email: pathways@oxfordinternational.com

UOG Head of Admissions:

Tel. +44 208 331 8637

Email: international@gre.ac.uk

Applicants and Students with Disabilities

5.3 OIEG/UGIC welcomes applications from prospective students with disabilities. Students and applicants with disabilities are encouraged to notify either OIEG/ UGIC and/or UOG at the earliest opportunity, so that any appropriate support arrangements can be provided. We recommend that you contact the OIEG Head of Admissions and Conversion in the first instance so that they can help advise you and notify the relevant contacts at OIEG, UGIC and/or UOG as appropriate.

6. Your Agreement to comply with OIEG, UGIC and UOG Regulations, Policies and Procedures

6.1 By agreeing to these terms, you are also agreeing to comply with OIEG, UGIC and UOG's regulations, policies and procedures. These contain some important provisions, including those outlined below.

- (a) [OIEG STUDENT ADMISSIONS POLICY](#)
- (b) [UOG STUDENT ADMISSIONS POLICY](#)
- (c) [OIEG REFUND POLICY](#)
- (d) [UOG CHARGING AND REFUND POLICY](#)
- (e) [UOG STUDENT REGULATIONS, POLICIES AND PROCEDURES, UoG STUDENT CHARTER](#)
- (f) [THE UGIC ATTENDANCE POLICY](#)
- (g) [UOG UNDER 18s POLICY](#)
- (h) [UGIC AND UOG'S COMPLAINTS PROCEDURE](#)
- (i) [UOG HANDBOOK AND REGULATIONS FOR UNDERGRADUATE AWARDS](#)

(j) [UOG HANDBOOK AND REGULATIONS FOR POSTGRADUATE AWARDS](#)

(k) [UOG ASSESSMENT AND FEEDBACK POLICY](#)

N.B. All policies, procedures and regulations are correct at the time of publishing but may be subject to annual review.

7. **Updates and Changes to OIEG Regulations, Policies and Procedures**

7.1 During your agreement with OIEG and UOG, OIEG and UOG may update and replace its regulations, policies and procedures from time to time in order to ensure that it operates efficiently for students, and meets relevant legal and regulatory obligations. Important changes to the regulations, policies and procedures will be appropriately notified to students.

8. **Enrolment**

8.1 **STAGE 1**

It is a requirement when you enrol for each year of study that you comply with OIEG/ UGIC's enrolment procedure (for Stage 1) and UOG's enrolment procedure for all other stages, which are explained on the UOG website. Exact information for International Tier 4 visa students is available to download from the UOG website [here](#). Further information is included in the Pre-Arrival guide, which will be sent to you shortly after you have been issued the CAS statement. This information includes requirements to supply specified identity documents, and also to confirm your agreement to UOG's General Regulations and the Student Charter.

8.2 At Enrolment you will be required to provide UGIC with the **original documentation** as described in the Pre-Arrival guide. This will include:

8.2.1 Your current original passport containing (if applicable) your UK immigration status document

8.2.2 *[If you are having all or part of your fees paid for by a Government or Financial Sponsor]* the original confirmation letter on headed paper from your Sponsor

8.2.3 If you are an International or Tier 4 visa student, additional personal and academic documentation including:

(i) Medical Screening Certificate (if applicable)

(ii) Your most recent Secure English Level Test (SELT) results;

(iii) Your previous Tier 4 visa (if applicable)

- (iv) Your Biometric Residence Permit (BRP) card or BRP Collection Letter
- (v) Proof of academic qualifications (original and photocopies)
- (vi) Three colour passport photograph of yourself
- (vii) CAS letter

8.3 **On Enrolment and at all times during your studies on the UGIC course you must provide us with:**

- 8.3.1 **Your up-to-date contact details**, including your current UK residential address, telephone number (landline and mobile), (personal) email address and contact details for your next of kin;
- 8.3.2 **Prior notification of any intended absence** from your UGIC Course for any period together with the reason for such absence and any supporting evidence (e.g. hospital appointment letter);
- 8.3.3 **Prior notification of any intended withdrawal** from your UGIC Course, with supporting evidence of re-enrolment with a different sponsor, change of immigration category or re-entry into your home country to be provided as soon as it becomes available;

8.4 **STAGE 2:**

The University will contact you at the relevant time and will provide all information in order to facilitate your enrolment at Stage 2.

9. **Tuition Fees and Deposits**

9.1 **STAGE 1:** Non-payment or late payment of UGIC tuition fees

9.1.1 **If your tuition fees are not paid when they are due, this can result in you being suspended, not being allowed to enrol, re-enrol or not being allowed to graduate.** The full provisions explaining this are set out in the UGIC Refund Policy available on the UGIC website.

9.1.2 Please also note that the regulations also provide that **interest may be charged** on late or unpaid fees, and that **debt collection fees may be recovered** from you, and also that an **administration fee** may be charged in respect of dishonoured cheques. Any interest that may be charged on late or unpaid fees will be added at the **base rate +1%** of the **National Westminster Bank plc**.

9.2 **STAGE 2: Non-payment or late payment of UOG tuition fees**

For information on non-payment of tuition fees for Stage 2 of your course please contact the [Student Finance Team](#).

9.3 **STAGE 1: Amount of Tuition fees**

9.3.1 The amount of your tuition fees may vary depending on whether you are a “Home/EU student” or an “Overseas” student:

9.3.2 [Information about fees and funding is available here:](#)

9.3.3 For further information about how to determine or assess your fees status please see the regulations and guidance on the UOG website ([here](#)) or contact the OIEG Head of Admissions and Conversion.

9.4 **STAGE 2: Amount of Tuition Fees**

9.4.1 The amount of your tuition fees may vary depending on whether you are a “Home/EU student” or an “Overseas” student:

9.4.2 Information about fees and funding is available here:

(i) For [International or Tier 4 visa students](#)

(ii) For [EU/EEA students](#)

9.5 For further information about how to determine or assess your fees status please see the regulations and guidance on the UOG website ([here](#)) or contact the Admissions Office at feestatus@gre.ac.uk

9.6 **STAGE 1: UGIC Method of Payment and Payment Plans**

9.6.1 50% of your stated tuition fee plus the current administration fee is payable as a deposit in order to secure your CAS, unless stated otherwise in your offer letter.

9.6.2 Payment of the remaining UGIC tuition fees plus any other amounts (such as insurance if you have opted to take out the OIEG insurance policy) are to be paid before enrolment.

9.6.3 OIEG/UGIC may, in our absolute discretion, agree that you may pay the Fees in instalments. If we agree to payment by instalments, you must make your payments

in accordance with the agreed instalment plan. Any such payment plan must be agreed before you enrol.

9.6.4 If a Financial Sponsor is paying your fees on your behalf, you must ensure the Financial Sponsor is made aware of these Terms and Conditions before you submit your application form to us. You are responsible for payment of your Fees and any Additional Costs even if you arrange for a Financial Sponsor to pay these on your behalf. Our Agreement shall be with you and not with any sponsor, who shall not be party to the Agreement.

9.6.5 Students who are sponsored by their Government ('Government Sponsored Students') should ensure that OIEG/UGIC is aware of this at the time of application, so that we can make the necessary arrangements for payment of your Fees. Different payment terms are in place for Government Sponsored Students.

9.6.6 Method of Payment: Payment of all amounts along with any transaction costs should be made in £ pounds sterling to UGIC by one of the following methods:

- (i) Telegraphic Transfer
- (ii) Bank Transfer or Electronic Transfer (for payments made in the UK)
- (iii) By credit/debit card via PayEd* (our payment portal) [here](#)
- (iv) By bank transfer via PayEd* (our payment portal) [here](#)
- (v) If payment is made by telegraphic transfer, then it must state (a) the student's full name (b) the student ID number is to be listed as a payment reference
- (vi) UGIC Bank Account Details:

Name: Greenwich International College Limited

A/C Number: 74505459

Sort Code: 60-09-16

IBAN: GB72NWBK60091674505459

BIC/SWIFT: NWBKGB2L

* Subject to 2% surcharge

9.7 **STAGE 2: UOG Payment Plans**

9.7.1 For further information regarding tuition fee payment options once you continue onto Stage 2 of your course with UOG, please refer to the current [UOG Charging and Refund policy](#).

9.8 **International students who use an approved agent**

9.8.1 Before applying to study at OIEG, you may have agreed with an approved agent (the "Agent") acting on your behalf that the Agent would offer you advice and support in applying to study at a Higher Education provider in the United Kingdom and we understand you agreed to pay a fee to that Agent for those services.

9.8.2 As part of our invitation to you to study at OIEG we are willing, subject to certain conditions set out below, to give you a credit against your fees in an amount which will in no case exceed the fee payable to the Agent by you. We will, depending on whether or not you have already paid the Agent, either repay you the appropriate sum or, if you have yet to pay the fee, make a corresponding payment to the Agent on your behalf. However, the sum which OIEG will repay to you or your Agent, or give by way of credit will never exceed £4k. In no circumstances shall we make a payment to you or your Agent, or give you a credit, until the date when your obligation to pay your first year's fees has fallen due.

9.8.3 The conditions subject to which payment will be made are as follows:

- (i) You enrol at UGIC/OIEG;
- (ii) You have paid all relevant fees to OIEG which are due on the date of payment; and
- (iii) You have entered into a contract directly with your Agent and provided us with evidence of the amount paid to your Agent.

9.8.4 Provided that the above conditions are met you will be required to sign a document (which will be provided to you by OIEG on paying your first year's fees), authorising us to pay the amount owing by you to your Agent up to the above maximum amount on your behalf.

9.8.5 If the fee you have agreed to pay your Agent exceeds the maximum amount as specified above, then OIEG will have no responsibility for the additional amount and you will remain liable to pay the excess to your Agent.

9.8.6 If the above conditions are met but for whatever reason we fail to pay the relevant amount to your Agent on your behalf then we will pay or refund the relevant amount to you.

10. **Tuition Fee Increases**

- 10.1 Once a student commences at UGIC, OIEG hopes to be able to keep the same tuition fee for that student in subsequent academic years. However, some courses last longer than one year and it is therefore possible that changes in government policy or regulation, or increased costs of delivering your course may mean that tuition fee increases in future years are applied on the basis set out below.
- 10.2 In such cases, OIEG reserves the right to increase fees annually, subject to the cap on increases provided for at paragraph [11.3] below. This may mean that any tuition fee increases apply to self-funding overseas (non-EU) students, but not to home/EU/EEA students, where those fees are subject to a cap imposed by regulatory requirements. Where such increases are necessary, OIEG will give affected students not less than 3 months' notice before the start of the academic year to which the fee increase is intended to apply.
- 10.3 In any event, an annual increase in tuition fees will not exceed the cap specified in this paragraph. **This does however mean that students entering the second, or later years of study may be charged fees, which increase in each year of study. However, unless the increase is required to comply with legislation or regulatory requirements, such a fee increase shall not exceed a 5% increase on the previous academic year's tuition fee for the course in question.**
- 10.4 Any such increase shall also be subject to any restriction on such increases imposed by legislation or regulatory requirements.
- 10.5 **STAGE 2:** Offers of study will include the estimated UOG Fees for the subsequent stages of your degree once you have successfully completed at UGIC. All tuition fees, both at UGIC and UOG are subject to annual review and revision.

For specific information relating to UOG tuition fees please refer to the [UOG Charging and Refund Policy](#) on the UOG website and/or the following links:

- (i) [UOG International Fees](#);
- (ii) [European Fees and Scholarships](#).

11. **In addition to the Tuition Fees, you may also be required to pay the following Additional Costs:**

- 11.1 an Administration Fee, this is payable when you submit your application and is currently £150
- 11.2 if you are late enrolling on an UGIC Course, a late enrolment fee of £100 per academic week that you are late enrolling (such fee to be adjusted pro rata in relation to any part of an academic week that you are late enrolling), to be capped at a maximum of £400 (the "Late Enrolment Fee").
- 11.3 administration charges for any late or dishonored payments ("Default Payments");
- 11.4 insurance fees if you are taking out the OIEG Insurance Policy (this is optional);
- 11.5 an additional administration fee and, if applicable, a CAS fee, for:
 - 11.5.1 any changes to your study plan or UGIC Course deferral granted **or**
 - 11.5.2 applications for further leave to remain ;
- 11.6 bank charges, surcharges and/ or commission;
- 11.7 a re-attendance fee if you wish to re-attend your UGIC course or any part thereof;
- 11.8 a fee of £150 for re-assessment (if required) in each component; **or**
- 11.9 a fee of £300 for re-assessment (if required), **with tuition**, in each component

12. **Other Costs**

- 12.1 **STAGE 1:** You are responsible for your own living expenses, travel and accommodation costs. If the course you are studying requires other costs to be incurred as part of the course (for example if there is a compulsory field trip), then this will have been notified to you by email and/or via the Virtual Learning Environment or letter.
- 12.2 You are also responsible for the purchase of all required text books and/or additional resources as may be required, for example, by Art Design and Media students. For further information please contact the UGIC Administration Manager.
- 12.3 **STAGE 2:** Please refer to information within the **UOG Charging and Refund Policy** information [here](#).

13. **When Can We Make Changes to Courses or Close Courses?**

- 13.1 **STAGE 1:** OIEG recognises that students invest time and personal effort in their studies. In accordance with the HEFCE Statement on Good Practice for Course Closures and Changes, students should therefore be reassured that, in the unlikely event of material changes or course closures, UGIC/OIEG will act in a fair and transparent manner. We will ensure that there are clear processes in place to enter into dialogue to help you identify options, minimise the impact and ensure the continuity of your studies.
- 13.2 OIEG and UGIC will only make changes to courses, or close courses, after the acceptance of an offer, in the limited circumstances set out below. Examples of “changes” include changes to the content or structure of courses, or to the location or method of teaching or assessment, or to the type of award. The circumstances where changes may be made or required are
- 13.2.1 Where changes are in students’ overall interests, for example because of developments in teaching practice or technology, new assessment methods, or where a campus redevelopment or restructuring of OIEG and/ or UGIC and/ or UOG means that teaching locations change to a different site;
- 13.2.2 When a key member of staff is no longer available (e.g. through illness or resignation) and suitable alternative teaching or supervision arrangements cannot be provided. This might be where the member of staff concerned has a particular specialism, which cannot be adequately covered by other members of OIEG staff, or by other resources (e.g. temporary staff) that OIEG/ UGIC would normally engage in such circumstances;
- 13.2.3 Where a teaching location becomes unavailable for reasons outside OIEG/ UGIC’s control, for example because of flooding; or
- 13.2.4 Where regulatory or government requirements mean that changes have to be made to better ensure compliance. Examples of such changes might be changes to how OIEG is required to operate because of changes to a professional body’s requirements (e.g. for medical students where the General Medical Council issues new guidance), or changes to immigration rules or other laws/regulations.
- 13.2.5 Where changes or course closures are proposed or have to be made for the reasons outlined at paragraph [14.2] above, OIEG and UGIC will take all reasonable steps to minimise disruption to students. This will include:

- 13.2.6 Informing students of the changes in advance, and giving them appropriate opportunity to comment on the proposals.
- 13.2.7 In the case of substantial changes (for example, closing a course during a student's studies), consulting with students to seek their views on the changes/proposals and any potential alternatives or steps to minimise the impact on students.
- 13.2.8 It would be exceptional for a course at UGIC to be closed. If it is ever necessary to close a course to new entrants, OIEG/UGIC's preferred approach would be to continue to teach the current students on that course until they have completed their studies. If exceptionally this is not possible, as part of the approach at [0] above, OIEG will explore other options with the affected students, for example by considering whether:
- (i) Current students' Programmes can be completed at UGIC/UOG; or
 - (ii) Current students' Programmes can be completed at another institution;
- 13.2.9 **STAGE 2:** For all changes to courses or course closures in Stage 2, please contact the UOG Head of Admissions.

14. **Disclosure and Barring Service (DBS) checks**

- 14.1 OIEG is very mindful of any duties it may have under the Safeguarding Vulnerable Groups Act 2006 (as amended) ("SVGA"). These duties may apply (for example) in the case of:
- 14.1.1 Students who are aged under 18; **or**
 - 14.1.2 Students who are "vulnerable adults"; **or**
 - 14.1.3 Students, for example medical or teaching students on work placements, who may come into contact with vulnerable adults or children during the course of their studies.
- 14.2 OIEG expects all its staff, students and contractors to be alert to any concerns about the welfare of children or vulnerable adults (for example, hospital patients) and to report any such concerns they may have, however apparently trivial, as soon as possible to the relevant safeguarding officer (who may be the safeguarding officer at a school or hospital, in the case of a placement).
- 14.3 The SVGA may require OIEG, UGIC and/ or UOG to:

- 14.3.1 Check whether certain individuals are barred from undertaking activities regulated by the SVGA, and/or to undertake criminal record checks; *and*
- 14.3.2 Supply certain information about individuals to the Disclosure and Barring Service, for example, where OIEG considers someone to pose a risk of harm to children or vulnerable adults.

UOG's Safeguarding Policy (Procedure and Guidance) explains in more detail how such matters should be approached and is available [here](#).

15. **Criminal Offences whilst you are Enrolled at UGIC and/or UOG**

- 15.1 Students must disclose to OIEG, UGIC or UOG if they are convicted of "relevant criminal offences" at any time whilst they remain a student at UGIC. Details of what amounts to a "relevant criminal offence" differs for students involved on teaching, health and clinical programmes (for example, medicine, pharmacy and nursing). Further details of UOG's policy on such disclosure is set out [here](#).

16. **Offers and courses which are conditional on Criminal Records/Disclosure and Barring Service, ATAS or Occupational Health checks**

- 16.1 As owners of the Admissions process, UOG may **withdraw an offer, refuse to admit you or may withdraw you from your course or research activity**, for any failure to comply with the terms of any requirements (whether imposed by legislation or regulatory requirement, or otherwise reasonably required by OIEG, UGIC or UOG) that your offer, studies or research activity require:

- 16.1.1 Satisfactory criminal record/disclosure and barring service checks;

- 16.1.2 An Academic Technology Approval Scheme (ATAS) certificate (including compliance with its terms);

- 16.1.3 Satisfactory occupational health checks (but subject to OIEG obligations under the Equality Act 2010 in respect of students with disabilities).

- 16.2 If you believe a decision by OIEG, UGIC and/ or UOG in respect of such matters is incorrect, you may invoke the relevant complaints procedure (please see the [UOG Complaints Procedures](#))

17. **Visas: You must Comply with any Visa Requirements**

- 17.1 If you require a visa to study in the UK, it is your responsibility to ensure that you have the correct visa throughout your course. You must comply with any conditions that apply to your visa, including as to attendance, and our requirements for monitoring attendance.
- 17.2 If you fail to comply with any conditions, OIEG and/ or UOG may be obliged to report this to the UK immigration authorities in order to comply with OIEG's and/ or UOG's own duties under immigration law.
- 17.3 If you lack the required permissions to study in the UK, or if you do not comply with the conditions attached to any permission then OIEG, UGIC and/ or UOG may refuse to admit or enrol you, and may withdraw you from your course. If you believe such a decision is incorrect, you should contact the UOG Head of Admissions.

18. **Ownership of Intellectual Property**

The ownership of intellectual property rights is subject to UOG's General Regulations. Further information is available [here](#).

19. **Your Cancellation Rights**

- 19.1 **STAGE 1:** You have the right to cancel your acceptance of a place at UGIC for any reason (including if you change your mind) during a fourteen (14) day cancellation period (the "Cancellation Period"), which will start on the day you accept an offer from OIEG/UGIC and/ or UOG.
- 19.2 To cancel your acceptance, you must clearly inform us of your decision to cancel before the Cancellation Period has expired. You may do this by
- 19.2.1 by sending a letter to the OIEG/UGIC Admissions Office (**259 Greenwich High Road, Greenwich, London SE10 8NB, England, UK**) or
- 19.2.2 by sending an email to international@gre.ac.uk or pathways@oxfordinternational.com or
- 19.2.3 by fax to the OIEG Admissions Manager on **+44 208 293 1199**

You may use the model cancellation form (available upon request from UGIC@Greenwich.ac.uk) to notify us of your decision to cancel by letter or email, (but you do not have to use this form).

- 19.3 To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the Cancellation Period has expired. We do not have to have received it before the expiry of the Cancellation Period.
- 19.4 If you cancel your acceptance within the 14 day Cancellation Period, we will reimburse any tuition fee payment (including any deposit) received from you as soon as we can, and no later than 14 days after the day on which you informed us of your decision to cancel your acceptance.
- 19.5 **STAGE 2:** For further information regarding cancelling your place, should you decide not to continue onto Stage 2 of your integrated programme, please refer to the UOG Head of Admissions.
20. **Limitation of our Liability to You and Others**
- 20.1 Nothing in these terms and conditions will limit or exclude OIEG's liability for death or personal injury arising from our own negligence, or for fraud or fraudulent misrepresentation.
- 20.2 Otherwise, our liability to you (which includes OIEG's and OIEG as part of UGIC) with respect to the provision of your course, the cancellation, postponement, or amendment of the course, 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 total amount of tuition fees paid by you in respect of Stage 1 of the Course.**
- 20.3 For the purposes of paragraphs 0 to 21.2 "OIEG" also includes OIEG officers, employees and agents, and those paragraphs may be enforced by such officers, employees and agents. Otherwise, neither party intends that any of these terms will be enforceable by any third party.
21. **No Liability For Acts Outside Our Control**
- 21.1 We shall not be liable to you arising from matters outside our control. This includes but is not limited to: strikes, other industrial action, staff illness, severe weather, fire, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease, or failure of public utilities or transport systems.
22. **How We Use your Personal Data, and Students' Obligations**
- 22.1 The [UOG Data Protection Policy](#) and the [OIEG Data Protection Policy](#) explain what data we might hold about you, how we use it, who we might share it with and the reasons for doing that.

22.2 Students who are involved in dealing with other peoples' personal data (for example in some research projects, or in the course of a work placement at a hospital) must ensure that they abide by the requirements of data protection law (which contains requirements about security of personal data, and how such data is used and shared).

23. **Governing Law and Jurisdiction**

23.1 These terms and conditions are governed by and construed in accordance with English Law. The English Courts have non-exclusive jurisdiction to deal with any dispute arising out of or in connection with them.