

University of Essex 2020 International Summer School Terms & Conditions

Before submitting your application please ensure you read the following Terms and Conditions which apply to the University of Essex International Summer School.

1) Application

1.1 Applications must be made by completing the online application form.

1.2 Summer School places are offered on a first-come-first-served basis. There are a limited number of places available on each course so applicants are encouraged to apply as soon as possible.

1.3 Applicants must provide a scanned copy of the photo page of their passport as part of the application process.

1.4 Applicants must be aged 18 or over at the start date (20/07/2020) of the summer school.

1.5 Admissions decisions are made by International Summer School Office.

1.6 Admissions decisions are based on the published summer school [entry requirements](#). All admissions decisions are final. Where there is satisfactory or sufficient evidence that fraudulent documents or information have been used to make an application and/or obtain an offer (or in the event of failure to disclose information), the University of Essex International Summer School reserves the right to withdraw your application and/or offer with immediate effect.

1.7 No payments should be made to the University until after an offer has been made.

2) Modules, course content and cancellation

2.1 Students are advised to choose their module carefully when making their application. Students are encouraged to choose a second option when applying, as all spaces are offered on a first-come-first-served basis.

2.2 Once modules have been confirmed, it might still be possible to change to a different module before the summer school starts. This cannot be guaranteed and will depend on availability. Students who wish to change should contact the International Summer School office as soon as possible.

2.3 The University reserves the right to cancel the summer school or a particular module if it does not recruit the anticipated minimum level of students or if circumstances beyond our control prevent us from delivering it. Such circumstances beyond our control could include, but are not limited to, a key member of staff leaving the University or being unable to teach, acts of God, riot, strike, insurrection, third party occupation of the University's premises, government restrictions, unscheduled works, adverse weather conditions. In the unlikely event that we are unable to run your preferred module, we will attempt to find you an alternative. If no alternative module is available, or the summer school as a whole is unable to run, then a refund for the full amount already paid to the University will be made. The University will not have any liability for refunding other costs, including, but not limited to costs associated with travel, flights or visas.

2.4 The programme information provided on the [International Summer School web pages](#) is accurate at the time of publication. The University reserves the right to make changes to the courses, excursions and social programme when necessary due to reasons beyond the University's control such as the unavailability of a key member of teaching staff.

3) Fees, Withdrawals and Refunds

3.1 The International Summer School programme fees and can be found on the University of Essex International Summer School [web pages](#). The programme fees are inclusive of tuition, 13 nights' self-catered accommodation and a [series of social activities and excursions](#).

3.2 Students from one of the University of Essex's partner institutions are eligible for a 10% discount on the programme fee. This discount only applies to direct applications and not those made via agents. Students should check with the International Summer School team if they are unsure if their institution is a partner of the University of Essex.

3.3 Fees must be paid through the University's GlobalPay service. Payment instructions will be emailed to students at appropriate times. Please note that any refunds can only be made to the same account that the original payment was made from. Any refunds can only be made in sterling and the University is not liable for any fluctuations in exchange rates.

3.4 Students must pay a deposit of £350.00 in order to reserve their place on the summer school. This must be paid within 14 days of receiving an offer from the University.

3.5 Fees must be paid in full by Friday 08 May 2020. Students will not be allowed to start the programme if the full amount has not yet been received by the University.

3.6 Applications received after Friday 08 May 2020 will only be considered if spaces remain available. In the event that we are able to offer late applicants a place, students would need to make a payment in full to secure their place. Payment deadlines would be communicated at that time.

3.7 Students who withdraw from the programme on or before 08 May 2020 will be able to claim a refund of the full amount paid, minus the deposit of £350.00. Students must make a request by Friday 08 May 2020 in writing to intsummerschool@essex.ac.uk.

3.8 Students who withdraw from the programme after 08 May 2020 will not be entitled to any refund. The University may, in exceptional circumstances, consider a part-refund if a student is unable to attend due to medical or visa reasons and provides documentary evidence to this effect. The University will assess these situations on a case-by-case basis and it is at the University's sole discretion as to whether any money will be refunded.

3.9 Students who withdraw from the programme after it has started will not be eligible for any refund. This includes withdrawals due to visa or course content reasons.

4) Enrolment

4.1 Students must meet all published payment deadlines in order to enrol on the programme.

4.2 The Essex International Summer School is taught completely in the English language. You should therefore be proficient in English at a level at least equivalent to the [requirements](#) we set for your chosen module. We have no liability to you if you are not sufficiently proficient at the time of the summer school and fail to participate fully in the programme as a result.

4.3 Students are expected to arrive at the University of Essex on Sunday 19 July 2020. Students must provide the International Summer School with their estimated time of arrival and/or flight details by Sunday 12 July 2020. The International Summer School team will contact you at the appropriate time to request this information.

4.4 Students who attend less than 85% of all classes will not receive a certificate of attendance. If a student is absent because of illness they must inform their academic tutor and the Summer School office as soon as possible

5) Visas and Immigration

5.1 If you require a visa to participate in this programme, it is your responsibility to obtain this, and the University of Essex is not responsible for any failure by you in doing so.

5.2 Please refer to the visa information in the [How to Apply](#) section of the University of Essex International Summer School website for up-to-date guidance or contact the [International Summer School team](#) for advice.

5.3 In the event that you need to apply for a short-term study visa, the International Summer School team will issue you with a letter to support your application after receiving your deposit payment.

5.4 The University will not permit any Summer School applicant to register as a student if they do not provide proof that they have the right to study in the UK.

6) Insurance

6.1 The University assumes that all International Summer School students will take out sufficient medical and travel insurance to cover the duration of their stay in the UK for the summer school.

6.2 The University is not responsible and expressly excludes liability for any loss or damage to your belongings. For this reason we recommend that you take out appropriate insurance.

7) Student Code of Conduct

7.1 Students must adhere to the University of Essex's Code of Student Conduct. For the latest version, please refer to our [website](#). The University reserves the right to ask any students found to have broken this code to leave the summer school at their own expense, and no refund will be made.

8) Accommodation

8.1 The International Summer School programme fee includes 13 nights' self-catered campus accommodation. Check-in and check-out times will be advised by the International Summer School in writing once final payment has been received.

8.2. Summer School accommodation comprises private bedrooms with ensuite toilet and shower. These bedrooms may be in mixed-gender flats and students will share kitchen and communal areas. It may be possible to allocate students in single-gender flats but this cannot be guaranteed. Students requesting this should contact the International Summer School team as soon as possible.

8.3 Within 24 hours of collecting the keys you must check the accommodation and inform the International Summer School team if you find any defects.

8.4 You must keep the accommodation in a clean and tidy condition and not damage it. If damage or loss occurs and it is your fault, or it is not possible for us (acting reasonably) to identify who is at fault, you must pay a fair and reasonable proportion towards repairing the damage.

8.5 Jointly with other occupiers, you must keep the shared areas and their contents in a clean and tidy condition and not damage them. During your period of residence you must place your rubbish in the kitchen bins.

8.6 You must not cause any nuisance, offence, disruption, harassment or persistent disturbance to others. You must take particular care not to cause any disturbance between midnight and 8.00am.

8.7 You must only cook or prepare food in the kitchens in the shared areas and you must not cook or prepare food in other parts of the building.

8.8 A list of prohibited electrical items that must not be used in the accommodation may be viewed at <https://www1.essex.ac.uk/health-safety/equipment/electrical.aspx>. In addition, you are not permitted to use anything which burns, smoulders or uses coals, charcoal or has a naked flame in the residences.

8.9 You must use any electrical equipment provided by the University only for its intended purpose and in accordance with any instructions we have given you. You must promptly report to us any electrical equipment which you believe may be faulty. You must not attempt to repair or modify any of our electrical equipment or installations.

8.10 You must comply with all applicable legislation to avoid your actions or negligence having an adverse effect on the University or on the owners or occupiers of nearby property. You must comply with all relevant University health and safety policies and standards and instructions given by University staff, which have been made in order for the University to meet its legal requirements. See

<https://www1.essex.ac.uk/staff/ohs/about/default.aspx>

<https://www1.essex.ac.uk/accommodation/safety/electricalsafety/>

<https://www1.essex.ac.uk/estates/emergencies/default.aspx>

8.11 You must not smoke in any part of the building. If you smoke outside of designated smoking areas we may refer this to the authorities for prosecution and/or disciplinary action within the University.

8.12 You must not at any time leave the accommodation unoccupied without locking the door. You must not leave the main entrance to the building unlocked. If the accommodation is on the ground or first floor, you must not leave the accommodation unoccupied without first closing and locking the window.

If your room is not on the ground or first floor, you are still advised to close and lock the window whenever you leave the accommodation.

8.13 At the end of the summer school you must leave the accommodation in a good clean condition and cleared of your personal belongings.

9) Data Protection

9.1 We retain student information and records in line with the [University's data protection policy](#).

9.2 Any information you provide in your International Summer School application will be used by the University of Essex in order to process your application and make an admission decision. If you are accepted to the programme, this information will be retained and become part of your student record which includes personal details, academic and administrative history and on relevant financial transactions. Upon completion of, or withdrawal from, the programme, your application details will only be used for internal monitoring purposes.

9.3 Your personal data will be held in compliance with UK data protection legislation. Details of how the University will handle your Personal Information can be viewed in the [Student Privacy Notice](#).

10) Governing Law and Jurisdiction

10.1 The International Summer School operates under the scope of English law and the parties submit all their disputes arising out of or in connection with this agreement to the exclusive jurisdiction of the English Courts.