

Terms and conditions – Home, Republic of Ireland and EU Pre-settled/Settled status Applicants 2022-3 and 2023-24 year

1. The offer of a place at the University of Cumbria is on the understanding that if you accept a place and register you will be required to agree to abide by and observe the University Student Charter and the University Academic Regulations, incorporating Academic Processes and Procedures. The Charter sets out the expectations and aspirations on both the University and its students to enable the University to uphold its mission and values in providing students with the environment to enhance their learning and student experience and defines how the University and its students will work together to achieve this aim. The Academic Regulations formally document the principles by which the University must deliver its awards to students. The University's Academic Procedures and Processes provide more detailed arrangements for the practical operation of the Academic Regulations. The Charter and Regulations can be found at <https://my.cumbria.ac.uk/Student-Life/Your-Studies/Student-Charter/> and <https://www.cumbria.ac.uk/academic-regulations/> . You should ensure that you read and understand these before accepting an offer of a place at the University.
2. Our offer will be sent to you directly from UCAS, DfE Apply for postgraduate teacher training courses, or, for direct entry courses from the University. If you see any discrepancy in the offer from UCAS or DfE please contact us and we will investigate thoroughly
3. Please refer to the PDF version of Student Financial Regulations at [Student Finance Regulations | University of Cumbria](#) which outlines how fees will be charged and when payments are expected. It also includes information on how fee rates change over time. Also included on these web pages is reference to any additional costs you are likely to incur on your course. You will be responsible for your own living expenses once on course and travel costs to and from campus.
4. Courses with Placements; Details are provided on a pdf link at [Placements \(cumbria.ac.uk\)](#) of the placement policy for your course. Please ensure you read this as it provides useful information on likely travel distance, financial support, codes of conduct.
5. Your place will only be confirmed if you are able to meet all the conditions of your offer or the University chooses to review your academic performance from the conditions originally set. All conditions of your offer must be met by 7th January for January programmes and 6th September for September programmes. Places will not normally be held after that date. You must provide the following information:
6. **Evidence of qualifications**
You must provide evidence of the qualifications you have listed as having achieved on your application form, even if you have been offered an unconditional place. We ask you to provide original degree certificates for DfE (QTS) PGCE courses, and photocopies, scans of certificates for all others. Copies of GCSE certificates/results slips are required for all healthcare and teacher training courses and for other courses in Social Work, Education Studies, Working with Children and Families, Forestry, Conservation and STEM subjects. Please ensure that you have these available as we will need to check them by document upload on the applicant portal if

you did not present them when you attended interview/applicant visit day. If you are likely to have any difficulty in providing this information, please contact the relevant admissions team below for advice as soon as possible. If you are unable to provide the required evidence this will delay your registration onto your course and payment of loan and grants and may ultimately lead to de-registration from the programme.

Admissions teams

Undergraduate, MA Social Work, MSc Physiotherapy, Occupational Therapy and Nursing/Midwifery courses; UGAdmissions@cumbria.ac.uk

Postgraduate & CPD courses; PGAdmissions@cumbria.ac.uk

7. Right to Study/Right to Work Checks

We have an obligation to check all students studying on campus and/or full time courses have provided evidence of their right to study in the UK. You will be able to upload the evidence to your applicant portal. If you are studying a course that also required a DBS check then we also need to see the ORIGINAL of your right to work evidence. More information about acceptable evidence you is available at www.cumbria.ac.uk/applicants.

8. Criminal Background Checks (DBS enhanced Disclosure)

For courses involving placement and/or access to children and vulnerable adults* we will ask you to submit a disclosure request with the DBS. The application is submitted through an online system to help you complete all the information we need and we will ask you to provide relevant identification in order to carry out the application procedure. For all courses there will be a charge incurred of approximately £60 which you will have to pay. This includes BSc (Hons) Paramedic Science and Masters in Physiotherapy, Occupational Therapy, Nursing and Midwifery. The only exception are undergraduate NHS healthcare programmes for which DBS charges will be covered by the institution. It will be your responsibility to ensure you submit your application in good time to ensure that you have clearance before registration to allow you to go on placement. It is really important that all applicants read our information page www.cumbria.ac.uk/offer.

We direct you to an information page on our website. This is a very complex area; even if you think that you do not have anything you need to disclose to us, please make sure that you read the information before starting the DBS clearance process and if you are unsure of your position you should seek advice from the DBS Team. Please note if you have spent any time outside the UK you may need to obtain an Overseas Police Check or equivalent background check from the authorities in the country concerned. The university has a DBS clearance panel who will meet to review any cases requiring further discussion. The University DBS Background Clearance policy and procedures document can be found here: www.cumbria.ac.uk/offer.

9. Medical Clearance

For courses involving a placement and/or access to children and vulnerable adults* (other than sport) you will need medical clearance. You will be contacted directly by our occupational health provider, International Diagnostics Company Limited (IDC) who will direct you to an online medical form. IDC will then undertake the medical assessment. You must complete this form by the end August at the latest prior to your start date in September. For healthcare courses you will be required to undertake a series of vaccinations to enable you to be fit for

placement. It is your responsibility to ensure you attend relevant appointments to ensure you are clear prior to your first placement date. If occupational health require additional information from you or a consultant you will be responsible for any expenses incurred.

*i.e. DfE, Health and courses in Youth and community, Teaching and Learning, Education Studies and Social Work

9. By accepting an offer of a place as either your firm or insurance choice you are indicating that you accept and understand the conditions of your offer and registration and you take responsibility for meeting these conditions by the timescales indicated.
10. Your offer of a place and subsequent registration are made on the basis that the information supplied in your application is true and complete and that you hold the qualifications you have listed on your application or via the telephone in clearing. The University reserves the right to withdraw an offer of a place or to terminate enrolment if information comes to light that an applicant/student has given false information on their application or has omitted to declare information requested.
11. The University reserves the right to withdraw the offer of a place if your circumstances change after you have been made an offer which means that you no longer meet the programme's specific requirements.
12. Applicants with any particular support needs or disabilities which may affect your ability to undertake all or part of the programme of study are advised to disclose these at application stage and discuss fully with Student Services staff and the relevant academic department where appropriate. The University will make every effort to make reasonable adjustments but may also withdraw or defer your place if, on medical advice, it is judged that you are not fit to attend University and start your studies.
13. The information provided to you prior to offer and should you accept it, prior to registration at the University is up to date and accurate to the best of the University's knowledge. The University will endeavour to limit variations, errors or omissions to publications and other materials. Where information changes we will inform and consult relevant groups as early as possible.
14. The University will make every effort to provide the teaching and academic facilities necessary for your programme of study. Some circumstances, such as staff changes, resource limitations and other factors over which the University has no control, such as industrial action or a change in the law or the level of demand for a particular programme or module (please note that this list is non- exhaustive), may result in the University having to withdraw or change aspects of the programmes, modules and/or student services detailed in the prospectus. This could include, but not necessarily be limited to, programme/module content, staffing, the location where the programme/module is taught or the manner of teaching delivery, and the facilities provided to deliver or support the programme.

Where circumstances demand an unavoidable change or where it is necessary for the University to discontinue a programme of study, the University will take all reasonable steps

to minimise the effect and all proposed changes will be notified to potential applicants who have registered an interest in the relevant programme at the earliest possible opportunity as well as being reflected on the University's website www.cumbria.ac.uk. In addition, any changes between the prospectus and the proposed course and services will be notified to applicants at the time of making an offer.

15. Neither you nor the University will be liable for inability or delay in performing any of your or their respective obligations if caused by circumstances beyond your or their responsible control including but not limited to, industrial action, strikes, lockouts, flood, earthquake, fire, extreme weather conditions, explosion, war, terrorist attack, technical or power failure.
16. The agreement between you and the university is governed by English law and subject to the exclusive jurisdiction of the English Courts.
17. As a student you are protected by Consumer Protection legislation, recently consolidated within the Consumer Rights Act 2015 (CRA), and these Terms and Conditions have been established in accordance with guidance on the implications of consumer legislation for Higher Education Institutions issued by the Competition and Markets Authority (CMA).
18. The University has an applicant appeals and complaints policy which is relevant in cases where an applicant has concerns about how their application was managed. A PDF version controlled copy can be found at www.cumbria.ac.uk/offer There is also a Student Complaints Policy and Procedure which applies to registered students of the University.
19. The University has an Admissions Policy and Procedures which outlines how admissions is managed at the University of Cumbria across our range of courses and roles and responsibilities. PDF version controlled copies can be found at www.cumbria.ac.uk/offer