

# Student terms and conditions

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU ACCEPT AN OFFER OF A PLACE AT THE UNIVERSITY.

THESE TERMS TELL YOU HOW THE UNIVERSITY WILL PROVIDE SERVICES TO YOU, HOW THE CONTRACT MAY BE CHANGED OR ENDED, **THE LIMITS OF THE UNIVERSITY'S RESPONSIBILITIES**, WHAT TO DO IF THERE IS A PROBLEM, AND OTHER IMPORTANT INFORMATION. IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, PLEASE CONTACT [ADMISSIONS@CHLAC.UK](mailto:ADMISSIONS@CHLAC.UK).

## 1. Your Student Contract

### 1.1. Your contract with the University is made up of:

- a) the terms in this document;
- b) the University Commitment Charter;
- c) the Programme Handbook for your chosen programme;
- d) your offer letter from the University and, where applicable, from UCAS; and
- e) **the University's Regulations and Policies** (see below).

### 1.2. You must review each of these documents before accepting an offer from the University as they contain important terms which will be binding on you once you accept.

## 2. Your offer and the formation of your contract

### 2.1. Your offer letter from the University is the **University's formal offer of a place (your offer)**. If you are applying for a full-time undergraduate programme, you will also be notified

statement to that effect in writing, either by email to [admissions@chi.ac.uk](mailto:admissions@chi.ac.uk) or by letter to Admissions, University of Chichester, College Lane, Chichester, West Sussex, PO19 6PE.

#### 4. University Regulations and Policies

- 4.1. By accepting your offer, you agree to comply with **the University's Regulations and Policies Link to** these are set out at [www.chi.ac.uk/study-us/applying-us/student-contract](http://www.chi.ac.uk/study-us/applying-us/student-contract).
- 4.2. By accepting your offer, you agree that the University may take disciplinary action against you for breach of its Regulations and Policies. Such action would take place under the applicable procedure and could result in sanctions against you including fines, suspension or expulsion (i.e., termination of your contract with the University; see below).

#### 5. Your Responsibilities

- 5.1. In particular, and without limiting your obligation to comply with all parts of your contract, it is your responsibility:
- a) to act as a responsible member of the **University's community and treat** other members of the community and the public with courtesy and respect;
  - b) to progress your own academic studies, by submitting work when required to do so, meeting University deadlines and attending classes and lectures;
  - c) to seek help or raise concerns if you are





however, grant the University permission to use your work or copies of your work (digital or otherwise) for academic, teaching, research and marketing purposes. For further guidance, please refer to the **Students' Guide to Intellectual Property**, available at [www.chi.ac.uk/about-us/policies-and-statements/academic-and-student-support](http://www.chi.ac.uk/about-us/policies-and-statements/academic-and-student-support).

## 17. Personal Data

17.1. By accepting your offer, you agree to the University collecting and using your individual personal data, including, where you provide it to the University, your special category data. This will be done in accordance with all current data protection legislation and as set out in the **University's Privacy Standard** and applicable Privacy Notices, which are available at [www.chi.ac.uk/about-us/policies-and-statements/data-protection](http://www.chi.ac.uk/about-us/policies-and-statements/data-protection).

## 18. Health and safety

18.1. The University of Chichester will, so far as is reasonably practicable, take all steps necessary to ensure the health, safety and wellbeing of all members of the institution, including staff, students and visitors, and will conduct its affairs in such a way as to protect everyone who may be affected by its activities.

18.2. You must make yourself aware of the safety rules applying to the buildings you use, your programme and your department; read the safety notices, the student intranet (Moodle) and know what to do in the event of a fire, and be aware of at least two escape routes from any area you occupy.

18.3. Further information on your rights and responsibilities may be found in the Health and Safety Policy, available at [www.chi.ac.uk/about-us/policies-and-statements/health-and-safety](http://www.chi.ac.uk/about-us/policies-and-statements/health-and-safety).

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c) any loss of opportunity or loss of income or profit, however arising.

20.6. Except as set out in clause 20.3 above, any other liability of the University in contract, tort, breach of statutory duty, misrepresentation or any other liabilities, however occurring, are limited to the value of tuition fees paid by you or on your behalf to the University or the amount, if any, that the University receives from its insurers in respect of that particular loss, whichever is the larger.

## 21. Ending your contract

21.1. Your contract with the University will automatically expire when you complete your programme. It may end sooner if you decide to withdraw, or if the University terminates your contract.

21.2. You may withdraw from your contract at any time by contacting the J

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