

## TERMS AND CONDITIONS OF ADMISSION

### 1. INTRODUCTION

- 1.1 The Terms and Conditions of Admission describe to applicants holding an offer of a place to study at RGU, the principal rights, duties and obligations of both the applicant (hereafter “you”) and Robert Gordon University (hereafter “the University”) prior to enrolling on a course of study.
- 1.2 To accept the offer of admission you must follow the guidance given in your offer letter. If you are a UCAS applicant this will be done via your UCAS Track or if you have applied directly to the University via the University’s online application portal.
- 1.3 By accepting the offer of a place you accept these terms and conditions, and together with the policies and regulations detailed below they form the contract between you and the University (hereafter “the Contract”).
- i.4 By accepting the terms and conditions you are agreeing to:
- (i) Abide by the University’s rules, regulations and behaviours.
  - (ii) Pay any fees due at the required time.
  - (iii) Carry out your studies in a committed and participative manner.
- 1.5 When accepting the terms and conditions the University agrees to:
- (i) Provide teaching and learning opportunities with reasonable care and skill.
  - (ii) Apply its rules fairly and consistently.
  - (iii) Give you adequate notice of any substantial change to a course of study which might affect you.
  - (iv) Take reasonable steps to keep you informed of any issues which may affect your studies. This may be via the website, student portal, email or text.
- 1.6 The nature of higher education is one of continual development and learning and the University will endeavour to provide the learning opportunities advertised at the point an applicant accepts an offer of a place to study. These learning opportunities will be based on information the University publishes on its website, in its prospectus and/or other published material. The University will endeavour to ensure that this information is an accurate reflection of what you will study.
- 1.7 In practice, courses and modules will change over time for reasons such as subject advancements, professional accreditation requirements or staff changes, therefore the course offered may be different to that originally published. If a course content is to change substantially from that advertised the University will make contact with you (by phone, email, text or student portal) to advise you accordingly. In the unlikely event that the University is unable to offer you the advertised course then it will endeavour to provide you with an alternative course at the University.
- 1.8 Some courses may require you to agree with the terms and conditions of professional, statutory and/or regulatory bodies or third party providers and by accepting these terms and conditions you agree to be bound by any relevant professional, statutory and/or regulatory body requirements. (Details of these requirements are available on the course web pages)

1.9 Any queries or concerns relating to these terms and conditions should be directed to:

- (i) Undergraduate Admissions [UGOffice@rgu.ac.uk](mailto:UGOffice@rgu.ac.uk) or
- (ii) Postgraduate Admissions [PGOffice@rgu.ac.uk](mailto:PGOffice@rgu.ac.uk) or
- (iii) In writing to the Admissions Manager, Student Admissions Service, Robert Gordon University, Garthdee Annexe, Garthdee Campus, Garthdee Road, Aberdeen, AB10 7QB

## **2. APPLICATIONS**

- 2.1 You must ensure that all information supplied to the University for entry to a programme of study, for professional, statutory and/or regulatory body entry or for immigration purposes is true and accurate. Applications found to include false or misleading information may be withdrawn by the University or the offer amended.
- 2.2 If the University suspects that an application is fraudulent, it will contact you asking for an explanation. If it is confirmed that the application is fraudulent, and an inadequate explanation or no response is received from you then the University will cancel the application.
- 2.3 Your offer may be issued as a 'conditional' or 'unconditional' offer. A conditional offer letter will state the conditions the applicant must fulfil in order to be admitted to the course of study. The offer of a place may be withdrawn if the conditions are not met by the published start date of the academic session for which the offer was made.
- 2.4 Offers may be withdrawn if conditions have not been met by the date stated in the offer letter.
- 2.5 Applicants applying via UCAS are responsible for adhering to application and acceptance deadlines together with UCAS terms and conditions.
- 2.6 By accepting the University's offer you are confirming that you have no unspent criminal convictions that you have not previously declared during the application process.
- 2.7 If we are unable to offer you a place for any reason, such as you do not meet the entry requirements for your chosen course, and if the course has a pathway with the International College at Robert Gordon University (ICRGU) we will pass on your application for their consideration. You may request we do not do this by email to [UGOffice@rgu.ac.uk](mailto:UGOffice@rgu.ac.uk) (undergraduate applications) or [PGOffice@rgu.ac.uk](mailto:PGOffice@rgu.ac.uk) (postgraduate applications)

## **3. ENROLMENT**

- 3.1 You are required to enrol at the commencement of your course of study and thereafter at the start of each new course stage. This process reaffirms your acceptance of the University's terms and conditions.
- 3.2 Enrolment must be completed by the commencement of the course and only in exceptional circumstances will late arrivals be accepted onto the course of study.
- 3.3 If you fail to enrol the University reserves the right to withdraw you from your chosen course of study and you are not entitled to attend classes or participate in assessments for any modules.
- 3.4 If you are subject to immigration controls then you will need to demonstrate your Immigration status at enrolment.

#### 4. **IMMIGRATION**

- 4.1 If you fail to demonstrate that you have a valid immigration status to undertake the proposed course of study you may be withdrawn from the University.
- 4.2 All students subject to visa regulations are required to re-register with the University at points throughout the academic session and will be advised accordingly.
- 4.3 If your visa is revoked for any reason the University has the right to terminate your enrolment and your contract and you will not be entitled to a refund on any deposit or tuition fees paid.
- 4.4 If you require a visa to study in the UK you must comply with the University's requests for additional information and documentation in order to enable the University to issue a Certificate of Acceptance for Studies (CAS) where appropriate.
- 4.5 It is your responsibility to provide the University with evidence supporting financial resources as required for a CAS to be issued.
- 4.6 The University reserves the right to refuse to issue a CAS when it is not satisfied the visa application will be successful or that the issuance of a CAS will cause late enrolment.
- 4.7 If the course of study requires an Academic Technology Approval Scheme (ATAS) certificate it is your responsibility to apply and subsequently submit this to the University. The University will advise you via your offer letter if this is required.
- 4.8 It is your responsibility to comply with the conditions of your student visa whilst at the University.
- 4.9 The University is required to withdraw sponsorship of your Tier 4 visa if you do not comply with UK Government rules, including but not limited to:
- i) Your overall attendance is not deemed acceptable
  - ii) Your registration has been terminated, you withdrew or commenced a break in studies (temporary suspension of studies).
  - iii) You complete your course of study in a shorter period than originally expected.
- 4.10 On accepting these terms and conditions you consent to the University contacting the UK Visa and Immigration Service to verify your previous immigration history and current application status as necessary.

#### 5. **FEES**

- 5.1 Tuition fees for all postgraduate, international undergraduate and undergraduate students from Wales, Northern Ireland and England are set at the point of enrolment for the chosen course of study, and will not increase during the term of the contract.
- 5.2 Tuition fees for self-funded Scottish and European undergraduate students are set in line with Scottish Government guidance and may increase from year to year.
- 5.3 The tuition fees for all courses are published on the University web site.

- 5.4 You are liable for the full payment of tuition fees for your course including accepting responsibility for securing any sponsorship or reduction in fees due to recognition of prior learning.
- 5.5 If you are sponsored for your studies you must complete a confirmation of sponsorship form confirming invoice and reference details.
- 5.6 In the event that you have not paid your tuition fee by the due date the University shall be entitled to refuse permission to allow you to continue on your chosen course of study and terminate the contract.
- 5.7 By accepting the University's offer of a place you agree to the University's assessment of your fee status.
- 5.8 You will be liable to pay a graduation fee before receiving a University award. This fee covers the cost of production of your transcript and certificates plus the subsequent retention of your records.
- 5.9 A resit fee is normally payable in the event you are required or provided the opportunity by the Assessment Board to resit an assessment with attendance.
- 5.10 You are responsible for your own living expenses throughout the duration of the course.
- 5.11 Refund claims must be submitted within 1 year of the date on your unconditional offer letter. See [Refund Guidance](#)
- 5.12 International students are required to pay a deposit as advised at point of offer and should do so in accordance with the University's [Deposit Policy for International Applicants](#)
- 5.13 The University may pursue legal proceedings against you if you are in debt to it. [Debt Recovery Guidelines](#)
- 5.14 The University will not accept applications from students who owe the University money for any reason. The amount due must first be cleared before the University can proceed with any application.
- 5.15 Any queries relating to student finance issues should be directed to [studentfinance@rgu.ac.uk](mailto:studentfinance@rgu.ac.uk)

## **6. RULES, REGULATIONS & BEHAVIOURS**

- 6.1 In addition to UK and Scottish legislation, the University is governed by internal policies, procedures and regulations.

The internal policies, procedures and regulations are put in place by the University to govern and effectively manage academic and non-academic matters of the University.

Examples of these policies and procedures include:

- [General Policies](#)
- [Academic Regulations](#)
- [Code of Practice](#)

- 6.2 You should familiarise yourself with these University policies, procedures and regulations before accepting an offer of a place to study at the University.
- 6.3 The University expects students to behave with due regard to others, contribute positively to the learning process by applying themselves to their studies for their duration of time at the University.

- 6.4 Information on relevant external legislation of higher education and the University's internal policies, procedures and regulations can be found on our web pages. A list of relevant documents can be found in appendix A.

## **7. APPEALS AND COMPLAINTS**

- 7.1 If you feel that you have been unfairly treated or that the University has not adhered to its own policies then the University has fair and equitable [Appeals](#) and [Complaints Procedures](#) in place. Where a complainant or appellant has exhausted the University's internal processes they are then entitled to take the complaint to the Scottish Public Services Ombudsman.

## **8. LIABILITY**

- 8.1 The University will take all reasonable steps to ensure your safety whilst on University property.
- 8.2 The University does not accept responsibility and excludes liability for damage to your property or intellectual property other than through the negligence of its staff and agents.
- 8.3 You are advised to insure your property against theft and other risks.
- 8.4 The University shall not be held responsible for any injury or damage to property caused by another student or by any person other than a University employee or representative.
- 8.5 In the event of an activity or action occurring which the University cannot control - such as a civil emergency, on-campus emergency, industrial action by its own staff, 'acts of god' - the University will cooperate with internal and external organisations and agencies to do everything reasonable to avoid disruption to studies and services so far as is reasonably practical. The University will endeavour to keep you informed and do all it reasonably can to mitigate any effects that the action may have. However the University cannot guarantee to maintain its services to the level normally expected if there is prolonged disruption to its campus and services.

## **9. CANCELLATION**

- 9.1 If you accept our offer of a place conditional or unconditional you have the statutory right to cancel within 14 days of the date we receive formal notification through UCAS of your firm or insurance acceptance or if you have applied directly to the University, your acceptance through the University's online application portal. You must notify the University of your decision in writing via the University's cancellation form which can be returned via email or post.

The cancellation form is available in Appendix B and should be returned to:

Admissions Manager  
Student Admissions Service  
Robert Gordon University  
Garthdee House Annexe  
Garthdee Campus, Garthdee Road  
Aberdeen

Undergraduate applicants should email  
[UGOffice@rgu.ac.uk](mailto:UGOffice@rgu.ac.uk)

Postgraduate applicants should email  
[PGOffice@rgu.ac.uk](mailto:PGOffice@rgu.ac.uk)

- 9.2 You may withdraw from studying at the University at any time after enrolment by following the University's [withdrawal guidance](#). By cancelling the contract in this way you may lose all or part of your tuition fee in accordance with the [University's refund policy](#).
- 9.3 If you cancel your contract within the 14 day statutory period any advanced payment made by you will be refunded in full.
- 9.4 The University may cancel the contract at any time in accordance with [Academic Regulations](#), the [Code of Practice](#) or the [Debt Recovery Guidance](#).

## **10 TERMINATION**

- 10.1 The University may terminate this contract with you, with immediate effect by contacting you in writing, if between accepting an offer and enrolling on the course:
  - i) there is a change in your circumstances which the University deems makes it inappropriate for you to study on the course; or
  - ii) the University becomes aware of information, which it was not aware of previously, which the University deems makes it inappropriate for you to study on your chosen course.
- 10.2 If your contract is terminated by the University then you;
  - i) are not entitled to enrol on your course of study ;
  - ii) will have your sponsorship withdrawn if you are an international student on a Tier 4 visa;
  - iii) must pay all outstanding fees, charges and debts immediately.

## LIST OF RELEVANT DOCUMENTS

- [Academic Regulations](#)

In particular

- A1: Courses
- A2: Admission
- A3: Student Conduct and Appeals
- A4: Assessment and Recommendation of Assessment Boards

- [Information for Applicants](#)

In particular

- Admissions Policy
- Procedure for applicants requesting Feedback
- General Student Regulations for International Students
- Deposit Refund Policy for International Students
- Appeals Procedure for Applicants
- Complaints Procedure
- Criminal Conviction Procedure
- Data protection

- [Financial](#)

- [Debt Recovery Guidelines](#)
- [Refund Guidelines and Conditions](#)

- [University Policies](#)

You should familiarise yourself with the following policies and procedures listed here:

- Bullying and Harassment
- Equality and Diversity Policy
- Ethics Policy
- Policy Statement for Health and Safety
- Disclosures in the public interest (Whistleblowing)
- Parking Policy
- Student Drugs Policy
- Code of Practice
- Data Protection Policy
- Freedom of Information Policy
- Policy for the use of IT Facilities
- [Smoking Policy](#)

## NOTICE OF CANCELLATION OF CONTRACT



I hereby give notice that I cancel my contract with Robert Gordon University.

<b>Name:</b>	
<b>Address:</b>	
<b>Student ID Number:</b>	
<b>Course accepted:</b>	
<b>Date of acceptance:</b>	
<b>Signature:</b>	
<b>Date:</b>	

The completed form can be returned either in hard copy or electronically as follows: -

<b>Hard Copy</b>	<b>Email</b>
Admissions Manager Student Admissions Service Robert Gordon University Garthdee House Annexe Garthdee Campus, Garthdee Road Aberdeen AB10 7QB	Undergraduate applicants should email <a href="mailto:UGOffice@rgu.ac.uk">UGOffice@rgu.ac.uk</a>  OR Postgraduate applicants should email <a href="mailto:PGOffice@rgu.ac.uk">PGOffice@rgu.ac.uk</a>