

Terms and Conditions (Research Degrees)

1. Key Documents forming your Contract

Your legal relationship with the University is comprised of these terms and conditions and the following key documents, codes and policies: -

1.1.1 Your Offer Letter;

1.1.2 These Terms and Conditions (Research Degrees)

1.1.3 Senate Regulations - [Senate Regulations](#)

1.1.4 Admission and registration for Research Degree Programmes including minimum entry qualifications and language requirements for research programmes of study ([Senate Regulation9](#))

1.1.5 The relevant University Research Degree information for your course of study including compliance and registration with any professional, statutory, regulatory or other body;

1.1.6 Withdrawing from your studies policy - [Withdrawing from your studies](#);

1.1.7 Refund policy for campus-based courses (this policy is only applicable if you are studying on campus) - [Refund policy \(campus-based courses\)](#);

1.1.8 Code of Practice for Admissions - [Code of Practice for Admissions](#); and Student Information

1.1.9 Privacy Notice - [Student information privacy notice](#).

Where there is a conflict or inconsistencies in the above listed documents, the Senate Regulations will prevail.

1.2 When you accept your offer, you enter into a legal contract with the University, which comprises these terms and conditions and the documents referred to in section 1.1 above (the "Contract"). You should read through these terms and conditions and all the documents referred to in section 1.1 carefully before you accept your offer because by accepting your offer, you will be accepting to be bound by these terms and conditions and the documents referred to in section 1.1. If you have any queries about any of the above documents, your Contract generally, or your studies at the University, please contact the University at qualoffice@leicester.ac.uk.

1.3 The University would like to draw your attention to the following Senate Regulations which set out the requirements that students must meet in terms of academic performance and conduct in order to complete a University programme and achieve a qualification. These are:

1.3.1 Senate Regulation 3 governing fees which sets out the requirements relating to payment of tuition fees.

1.3.2 Senate Regulation 4 governing student obligations which sets out the requirements to engage with your course of study

1.3.3 Senate Regulation 9 governing research degree programmes of study. These regulations set out the academic requirements that a student must meet to progress between the levels of their programme, to be awarded a degree.

1.3.4 Senate Regulation 11 which sets out the University's Code of Student Conduct and expectations, as well as the range of sanctions that may be applied in the event that the regulation is breached.

1.4 If you breach the University's Senate Regulations, particularly with respect to meeting academic requirements or Student Conduct and Discipline, the University may impose a range of academic or non-academic sanctions. These can include suspension of studies, temporary exclusion or expulsion from the University.

1.5 If you would like a paper copy of the Senate Regulations to be sent to you, please contact qualoffice@leicester.ac.uk

1.6 In addition, the University's [Student Information Privacy Notice](#) contains important information regarding the use of your data. This includes sharing your data with other sections of the University and also the Students' Union before you formally register, to enable the University to provide you with the best possible service before registration. Please read the policy carefully before accepting the offer. If you have any concerns or questions about the use of your data by the University, please contact Information Assurance Services at ias@le.ac.uk

The University is a registered (fee cap) provider with the Office for Students and has the right to issue its own degrees under UK law. However, University of Leicester qualifications may not always be recognised outside the UK. If you are intending to use your University of Leicester qualifications for employment purposes or further study outside the UK, it is very important that you ensure that the qualification will meet the relevant local requirements for your chosen career, employer or study goals before commencing your studies. The University is unable to guarantee that its qualifications will be recognised in all circumstances. For further information, research degrees students are advised to contact pgradmissions@le.ac.uk

1.7 The University has a duty of care to safeguard students and staff who attend the University, as well as to support all students throughout their time of study at the University. Applicants who are successful in securing an offer from the University to study research degree programmes are required to disclose any relevant, unspent criminal convictions they hold. Any such convictions that are declared will be processed in line with the [University's policy for handling applications from applicants declaring criminal convictions](#). If it is later found that a relevant, unspent criminal conviction has not been disclosed or has been withheld by the applicant at the time of accepting their offer from the University, the University reserves the right to take steps to review the terms of the offer made, which may include withdrawing the offer of a place. If you do not wish to accept the University's offer of a place, then you do not need to make any disclosure of relevant, unspent criminal convictions.

2. Accepting your offer:

2.1 Please log on to [MyStudentRecord](#) and follow the instructions to accept your offer.

2.2 By accepting an offer in accordance method described in this section 2, you enter into the Contract with the University.

3. Cancellation rights before your course starts

3.1 You have a statutory right to cancel the Contract with the University without liability within 14 days of accepting your offer. In addition to this right, the University will allow you to cancel the Contract before the start date of your course, please read clause 5 of these terms and conditions

carefully. To cancel the Contract and your place of study, you must send written confirmation by email to pgradmissions@le.ac.uk. You can choose, but do not have, to use the cancellation form at the end of these terms and conditions when providing us with your written notice of cancellation.

3.2 Further information on cancellation rights and terms before your course start date are set out in Senate Regulation 3 ([Senate Regulation 3](#)) and the University's Withdrawal Policy ([Withdrawing from your studies](#)).

4. Cancellation rights after your course starts

4.1 You can cancel your Contract with the University at any time after your course start date (your course start date should be detailed in your offer letter). Whether you are eligible for a refund of your tuition fees how much you may be refunded will depend on when you cancel the Contract after your course start date. Section 5 of these terms and conditions set out when you are entitled to a refund of your tuition fees and your deposit.

You should read section 5 of these terms and conditions carefully.

4.2 If you wish to exercise this right to cancel after your course start date, you must send written confirmation by e-mail to the Doctoral College pgresearch@le.ac.uk

4.2.3 Complete the online withdrawal process on [MyStudentRecord](#).

You can choose to, but do not have to, use the cancellation form template in Appendix A at the end of these terms and conditions when providing us with your written notice of cancellation.

4.3 Further information on cancellation rights and terms, including withdrawing from your Course after the start date of your Course, are set out in [Senate Regulation 3](#). Please also read the [Refund policy for campus-based courses](#) for further information about what happens when you [withdraw after the start date of your Course](#) and the [Leaving Policy](#)

5. Refunds of tuition fees

5.1 If you or the University cancels the Contract 14 days after the commence of your Course start date (as set out in your offer letter), your tuition fee liability will depend on the type of course you are studying and is in accordance with the University's [Refund policy for campus-based courses](#)

5.2 Consequences for not paying your tuition fees. Senate Regulation 3 sets out your obligations to pay your tuition fees and particular attention is drawn to Senate Regulation 3.28 and 3.29 which set out the sanctions that may be applied to a student who does not pay their tuition fees or has a tuition fee liability at the time they may wish to graduate. These sanctions range from you not being able to resume your programme of study to not being awarded your degree, diploma or certificate.

6. Variation

6.1 The University endeavours to ensure that the content of its programme specifications, website content and all other materials are complete and accurate. The University regularly reviews its programmes and modules to ensure that they reflect the current status of the discipline and offer the best learning experience to students. On occasion it may be necessary to make some alterations to particular aspects of a course or module.

6.2 The University may need to make changes to the provision of your course of study for the following reasons:

- 6.2.1 the unavailability of key staff to provide adequate research supervision;
- 6.2.2 changes in the University's facilities or availability to the extent that the quality of research facilities would be affected to the detriment of the students
- 6.2.3 changes or developments in knowledge, research methods or other enhancements to programmes which may include restructuring of content;
- 6.2.4 changes required to meet external requirements including but not limited to conditions imposed by accrediting bodies, changes in legislation or other statutory requirements;
- 6.2.5 the outcome of internal regulatory or policy review;
- 6.2.6 in response to feedback from students, external examiners or other stakeholders; or the way in which assessment, probation/progress review and final examination including viva voce examinations are carried out.

6.3 Depending on the reason for varying your research degree programme, the action that the University can take following the occurrence of one of the events in clause 6.2 is:

- 6.3.1 altering the supervision or training arrangements;
- 6.3.2 varying the location at which the course is provided or the probation /progression review / viva voce assessment is carried out;
- 6.3.3 varying the way in which assessment is carried out;
- 6.3.4 altering the methods of learning, teaching or delivery at module or programme level;
- 6.3.5 Updating the academic content of modules to reflect developments in knowledge or
- 6.3.6 cancelling or changing a research degree programme or part of the specification more substantially such as the addition or removal of training modules.

The action the University takes under this clause will depend upon the circumstances prevailing at the time and the reasons for it exercising this power.

6.4 The University shall not be in breach of contract nor liable for delay in performing or failure to perform any of its obligations if such delay or failure results from events, circumstances or causes beyond its reasonable control and includes, without limit, fire, flood, industrial action, global pandemic, change in law, compliance with a law or government order, rule, regulation or direction and/or any action taken by a government or public authority, the reduction or removal of government or international funding pursuant or related to Brexit or any other consequences that arise from of the UK's departure from the EU. This specifically includes action such as changes to programme content, delivery and assessment that may be necessary to respond to public health requirements. The University shall use all reasonable endeavours to mitigate the effect of any such event on the performance of its obligations.

6.5 Wherever possible the University will ensure that you have as much notice as possible of the change to ensure that the disruption to your studies is minimised.

6.6 The University will contact you as soon as possible and in any event will give you 25 days written notice before the relevant change is due to take place where it is taking action of significant changes to core elements of your course under clause 6.3.4 or 6.3.6. Where this occurs, we will also and in consultation with you, offer you an alternative course or programme (as appropriate) or the

opportunity to cancel your Contract with the University and obtain a refund of any advance payments that you have made for that year of study. In these circumstances, if the change takes place after your first year, the University will be entitled to retain its fees for your previous year or years of study, as appropriate. The University will also provide support and assistance to you with finding an alternative course provider where necessary.

7. Updating terms and conditions of your offer

7.1 The University will undertake an annual review of these terms and conditions and the documents referred to in section 1.1 above.

7.2 Students will be informed of any significant changes to these terms and conditions and/or the documents referred to in section 1.1 above as soon as reasonably practicable and within 14 working days of the changes being formally confirmed.

8. Student complaints

8.1 The University has its own complaints processes to deal with any issues that may arise during the admission process or during your studies with the University:

8.1.1 The [Admissions Complaints Process](#) for applicants and

8.1.2 The Student Complaints Process ([Senate Regulation 12](#)), for registered students.

Cancellation Form

For Research Degree students

Returning this form

If you are cancelling your contract before the start of your course:

- Please send to pgradmissions@le.ac.uk

If you are cancelling your contract after the start of your course:

- Please send to pgresearch@le.ac.uk

To the University of Leicester

I hereby give notice that I cancel my contract for a place to study on the following course:

.....

Accepted on:

.....

Name of student:

.....

Address of student:

.....

.....

.....

University of Leicester student number:

.....

Signature of student:

.....

Date:

.....

Quality Assurance Document Control		
Document owner: Head of Admissions and Applicant Experience	Responsible office: Future Students Office	Approved by: Recruitment, Reputation and Performance Board
Version 2024/25	Last review date: February 2024	Superseded version: 2021/2
	Effective from date: 2024/25 Application Cycle	
Location of master document: https://le.ac.uk/policies/admissions/after-applying/ts-and-cs/pgr		