



**Royal Holloway, University of London**  
**International Summer School Terms and Conditions 2020**

By applying for the International Summer School programme at Royal Holloway, University of London ('Royal Holloway'), applicants confirm that they have read and accepted the following terms and conditions:

**1. Applications and entry requirements**

- i. All modules are pitched at UK Level 5 (second year of undergraduate study). Therefore, you must be over 18 and you need to have completed at least one year of your undergraduate study by the time the Summer School begins and:
  - your average marks will need to equate to a 2.6 GPA or a 2.2 UK degree classification or equivalent.
  - if English is not your first language you may need to prove that you have English Language proficiency to the equivalent of IELTS 6.0 overall (with no sub-score below 5.5) and hold a recognised English Language certificate dated within 2 years of the start of the programme.
  - If you are not sure how your qualifications compare with the requirements above, please contact our Admissions team at [internationalsummerschool@rhul.ac.uk](mailto:internationalsummerschool@rhul.ac.uk)
- ii. Applications must be made online by the published closing date given on the website in order to be considered. Once an application has been submitted, the Summer School Admissions team will review the application and contact the applicant to request supporting information (e.g. transcripts of current studies and evidence of English Language qualifications).
- iii. In addition to the application form, all applicants must provide the name of a contact, preferably an academic at their home university, who can vouch for their academic standing if necessary. However, an academic reference is not automatically required.
- iv. English Language qualifications must be dated within 2 years of the start date of the Summer School programme.
- v. It is the applicant's responsibility to be enrolled by 6:30pm on the Wednesday after the start of the course and in lessons the following day – Thursday Morning. Anyone who cannot meet this deadline may not be allowed to start the course.
- vi. It is the applicant's responsibility to ensure that the information they provide is accurate and complete and does not contain false or misleading information. It is also the applicant's responsibility to provide additional information when requested to do so. Royal Holloway reserves the right to:

- investigate any application suspected of including false, misleading or fraudulent information or appearing to be incomplete
  - request additional information to verify an application
  - put the application process on hold pending completion of such investigation
- vii. In the event that Royal Holloway finds evidence that the applicant has submitted a false, misleading or fraudulent application, Royal Holloway reserves the right to:
- reject, withdraw or cancel the application before a decision is made
  - withdraw any offer of a place that has already been made
  - withdraw registration if an applicant has already been accepted onto a programme of study and registered as a student.
- vii. Any subsequent applications from anyone previously found to have submitted fraudulent information to Royal Holloway will be rejected.
- vii. Following a satisfactory application, successful applicants will be sent an offer letter by email from the Summer School Admissions team.

## **2. Payment for the programme**

- i. Following receipt of an offer to study on the programme, you will be required to pay the full fee for the programme by the deadline given in your offer letter, which is usually 14 days, in order to secure your place. This is your payment deadline.
- ii. If your full fee is not paid by your payment deadline, we reserve the right to withdraw your offer of a place on the programme.
- iii. Payment must be made by the Epay or Global pay system. Details will be provided in your offer letter.
- iv. Full payment must be made before your place can be fully confirmed on the programme, prior to your arrival.
- v. There is a 10% discount available for students currently studying at one of our Study Abroad partners (including Erasmus and International Exchange students)
- vi. There is a 10% early bird discount available to applicants who pay the full tuition fees by March 9<sup>th</sup>.
- vii. Where applicants are eligible for both discounts the early bird discount will be applied to the initial fee and the further discount will be applied to the remaining fee.

## **3. Accommodation**

- i. The programme fee per Summer School covers a 20-night stay in on-campus accommodation.
  - If you are participating in both Summer Schools, the programme fee covers a 41-night stay, inclusive of the Saturday night between programmes.

- If you require additional nights in Royal Holloway accommodation prior to the start of, or following the end of, the Summer School(s), you will be charged £69 per night on a bed and breakfast basis.
  - All dietary requirements must be self-declared. The applicant must accept full liability if they have not made Royal Holloway aware of any dietary requirements.
- ii. Please note that daily breakfast and dinner is included in the price of the programme. Students are required to make their own arrangements for lunch, other than the first Monday of the programme where you will receive a £10 balance on a Royal Holloway card to allow you to purchase lunch from a selection of on-campus catering outlets.
  - iii. Check-in is from 4pm on day of arrival and check-out time is by 10am on day of departure unless special arrangements have been made prior to arrival.
  - iv. We reserve the right to move you to a different accommodation from your allocated room for the duration of the programme if unforeseen circumstances arise.
  - v. Royal Holloway accepts no responsibility for any loss of, or damage to, personal effects while on Royal Holloway's premises. Nothing in these terms and conditions will limit or exclude the Royal Holloway's liability for:
    - fraud or fraudulent misrepresentation;
    - death or personal injury resulting from negligence; or
    - other matters which cannot, by law, be restricted or excluded.
  - vi. Study bedrooms are for single-occupancy. This must not be exceeded due to Fire Regulations.
  - vii. Guests are not permitted in Halls after 11pm.
  - viii. Undue noise should be avoided at all times.
  - ix. In the interest of the safety and security of all residents, students should not give their room key, access codes or Royal Holloway card to anyone else to allow them access to their Hall.
  - x. Malicious damage to the property or non-compliance of fire regulations can result in guests being asked to vacate the premises.
  - xi. All fire regulations MUST be adhered to within the accommodation blocks at all times.
  - xii. Smoking is not permitted in any study bedroom or communal area such as kitchens, entrance lobbies, corridors, common rooms etc. in Halls. Shisha pipes and electronic smoking devices (e.g. e-cigarettes) are not permitted to be smoked anywhere in Halls. Students should ensure they are at least five metres away from buildings when smoking outside and that cigarettes are disposed of responsibly.
  - xiii. You are required to ensure that you keep your room in a condition that does not cause an unnecessary risk to yourselves or others.
  - xiv. Students are responsible for the safety of any electrical appliances that they bring onto Royal Holloway premises.
  - xv. You must take reasonable precautions to keep the premises adequately ventilated and free from mould and other damage caused by excessive condensation.

- xvi. Royal Holloway is entitled to ask you to vacate your bedroom and find alternative accommodation if your presence could reasonably be considered to be prejudicial to the safety, wellbeing of others and good order in that Hall.
- xvii. As often as it is possible, we try to ensure that the Hall population reflects the diversity of community present at Royal Holloway. Therefore, you may be sharing your Hall with students with disabilities and/or with students from different countries, faiths, beliefs and sexual orientation. Some of the students with disabilities will require round-the-clock care and may have one or more carers living in separate room(s) to them, usually but not invariably in the same flat. These carers are subject to the same Hall rules as other residents and are given residence in Halls solely to enable them to fulfil their professional duties.
- xviii. Access requirements for applicants with disabilities should be notified at time of application, as the Royal Holloway site may not be suitable for all access requirements. Please email [internationalsummerschool@rhul.ac.uk](mailto:internationalsummerschool@rhul.ac.uk) with any queries.
- xix. The property should be left in decent order and any breakages notified before departure.
- xx. Charges will be made for malicious damage to Royal Holloway property or unreasonable wear & tear over the period of let.
- xxi. Residents will be held collectively responsible for damage to communal areas of Halls if the individual(s) actually responsible for the damage cannot be identified. In these circumstances, the charge made to recover costs incurred by Royal Holloway for cleaning or repairing damage caused during your occupation will be shared equally amongst those held collectively responsible.
- xxii. Royal Holloway as Landlord reserves the right to enter your allocated room with reasonable notice, or in an emergency situation without notice, to conduct relevant investigations or inspections for the management of its properties or if there is concern about illegal activities being conducted or about student safety.
- xxiii. In the event that you have requested works to be completed in your room, authorised Royal Holloway personnel will need to access it. Should you not be in your room when they call, they will enter using their signed out pass keys and leave a card to show they have attended. Royal Holloway will take the request for works as permission to enter the room. Our staff all carry ID cards.

#### 4. Cancellation by applicants and refunds

- i. When you accept your offer of a place to study at Royal Holloway, you have the right to cancel and withdraw within 14 calendar days and to receive a full refund on the fee paid.
- ii. After the 14 day cooling off period, fees paid are **non-transferable and non-refundable** except in the following circumstances where:
  - **You fail to meet the conditions of your conditional offer** and are rejected from the course.
  - **You fail to meet the English language requirements** stipulated in your offer. If you do not already meet the English language requirements for the Summer School, you may be made an offer of a place which is conditional upon successfully achieving the appropriate level by a date given in your offer letter. To be eligible for a refund, you must provide proof that you have

taken a recognised English language test since submitting your application for the Summer School and have not achieved the required standard as specified in your offer letter. If you have not taken an appropriate English language test and fail to do so prior to 31 May you will not qualify for a refund.

- **Your Student Visa application has been refused.** You must send a copy of the visa refusal document to Royal Holloway.
  - **Royal Holloway cancels** the course to which you have applied. (See section 5. below)
  - Sympathetic consideration will be given in cases of **exceptional circumstances**, such as serious illness, or a death in the immediate family. Please note documentary evidence of such circumstances will need to be provided. Decisions on refunding the fees in such cases will be made solely at the discretion of Royal Holloway.
- iii. If you meet any of the above criteria you should send an email to Summer School Admissions including all of the following details:
- your full name
  - your date of birth
  - your student reference number
  - a scanned copy of your documentary evidence.
- iv. All requests for refunds need to be submitted no later than 5 days after the official start date of your course. **You will not qualify for a refund if:**
- your offer from Royal Holloway is withdrawn due to fraudulent documentation or false information in your application.
  - your Visa is refused due to fraudulent documentation.
  - your study plans have changed, for example you have decided to study elsewhere or are no longer planning to study abroad, except when you have informed us of this decision within 14 days of making a payment (see 4ii above).
- v. Any refund agreed by the Royal Holloway will only be made to the person who made the original payment.
- vi. **Royal Holloway is not responsible for covering the cost of cancelled flights or travel arrangements under any circumstances.**

## 5. Changes to programme and cancellation by Royal Holloway, University of London

- i. You can apply for one module per summer school programme. However please be aware that some modules may be more popular than others and we can't guarantee that you'll be able to get a place on the module you request at point of application. If your choice is fully booked, you will be offered a place on an alternative module where available.
- ii. In the event of a module not running due insufficient applications, you will be offered a place on an alternative module where available.
- iii. Requests from applicants to change to an alternative module will only be considered where there is availability and where the request is made in writing to [internationalsummerschool@rhul.ac.uk](mailto:internationalsummerschool@rhul.ac.uk) before enrolment.
- iv. We aim to provide the summer school modules that have been advertised. However, if there is any significant change between the time at which an offer is made and the point at which registration is

complete, we will inform relevant applicants promptly and advise them of the options available to them and their best course of action. Such changes may include:

- a. A major subject content change, which means
    - the introduction of one or more new and/or withdrawal of one or more existing modules;
    - a significant change to fieldwork requirements (e.g. removing it or adding it to the module).
  - b. Significant changes to assessment, e.g. adding or removing a type of assessment (moving from exam based to coursework based assessment or vice versa, adding in a presentation as a mode of assessment).
  - c. A significant change to extra costs associated with a module, e.g. additional costs of £100 or more where no extra costs currently exist.
- v. Should a Summer School programme be discontinued after an offer has been made and accepted and a suitable alternative programme cannot be found for an applicant, any fee paid will be refunded in full.

## 6. Student Regulations

- i. Royal Holloway expects students on the Summer School programme to act responsibly and to be accountable for their actions, both academic and non-academic. During online sign-up students on the Summer School programme agree to be bound by the Statutes, General Regulations and policies of Royal Holloway which can be found at:  
<https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx>
- ii. As Visiting Students, students on the Summer School programme are bound by the relevant academic regulations of the College, including the *Undergraduate Regulations*, *Regulations on the Conduct of Assessment*, and *Regulations on Academic Misconduct*, which can be found at:  
<https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx>