

Faculty of Education

PGCE Admissions

Terms of Admission: Entry in the Academic year 2023/24

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Application of these terms

- 1. If you accept your offer of a place to study at the University of Cambridge, you agree that these Terms of Admission apply to your relationship with the University from then until you cease to be a student.
- 2. Please note that some of these Terms relate to conditions you will need to meet before you are able to take up your place.

University and College membership

- 3. As a student of the University, you will need to be accepted as a member of a College, and you will have separate but interdependent relationships with them. The University will arrange an initial offer of membership of a College for you. You must remain a member of a College throughout your programme and it is important to be aware that:
 - (i) If you are not happy with a College's offer of membership, and choose not to accept it, your admission to the University will not be confirmed and you will not be able to take up your place at the University;
 - (ii) The Colleges are independent of the University, and of each other, and the University cannot arrange for you to move to another College;
 - (iii) College membership does not constitute an offer of College accommodation and a College room cannot be guaranteed;
 - (iv) You will be unable to pursue your programme if either your College or your University membership is terminated for any reason, including for breaches of College or University regulations on student discipline and conduct
- 4. You must pursue your studies diligently. You may be withdrawn from your programme at the University, subject to applicable procedures, if your academic performance is judged to be unsatisfactory.
- 5. You must adhere to the Statutes and Ordinances, and other rules, regulations, procedures and policies of both your College and the University, as notified to you in these Terms of Admission or as set out on the University or College website (as amended, updated or supplemented from time to time in accordance with these Terms of Admission). This includes matters relating to discipline, capability to study, and fitness to practise. Permanent or temporary exclusion arising from breaches of Statutes and Ordinances, or other rules, regulations, procedures and policies will result in your being unable to pursue your studies at both the University and your College.
- 6. University and College, rules, regulations and policies are reviewed regularly, and may be amended, updated or supplemented from time to time: the University and College websites will always reflect the current procedures (see Annex).
- 7. You will be required to present original proof of identity to your College prior to starting your programme. Also, where advised by your admitting body, you must be able to present your original documentation as proof of prior academic achievement to the University and/or your college, on being asked to do so.

Conditions and fees

- 8. Your offer letter will have outlined the conditions of your offer of a place, the fees associated with your programme and an estimate of your minimum maintenance or living cost (see clause 15). You must meet all the conditions of your offer by the specified deadline before you can be admitted. If you do not meet the conditions of your offer by the relevant deadline, your offer will be withdrawn, and you will not be admitted to the University.
- 9. Your offer letter will have outlined your annual University Composition Fee ("UCF"). This will include a classification of your fee status as either home or overseas. The UCF covers the teaching, supervision, student support and facilities you will receive and have access to from the University and your College and for the PGCE course. Your College may require you to provide evidence of how you will meet this cost prior to your arrival in Cambridge.
- 10. The UCF is set annually by the University, and for most courses the annual fee is fixed for the duration of the course. Students who intermit, and then return to study, or who require a fourth term in order to successfully complete their course, may be liable for higher fee rates, or an additional term of fees, when they return to their study.
- 11. Failure to pay the UCF by the due date provided to you by the College may result in you not being able to take your place on, or the termination of, your programme of study at the University.

- 12. If you are admitted, neither the University nor the Colleges will support you financially in the event that you cannot fulfil your financial commitment. We reserve the right to terminate your course of study in those circumstances. You cannot rely on gaining funding once you have taken up your place, nor can you take paid work to pay for your course whilst studying.
- 13. If you withdraw from your programme after the statutory cancellation period (see paragraphs 57), you may be eligible for a refund of the termly UCF if you have been engaged in a course of study for 20 days or less during the relevant term. For more information see the University's Fee Payment Conditions

Living costs and additional costs

- 14. In addition to the UCF outlined above, you may need to meet additional costs. The University has highlighted this in the information given about the programme and sets this out in your offer letter.
- 15. As well as those costs referenced in the paragraphs above, students should ensure that they have sufficient finance to support all their living costs (known as maintenance costs)These costs include (but are not limited to):
 - accommodation (either provided through your College or privately, and involving combined or separate
 costs for rent, utility services such as gas, electricity and access to phone and internet systems, and
 payments for other services such as kitchens, laundries, gym etc.);
 - food (whether provided by your College or through self-catering);
 - personal expenses while you are on your programme (e.g. clothes, leisure activities, travel, membership of clubs and societies etc.);
 - travel to and from Cambridge, and to and from placement schools; you should budget up to £500 for travel to placements
 - personal resources for study (computer, books, stationery, calculator etc.) which remain your property.

Neither the University nor the College accepts responsibility for any personal debt you may incur.

Changes to your programme and related facilities and services

- 16. The University will provide the programme as described on the Faculty website immediately prior to the date you accepted your offer of a place. (https://www.educ.cam.ac.uk/courses/pgce)
- 17. However, there may be circumstances outside the University's control which may make it necessary to make changes to your programme. The University and your College will act reasonably in the circumstance to ensure that the changes are kept to a minimum and will make you aware as soon as reasonably practicable of such changes. The circumstance where such changes may arise are as follows:
 - unanticipated staff changes, sickness, absence or unavailability for other reasons;
 - developments in the subject area;
 - feedback from you or other students;
 - the requirements of a professional, statutory, regulatory or accrediting body;
 - changes in legislation or government guidance
 - where the numbers recruited to a programme are so low that an appropriate level of student experience cannot be guaranteed; and
 - any circumstance that falls within the scope of clause 54.
- 18. The changes that the University may make as a result of the above circumstances are to:
 - the content, structure, timetable and syllabus of a programme;
 - the availability, duration, location and content of placements and other work-based learning opportunities;
 - the start date of a programme, including by deferring it to another academic year;
 - the availability, duration, location and content of placements and other work-based learning opportunities;
 - the method, location, timetable and amount of teaching, lectures, seminars, supervisions and any other forms of instruction; and
 - the method and content of assessments and examinations.
 - deliver services and facilities in a different way, from a different location or online or by replacing them with alternative but equivalent services and facilities;
 - your matriculating College

your start date at the University

The changes may be effected by modifying or suspending your existing programme, by combining your programme with another programme, or by closing your programme and/or offering you the opportunity to transfer to another programme.

19. Your Faculty will consult students, through the formal student representation channels, on the impact of any substantive changes to your course prior to implementation. Any substantive change to a course requires approval by the University's Education Committee, in line with policies and procedures approved in advance by that Committee. That Committee is always concerned to ensure that no student is disadvantaged by any course change. The Education Committee includes student representatives .You will be notified of these changes by the University as soon as reasonably practicable. The University will if necessary draw your attention to opportunities to register a concern or complaint about the changes.

Changes to Statutes, Ordinances, Regulations and Procedures

- 20. The University and College procedures (including those referred to in these Terms of Admission) are reviewed regularly: current procedures will be set out on the relevant University and College websites.
- 21. The University and your College reserve the right to add to, delete or make reasonable changes to the Statutes and Ordinances, and other rules, regulations, procedures and policies where, in the opinion of the University and/or your College, this will assist in the proper delivery of education.

Changes are usually made for one or more of the following reasons:

- (a) To review and update the Statutes and Ordinances, and other rules, regulations, procedures and policies to ensure they are fit for purpose;
- (b) To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;
- (c) To incorporate sector guidance or best practice;
- (d) To incorporate feedback from students; and/or
- (e) To aid clarity or consistency of approach.

Wherever possible, the University will consult students, through the formal student representation channels, on the impact of any substantive changes prior to implementation.

Any changes will normally come into effect at the start of the next academic year, although may be introduced during the academic year where the University reasonably considers this to be in the interests of students or where this is required by law or other exceptional circumstances. The University and your College will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to Statutes and Ordinances, and other rules, regulations, procedures and policies before they take effect, or by phasing in the changes, if appropriate

The updated Statutes and Ordinances, and other rules, regulations, procedures and policies will be made available on the University's website and may be publicised by other means so that students are made aware of any changes.

Matriculation

- 22. You must have met all your conditions of offer before you come to Cambridge to begin your study.
- 23. All PGCE students must complete the initial week placement at a primary school. You cannot successfully complete the course if you have not completed this placement.
- 24. On arrival you will be enrolled into the University through a process called "matriculation". You may not matriculate until you have received a formal confirmation of admission (see clause 23). Matriculation requires you to sign the following declaration within four weeks of your arrival:

'I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.'

By taking up your place at the University you agree that you will sign this declaration on matriculation, which refers to the Statutes and Ordinances of the University in force and which are amended from time to time. The current Statutes and Ordinances can be found on the University website (see Annex for a link to these).

These are under continual review and changes to the Statutes and Ordinances are highlighted at this same website.

Matriculated students have access to such University services as the Careers Service, the Counselling Service, the Disability Resource Centre and University Sports facilities.

Computing Facilities

25. By taking up your place at the University you agree to sign the following declaration in order to access the University's computing facilities, which will provide access to the internet, your University e-mail account, and information which is available only to University users:

"Ihave read the rules and understand that allocations of computing resources are made and may only be used subject to the Rules issued from time to time by the University of Cambridge Information Services Committee, and I agree to abide by such rules. (The Rules and Guidelines on the use of University Information Services facilities are on the World Wide Web, see https://hel-p.uis.cam.ac.uk/oolicies/governance-and-policy-documents).

N.B. It is sometimes the case that system staff will need to look at your account(s) or how you access your account(s) to solve system problems, because of suspected misuse of your account or to enable the legitimate business of the University to continue in your absence."

You will not be able pursue your studies effectively to obtain your qualification without access to the University's Information Services

Data Protection

- 26. When you applied to become a student you were told how the University and your College would use your personal information (meaning any information which relates to or identifies you as an individual) to process your application and for related purposes.
- 27. Further statements setting out how your personal information will be used when you are a student are identified in the Annex. Please note, however, that these statements may change between now and the date of your matriculation: you are advised to re-read them on the websites close to that date.
- 28. By taking up your place to study at the University, you acknowledge that the University and your College will use and process your personal information in accordance with these statements. In addition to the information published there, when you use specific services and facilities offered by the University, you will be told about any other uses of your personal information.
- 29. While studying at the University, you may need to use and handle the personal information of others in connection with your studies and research. You acknowledge that you will handle any such personal information carefully and securely, and in accordance with any reasonable guidance and direction you may receive.

Complaints

- 30. If for any reason you wish to complain about any aspect of your University experience, the formal Student Complaints procedure for consideration of complaints is contained in Section 26 of Chapter II of the University's Ordinances. However, if you have concerns, it is advisable to talk initially to the Programme Director or Programme Executive Director, or to the part of the University concerned, to see if the matter can be resolved more quickly and easily through informal channels. Further information on complaints, and on making appeals in relation to examinations, can be found on the University website (see Annex).
- 31. If you have a complaint about your College, you should consult your College website for information as to how to bring a complaint (see Annex).
- 32. In both cases, the procedures are under continual review: the websites will always reflect the current procedures.
- 33. You may be able to refer a complaint to the Office of the Independent Adjudicator for Higher Education in England and Wales if the complaint falls within its remit and you have exhausted all internal College and University procedures.

- 34. If you wish to make a complaint about the application process, please write to the Head of the PGCE and Undergraduate Office at: Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ. The admissions complaints procedure allows you to seek a review of your application if you believe that:
 - (i) A procedural error or irregularity has occurred in the processing of the application; or
 - (ii) In the consideration of the application there has been bias, prejudice or inadequate assessment; or
 - (iii) There are factors unknown to the University that might have adversely affected the outcome (such as illness in examinations or other grave cause not otherwise evident in the application).

There is no appeal against matters of academic judgement.

Student misconduct, including physical misconduct, sexual misconduct and abusive behaviour

- 35. The University and the Colleges are committed to providing an environment that is free from discrimination and affirms the rights of all their members to be treated with dignity and respect. Any form of physical misconduct, sexual misconduct or abusive behaviour (including harassment of any kind) of one member of its community by another will not be tolerated. Allegations of harassment and sexual misconduct are taken very seriously and, following an investigation, the University and your College may take action, including disciplinary action, in response to a complaint from a student.
- 36. The University and your College has specific policies regarding student harassment and sexual misconduct, which can be accessed on their websites (see Annex).

Disclosure and Barring Service (DBS) Check

37. Your place is conditional on your providing an enhanced Disclosure and Barring Service check and/or the non-UK equivalent if you have been resident outside the UK. This process can take a long time and must be completed before you can be admitted to your programme. This check is subject to a payment by you which is currently £52.55 but is liable to increase.

Criminal Convictions and cautions

38. Having a criminal conviction or caution may not preclude you from studying for the PGCE. However, the University ask for this information to enable us to discharge our safeguarding duties. In the case of a positive disclosure on your DBS check, we will convene a panel comprised of Faculty staff and staff from our partnership schools to consider the information and make a decision on whether to admit you to the course. We may contact you to collect more information before making a decision. Please be aware that if we admit you to the course with a positive disclosure, we are making this decision only for the Faculty and partnership. Any subsequent employer will make their own decision and may not consider you suitable for employment. If you receive a criminal conviction between the receipt of your DBS certificate and the start of the course, you agree to inform the Head of the PGCE and Undergraduate Office. You agree to permit the University and College to share the information with each other, and that if you are subsequently convicted of an offence during your time at Cambridge, you agree to inform the University or your College and to permit the University and College to share the information with each other.

Discipline

- 39. The University's regulations on disciplinary matters comprise Section 20 of Chapter II of the University's Ordinances. These include the Rules of Behaviour to which prospective students, students and former students must abide by from the point at which they have accepted an offer to study from the University. Breaching the University's Rules of Behaviour can result in sanctions and/or measures, including the removal of academic awards or permanent exclusion from the University.
- 40. The University's Rules of Behaviour also include specific provisions relating to academic misconduct, such as cheating in examinations, the use of contract essay services and plagiarism, e.g. attempting to pass another person's work off as your own. Further guidance on the University's policy against plagiarism can be found on the University's website (see Annex). Your matriculation is deemed as acceptance of the University's right to apply specialist software to your work in examinations and during the programme of your studies to aid in detecting such offences.
- 41. Your College will have its own arrangements as regards discipline which will be available on its website (see Annex). In exceptional circumstances, Colleges may apply their disciplinary procedure to applicants holding an offer of a place which may result in outcomes up to and including the revocation of that offer.

Support and capability to study

- 42. If the University has a concern that your behaviour is adversely impacting your welfare or academic progress, or the welfare of others within the collegiate University community, or has the potential to do so, then you may be referred into the Procedure to Support and Assess Capability to Study. This procedure can result in an assessment by a Study Capability Assessment Committee, the Committee will include a medically qualified person. The Committee may request that you attend a consultation with a relevant expert as part of an investigation of the circumstances. If you choose to not attend a consultation then this may result in the Committee considering you pose a high risk to either yourself or the collegiate University community. You will have the right to attend, be represented and present information to the Committee in writing and orally. The Committee will determine how and whether you continue your studies. The Procedure to Support and Assess Capability to Study is highlighted in the Annex.
- 43. Your College has its own arrangements as regards "fitness to study" which will be available on its website (see Annex).

Fitness to Practise

44. Students studying Medicine, Veterinary Medicine or the PGCE course have additional professional standards of behaviour that are expected from them. If you are studying Medicine or Veterinary Medicine you will be registered on the University's Medical Students Register or its Veterinary Students Register as appropriate. The University has a responsibility to ensure that you will be fit to practise as a doctor, a veterinary surgeon or a teacher on completing your studies. If for any reason associated with your conduct, health or performance there is cause for concern that you may not ultimately be fit to practise, there are procedures, drawn up in the light of guidance from the relevant professional bodies, by which the University will investigate and adjudicate whether you are fit to practise, whether conditions need to be imposed, or whether remedial action needs to be taken. In very rare cases it may be determined that you are not fit to practise and you will not be permitted to continue your course. The procedures for determining fitness to practise are to be found in Sections 28 and 29 of Chapter II in the University's Ordinances http://www.admin.cam.ac.uk/univ/so/2019/chapter02-front.html

Visas

45. If you require a visa either for entry to, or to study in, the UK you are responsible for obtaining it and complying with its conditions. If you do not have valid immigration permission for study purposes, you will not be able to start your programme. If your permission expires during your programme and you no longer have valid leave to remain in the UK, or have breached the terms of your visa, the University may inform UK Visas and Immigration and may require you to leave your programme. If the University is sponsoring you under Tier 4 it will inform you separately of your obligations towards the University in relation to your visa. It is your responsibility to check that all the details on your CAS prepared by the University are correct and up to date before making your Tier 4 visa application. The University accepts no liability for problems caused by incorrect information on the CAS. The University can only issue your CAS once you have met all conditions of your offer. Further information about the requirements relevant to students who require a visa can be found at www.internationalstudents.cam.ac.uk/immigration/student-visa

Other matters

- 46. There are certain elements of study at the University of which students should be aware:
 - (i) As well as being a member of a College, in order to satisfy the University's residence requirement (Section 11 of Chapter II of the University's Ordinances), all full-time graduate students are expected to reside within the 10-mile radius of Great St Mary's Church throughout the required terms of study. Full-time students must have formal permission before they reside elsewhere, and if you wish to do so you should acquire agreement in principle from both the College tutorial office and PGCE Office prior to arriving in Cambridge.
 - (ii) The University does not offer admission part-way through a term and PGCE trainees are required to be resident in the University for the required number of whole terms to complete their course.
 - (iii) PGCE students should not expect to be able to undertake paid work for the duration of the course, due to the demands of the course.
 - (iv) The University annually sets out guidance for its examinations (see Annex for the most recent issue). Examination resits are not permitted except as a possible outcome of an application for an examination allowance on the grounds of illness or other grave cause.

- (v) The University of Cambridge does not formally articulate student achievement in terms of credits and does not award credit value for the majority of its courses.
- (vi) Lecturers and class leaders normally own the intellectual property rights in their teaching materials. Students may not audio-record lectures and classes without their prior agreement (for example where adjustments are required for a specific learning need). Where sessions are recorded by the lecturer or class leader, you will be notified of this and given further information. You may not share or disseminate any recordings to which you are given access.
- (vii) During your studies you may be given access to confidential information belonging to the University, academics, other students or third parties. This may incur a legal obligation to keep it confidential. In addition, the University or third parties with whom you interact as part of your studies may require you to sign a confidentiality agreement. You may choose to seek your own legal advice if this is the case.

Intellectual Property

- 47. Ownership of intellectual property rights (broadly defined, and including registrable patents or not) in material devised, made or created by you normally rests with you; and the University does not ordinarily claim the ownership of such intellectual property rights. However, you need to be aware this is not always the case and that the University, or a third party, will claim ownership where:
 - (i) IP rights are allocated to the University or funders by grants or contracts for research funding or student sponsorship; or
 - (ii) IP rights are owned by third parties; or
 - (iii) working in collaboration with others (e.g. University staff) you jointly devise, make or create joint or interdependent intellectual property; or
 - (iv) legislation, regulations or ethical guidelines apply e.g. where the use of data is derived from human subjects (e.g. clinical trials) or to personal data.

In such circumstances, relevant third-party terms will apply to your work whether or not you have explicitly agreed to them. It is therefore important, before you accept a place at the University and, during your studentship, before you start work on a research project or join a research group, that you check any relevant third-party terms and how such terms will affect the treatment of intellectual property that you create.

If you have any concerns including not receiving any information, you must raise them with your proposed supervisor or Department so that you understand how intellectual property which might arise from your studies, research or project(s) will or may be treated.

The University endeavours where possible to ensure you retain the right to use intellectual property in academic teaching, publications, and academic research.

The Regulations on Intellectual Property Rights in Chapter XIII of the University's Statutes and Ordinances as amended from time to time set out how intellectual property rights are managed.

Disability

- 48. If you have disclosed a disability/specific learning difficulty/chronic illness, your details will be forwarded to the Accessibility and Disability Resource Centre ("ADRC") who will contact you to discuss your particular requirements. The University may not be able to accommodate your individual requirements if you do not disclose your disability and therefore you are encouraged to make a disclosure at the earliest opportunity. If you have not made a disclosure in your application for admission this can be made by contacting the DRC. The DRC can be contacted at http://www.cam.ac.uk/cambuniv/disability/ or tel: +44 (0)1223 332301.
- 49. You may seek the confidential support of the Disability Resource Centre at any point. They will not make further disclosure of your disability within the University or to your College without your consent. It may however affect the University's ability to make any required reasonable adjustments if information about your disability cannot be shared with those within the University, your College and our partnership schools who are required to implement them.

Limitation on Liability

- 50. Nothing in these terms shall limit the University's or your College's liability to you:
 - a) for death or personal injury resulting from negligence (as defined in the Consumer Rights Act 2015);

b) for fraud or fraudulent misrepresentation.

References to legislation in these Terms of Admission include reference to any amendments, extensions or reenactments of such legislation.

- 51. Subject to paragraph 48 above and any restrictions in statute or at common law affecting the ability of the University or your College to limit their liability, the aggregate liability of the University and your College under these Terms of Admission or otherwise in connection with your admission to the University and/or your College and/or the provision your course and other educational or related services and facilities (including pastoral services) by the University and/or your College, whether arising in contract, tort (specifically negligence), statute, or in any other way, shall not exceed the total of the course fees paid and due to be paid by you in relation to your course, as defined in the letter from the University offering you a place.
- 52. For the purposes of clauses 48 and 49, the terms "University" and "College" also include officers, employees and agents of the University, and those paragraphs may be enforced by such officers, employees and agents. It is not otherwise intended that any of these terms will be enforceable by any third party.
- 53. Neither the University nor the College will be liable for matters arising which are outside of its control and which could not have been foreseen or prevented even if reasonable care had been taken. This includes but is not limited to: strikes, other industrial action, staff illness, severe weather, fire, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, cyber-attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease, or failure of public utilities or transport systems.

False, Misleading or Incomplete Information

54.

The University and/or your College will withdraw any offer and prevent you from proceeding to matriculation if any of the information provided by you in relation to your application is found to befalse, misleading or materially incomplete, or if you fail to provide satisfactory information or evidence which confirms that you can meet one or more of the conditions contained in your offer letter

Your Right to Cancel

- 55. If for any reason you do not wish to take up your place at the University, you may cancel your place via DfE Track. Please also email the PGCE Office to advise them of your decision.
- 56. You have a statutory right to cancel your place at Cambridge without giving any reason. The canellation period under UK consumer law will expire after 14 days from the day you accept the offer of a place at the University (cancellation period)
- 57. If you cancel your place up to and including 14 days from the date you accept your offer of a place at the University (the "statutory cancellation period"), the University will reimburse you any payment received from you in respect of your tuition.
- 58. If your programme or associated provision of services (such as the provision of accommodation) is due to begin within 14 days from the date you accept the offer of a place, by accepting the offer of a place you are expressly agreeing that your programme and/or associated services should begin within the Cancellation Period. If you then subsequently decide to cancel the contract you may be obliged to pay a proportion of your Tuition Fees as set out in the University's Fee Payment Conditions. http://www.admin.cam.ac.uk/univ/so/2019/chapter01-section16.html
- 59. Where you are entitled to a refund, the University make this refund without undue delay using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise.

General

- 60. If any provision of the Terms of Admission is or becomes illegal, invalid, void or unenforceable that shall not affect the legality, validity or enforceability of the other provisions.
- 61. If you breach these Terms of Admission and the University chooses not to exercise any right which it may have against you as a consequence of that breach, the University shall not be prevented from taking action against you in the future in respect of any other breaches by you.

- 62. The rights under these Terms of Admission shall not be enforceable by any party who is not a party to it, including any party that is responsible for paying your fees in whole or in part, and no such party shall have any rights under or in connection with the Contracts (Rights of Third Parties) Act 1989.
- 63. These Terms of Admission shall be governed by and construed in all respects in accordance with the laws of England and the parties agree to submit to the jurisdiction of the courts of England.

Version 2022.1: This document was last reviewed by the University h November 2022. It is expected that the next version of this document (for admission in 20242-53) will be agreed and published no later than 1 November 2023.

Annex: Links to important documents which form part of the Terms of Admission

You are advised to read the following documents before you accepting your offer. Please note that they are subject to change prior to you joining the University and you are advised to re-read the documents nearer the point of admission.

University documents

Statutes and Ordinances	http://www.admin.cam.ac.uk/univ/so/
Computing facility rules	https://help.uis.cam.ac.uk/policies
Data Protection Statement	http://www.information-compliance.admin.cam.ac.uk/data-protection/student-data
Privacy notices	http://www.ucs.cam.ac.uk/privacy
Student complaints procedure	See <u>Section 26 of Chapter II of the University's Ordinances</u>
Applicant Complaints	https://www.graduate.study.cam.ac.uk/application-process/what-happens-next/graduate-
procedure	<u>admissions-appeals-and-complaints</u>
Student harassment and	http://www.studentcomplaints.admin.cam.ac.uk/hsm_policy
sexual misconduct policy	
Student disciplinary matters	See <u>Section 19 of Chapter II of the University's Ordinances</u>
Plagiarism policy	https://www.plagiarism.admin.cam.ac.uk
Fitness to Study procedure	See Section 30 of Chapter II in the University's Ordinances
Fitness to Practise procedure	http://www.admin.cam.ac.uk/univ/so/2019/chapter02-front.html

College documents

For your information, your College will have its own documents that you should also consider. Please contact the relevant College Admissions Office (http://map.cam.ac.uk/colleges).