

## **Terms of Admission for Undergraduates at the University of Cambridge: October 2019 entry**

### **Application of these terms**

1. If you accept your offer for study at Cambridge, you agree that these Terms of Admission apply to your relationship with the College offering you a place (“your College”) and the University from then until you cease to be an undergraduate student (unless paragraph 3 below applies to you).
2. Please note that some of these Terms (paragraphs 12, 34, 36, and 43-45) relate to conditions you will need to meet before you are able to take up your place.
3. The Terms of Admission are reviewed annually. If you have been offered a deferred place for entry in a future year, or decide at some future point to defer your entry, these Terms of Admission will apply until they are replaced by a new set of Terms of Admission that will apply for your year of admission. These revised Terms of Admission will then govern your relationship with your College and the University until you cease to be an undergraduate student. These may be different from the current ones and will be provided to you before you take up your place at Cambridge.

### **Membership of the University and your College**

4. As an undergraduate student at Cambridge, you will be a member of both the University and your College, and will have separate but interdependent relationships with them. You must remain a member of a College throughout your course and it is important to be aware that:
  - (i) Admission to both your College and the University is managed through your College. The Colleges are independent of the University, and of each other. You cannot normally move to another College after matriculation.
  - (ii) You will be unable to pursue your degree course if either your College or your University membership is terminated.
  - (iii) 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 now or as set out on the University or College website as amended, updated or supplemented from time to time. This includes matters relating to discipline, fitness to study and fitness to practise for certain regulated professions and you agree that these apply to you. Suspension or other sanction arising from breaches of Statutes and Ordinances, or other rules, regulations, procedures and policies may result in your being unable to pursue your studies at both the University and your College.
  - (iv) University and College procedures are reviewed regularly: the websites will always reflect the current procedures (see Annex).
  - (v) Attendance at the small group tuition sessions (“supervisions”) and any other support organised by your College is an essential part of achieving your degree. You must pursue your studies diligently as advised by your College Director of Studies and your Tutor. You may be prevented, subject to applicable appeal procedures, from continuing your course at the University if your academic performance is judged by your College to be unsatisfactory.

### **Fees**

5. Your fees cover the core provision of your course. In broad terms, your College is responsible for providing supervisions, libraries and local support mechanisms for your general welfare, whilst the University organises lecture programmes, practicals and laboratory work, libraries, University-wide support services, examinations and the award of degrees.

6. Your offer letter will have outlined on what basis your fees have been calculated. This will include a classification of you as either a “Home/EU” student or an “International (Overseas)” student and additionally will identify if you qualify for the government-regulated undergraduate tuition fee. In the absence of a material change in your circumstances, or exceptionally where our understanding of your circumstances changes in the light of new information, this classification will remain the same for the duration of your course of study, irrespective of changes regarding the UK’s membership of the EU in the interim.
7. Annual fees for International students remain fixed at the rate set in the first year of the course for the full duration of the course, providing that you do not intermit your studies for more than six consecutive terms.
8. If you are a Home/EU student **and** qualify for the government-regulated undergraduate tuition fee, you will be charged a single tuition fee for each academic year. This fee is subject to a cap which is set by the government and is likely to change during your studies. You should expect your tuition fee to change each year in line with future government policy. Your total tuition fees over the course of your studies will be the total sum of the maximum regulated fee for each year of your study (together with additional course costs, see below).
9. If you are a Home/EU student but do not qualify for the government-regulated undergraduate tuition fee, you will be charged a tuition fee and usually a College fee. These fees are set annually by the University and your College and you should expect them to rise each year. The level of any annual fee increases will be determined by a range of factors including in particular rises in the overall costs of an undergraduate education, changes in government and other funding, and the prevailing rate of inflation in the UK (using RPI as an indicator). Normally, the combined annual fee would not be expected to increase by more than 5% (and will often be less than this). Your total fee payments over the course of your studies will depend on your personal circumstances, your College, your chosen course, and the length of your course, as well as the factors mentioned above, such as rises in overall costs, prevailing inflation and any changes by the UK government (together with additional course costs, see below).
10. If you are personally liable for the payment of fees, failure to pay in due time may result in your not being permitted to continue your studies or to receive your degree.

#### **Additional costs**

11. In addition to the fees outlined above, you may need to meet additional costs for field trips and excursions, placements and years abroad. The University has highlighted this in the advance information given about the course. In addition, there may be minor costs incurred, including personal resources for study (computer, books, stationery, calculator etc.) and personal safety equipment (lab coat, safety spectacles etc.) which remain your property. The level of these additional course costs will usually increase annually in line with inflation, except where a rise in directly attributable expenses warrants an above-inflation uplift.
12. You will be expected to have appropriate finances to support all your living costs and may be asked to provide evidence of this in advance. These finances 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 in Cambridge (e.g. clothes, leisure activities, travel, membership of clubs and societies etc.); and
- travel to and from Cambridge.

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

### **Changes to your course**

13. The structure of your course will be explained by your College Director of Studies [and can be found in the programme specification for your course: <https://www.camdata.admin.cam.ac.uk/programme-specification-archive>]. There are normally examinations at the end of each year of the course. Courses are not modular and do not carry “credits”.
14. The University and your College will provide the teaching required for your course as described on the University website immediately prior to the date you accepted your offer of a place, and the material information referred to in your offer letter.
15. Each of the University’s Faculties and Departments provides supplementary information for applicants and students in the prospectus and in handbooks (available in print and online). The University will endeavour to ensure that this information on the course is accurate and as described in these documents but given these are published some time in advance you should check the University website which will be up-to-date.
16. However, there may be circumstances outside the University’s and/or your College’s control which may make it necessary to make changes to your course. Such circumstances may include:
  - 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
  - where the numbers recruited to a course are so low that an appropriate level of student experience cannot be guaranteed
  - any circumstance that falls within the scope of paragraph 42

The changes may be to:

- the content and syllabus of a course
- 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
- the method and content of assessments and examinations

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

You will normally be notified of these changes by the Faculty or Department of the University, or by your Director of Studies, as soon as reasonably practicable. Any change to a course requires justification to and 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.

### **Changes to your wider provision**

17. The University is required to comply with all UK and EU law, including (but not limited to):
- The Education (Student Support) Regulations 2011 and The Education (Fees and Awards) (England) Regulations 2007, in terms of fees and costs applied to the provision of higher education;
  - the Immigration Act 2014, in terms of the admission and monitoring of temporary migrants;
  - the Equality Act 2010, to advance equality of opportunity and to eliminate discriminatory conduct;
  - the Education (No 2) Act 1986, in terms of academic freedom and freedom of speech;
  - the Data Protection Act 2018 and the General Data Protection Regulation, in terms of how your College and the University use, store and manage your personal data;
  - the Counter-Terrorism and Security Act 2015, in terms of promoting a tolerant campus community;
  - the Higher Education and Research Act 2017, in terms of specific statutory duties.

These obligations and duties may change if the law changes. As a consequence, the University and the Colleges may need to make unannounced or unplanned changes to the general provision to students. Wherever possible, the University will consult students, through the formal student representation channels, on the impact of any changes prior to implementation.

### **Matriculation**

18. On arrival you will be enrolled into the University through a process which in Cambridge is called "Matriculation". This 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 Cambridge 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 and University Sports facilities.

### **Computing Facilities**

19. By taking up your place at Cambridge 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:-

*"I have 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 <http://www.uis.cam.ac.uk/isc/rules-and-guidelines/rules>).*

*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 degree without access to the University's Information Services. Please note that these rules may change between now and the date of your matriculation: you are advised to re-read them close to that date.

### **Data Protection**

20. When you applied to become a student you were told how the University and the relevant College(s) 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.
21. Further statements (from both the University and your College) 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.
22. By taking up your place to study at Cambridge, 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 or your College, you will be told about any other uses of your personal information.
23. While studying at Cambridge, 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**

24. If for any reason you wish to complain about any aspect of your University experience, the formal 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 your College Tutor or Director of Studies, 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).
25. 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).
26. 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.

### **Student harassment and sexual misconduct**

27. The University and the Colleges are committed to providing an environment that is free from discrimination and affirms the rights of all of their members to be treated with dignity and respect. Any form of harassment of one member of their community by another will not be tolerated. Allegations of harassment and sexual misconduct are taken very seriously and the University and your College following an investigation may take action, including disciplinary action, in response to a complaint from a student.

28. The University has specific policies regarding student harassment and sexual misconduct, which can be accessed on its website (see Annex).

### **Discipline**

29. The University's regulations on disciplinary matters comprise Section 19 of Chapter II of the University's Ordinances (see Annex). These include regulations for the maintenance of good order throughout the University. The University Proctors are responsible for ensuring order and discipline throughout the University.
30. The disciplinary regulations also include specific provisions relating to examination offences, such as cheating in examinations 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 at Cambridge is deemed as acceptance of the University's right to apply specialist software to your work in examinations and during the course of your studies to aid in detecting such offences.
31. Your College has 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.

### **Fitness to Study**

32. If there are serious concerns about your fitness to study or ability to sit your examinations or undergo other academic assessment (e.g. because of your health or because your conduct or performance suggests underlying health issues), you may be referred for assessment to a Fitness to Study panel. The Panel may wish to refer you to a medical expert. You will have the right to be heard by the Panel before any decision is made about you. The Panel may make recommendations or issue directions on how or whether you continue your studies. The Procedures to Determine Fitness to Study are highlighted in the Annex.

### **Fitness to Practise**

33. 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 or a veterinary surgeon 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. You will be fully informed of any concerns and invited to attend any case management meeting or hearing relating to your case. 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.

### **Disclosure and barring**

34. If you are studying Medicine or Veterinary Sciences, you are required to have Disclosure and Barring checks before you begin your course. These checks are subject to a fee, to be paid by you, which is currently £44 but is liable to increase. More information can be found on the University website <http://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/disclosure-and-barring-service>.

### **Unspent Criminal Convictions**

35. Having a criminal conviction will not normally preclude you from studying at Cambridge. However, the University and College ask for this information to enable us to discharge our safeguarding duties. If you are studying Medicine or Veterinary Medicine you will have provided this information to UCAS but you agree to inform the University and College if you are subsequently convicted of any offence. If you have a relevant unspent criminal conviction at the time that you confirm your acceptance of this offer, you agree to inform your College. 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. Supporting information on relevant unspent criminal convictions will be provided on our website (<https://www.undergraduate.study.cam.ac.uk/why-cambridge/support/unspent-criminal-convictions>) by no later than 1 April 2019.

### **Visas**

36. If you require a visa for entry to or study in the UK, you are responsible for obtaining it and complying with its conditions. If the University is sponsoring you under Tier 4 it will inform you separately from your obligations towards the University in relation to your visa. If you do not have valid immigration permission for study purposes, you will not be able to start your course. If your permission expires during your course 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 course.

### **Other matters**

37. There are certain elements of study at Cambridge of which students should be aware:-
- (i) Each academic year is made up of three Terms, comprising respectively 80, 80 and 70 days. Within each Term a student must be in residence for, respectively, 60, 60 and 53 days, and the teaching period is concentrated into a specified period of that length, called Full Term. The work expected of students (including independent study) is therefore intense and students are expected to undertake further study in the vacations.
  - (ii) As well as being a member of a College, you are required to reside during term within the University 'precincts', which extend to a three-mile radius of Great St Mary's Church, unless you are given explicit permission otherwise by your College. Most students live in their College or in College accommodation.
  - (iii) Undergraduates may not bring cars to Cambridge, although in certain limited circumstances a licence to bring a car may be obtained from the Senior Proctor (further information is available at <https://www.proctors.cam.ac.uk/motor-control>).
  - (iv) Term-time is demanding and you should not undertake paid work during full Term.
  - (v) All courses include supervisions on an individual basis or in small groups. These are organised by your College and you are expected to attend them, and prepare and submit work to your supervisor as required.
  - (vi) Lecturers and class leaders normally own the intellectual property rights in their teaching materials. Students may not audio-record lectures and classes without prior agreement (for example where adjustments are required for a specific learning need).
  - (vii) The entitlement to intellectual property rights in material created by you shall normally rest with you, except where you are sponsored by a third party for your studies, where you are working on a research project sponsored by a third party or where the material is created jointly with others, or as otherwise agreed. The Regulations on Intellectual Property Rights in Chapter XIII of the University's Ordinances further outline how intellectual property rights are otherwise managed.

- (viii) The University annually sets out guidance for its examinations (see Annex for the most recent issue). Examination resits are not permitted except in professional examinations, for example, medical and veterinary examinations. Your degree course is known as a “Tripos”, and comprises a number of ‘Parts’. You are required to pass each Part to continue your studies and will be given a Class (or grade) for each Part. Classes are (generally): First; Upper Second; Lower Second; Third. These results are published in Cambridge, although you can opt-out from publication. No official class is assigned to the overall degree issued by the University of Cambridge. See the following link for further details: <http://www.admin.cam.ac.uk/univ/camdata/tripos.html>
- (ix) Irrespective of what subject you study, you will (assuming you pass the necessary examinations) receive a Bachelor of Arts (BA) degree. Your degree certificate will not specify your grades for each Part of The Tripos or subject, but transcripts setting out your course of study and results for each Part of the Tripos can be provided by the Student Registry.
- (x) If you are awarded the Bachelor of Arts degree, you may proceed without further examination to the Master of Arts degree not less than six years from the end of your first term of residence, providing that you have held your BA degree for at least two years.

### **Disability**

38. If you have a disability, whether or not you have previously declared it, you may seek the confidential support of the Disability Resource Centre at any point. Members of staff from the Disability Resource Centre will not normally make further disclosure of your disability within the University or to your College without your consent.

### **Limitation on Liability**

39. Nothing in these Terms of Admission 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 re-enactments of such legislation.

40. Subject to paragraph 39 above, the aggregate liability of the University and your College under these Terms of Admission or otherwise in connection with your experience as a student at Cambridge whether arising in contract, tort, 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 your course is defined in the letter from your College offering you a place.
41. For the purposes of paragraphs 39 and 40, the terms “University” and “College” also include officers, employees and agents of the University or your College, 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.
42. Neither the University nor your College will be liable for matters arising which are outside their 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, 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.



## **Cancellation**

43. The University and/or your College reserve the right to withdraw any offer made, prevent you from proceeding to matriculation or take disciplinary action which may lead to the termination of your studies if any of the information provided by you in relation to your application is found to be incorrect or 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.
44. If you have concerns about taking up your place or pursuing your course, you should in the first instance contact the Admissions Tutor of your College who will be happy to discuss the matter and offer guidance.
45. If for any reason you do not wish to take up your place at Cambridge, you may cancel your place without penalty by informing the Admissions Tutor of your College, in writing (by letter or e-mail) at any time up to and including 14 days after Matriculation, that you will not be taking up your offer. You may instead use the Cancellation Form found at the following link, but you are not obliged to do so:  
[www.cam.ac.uk/cancellation](http://www.cam.ac.uk/cancellation)

*Version 2018-1: This document was last reviewed by the University and the Colleges on 12 December 2018. It is expected that the next version of this document (for application in 2020-21) will be agreed and published no later than 1 January 2020.*

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

All of the following documents are available for you to download as PDF files. You are strongly advised to read them before you take up your offer. Please note that they are subject to change prior to you joining Cambridge and you are advised to re-read the documents nearer the point of admission.

### **University documents**

Statutes and Ordinances	<a href="http://www.admin.cam.ac.uk/univ/so/">http://www.admin.cam.ac.uk/univ/so/</a>
Computing facility rules	<a href="http://www.uis.cam.ac.uk/isc/rules-and-guidelines/rules">http://www.uis.cam.ac.uk/isc/rules-and-guidelines/rules</a>
Data Protection Statement	<a href="http://www.information-compliance.admin.cam.ac.uk/data-protection/student-data">http://www.information-compliance.admin.cam.ac.uk/data-protection/student-data</a>
Privacy notices	<a href="http://www.ucs.cam.ac.uk/privacy">http://www.ucs.cam.ac.uk/privacy</a>
Student complaints procedure	See <a href="#">Section 26 of Chapter II of the University's Ordinances</a>
Student harassment and sexual misconduct policy	<a href="http://www.studentcomplaints.admin.cam.ac.uk/hsm_policy">http://www.studentcomplaints.admin.cam.ac.uk/hsm_policy</a>
Student disciplinary matters	See <a href="#">Section 19 of Chapter II of the University's Ordinances</a>
Undergraduate exam information	<a href="http://www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information">http://www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information</a>
Plagiarism policy	<a href="http://www.admin.cam.ac.uk/univ/plagiarism/students/">http://www.admin.cam.ac.uk/univ/plagiarism/students/</a>
Fitness to Practice procedure	See <a href="#">Sections 28 and 29 of Chapter II in the University's Ordinances</a>
Fitness to Study procedure	See <a href="#">Section 30 of Chapter II in the University's Ordinances</a>
Audio recording of lectures	to be provided at a later date (policy under development)

### **College documents**

Statutes and Ordinances	
Data Protection Statement	
Student harassment and sexual misconduct policy	
Student complaints procedure	
Student disciplinary matters	
Fitness to Study procedure	

*If this table of College documents is not completed, please contact the College Admissions Office at the address outlined in your letter of offer, or otherwise to the College address which can be found at:*

<http://map.cam.ac.uk/colleges>