



## Application Arrangements - UCL Summer School

As part of the study abroad offering of University College London (UCL), UCL is running the UCL Summer School (UCLSS) taking place each year in July and August.

Stony Brook University (**The Home Institution**) wishes for a number of its students (**Students**) to study at the UCLSS. This letter agreement documents the relevant arrangements between UCL and the Home Institution (each a **Party** and together the **Parties**) applicable to the 2019 session of the UCLSS.

Further details on the UCLSS are set out in Annex 1, including details for the UCLSS Website, and in Annex 2 including financial details and invoicing arrangements.

### 1. Application Process

- 1.1. The Home Institution shall ensure that any Home Institution Students who wish to apply to take part in the UCLSS (**Applicants**) do so through the application portal on the UCLSS Website and shall do so by the UCL application deadline notified by UCL to the Home Institution in writing (**Application Deadline**). All such applicants must pay the UCLSS application fee as detailed on the UCLSS Website. Any applications for accommodation organised by UCL for UCLSS participants will also need to be made by each Student through the UCLSS Website by the Application Deadline.
- 1.2. To be eligible to take part on the UCLSS, Students must meet the entry requirements set out in Annex 1 (**Entry Requirements**) and on the UCLSS Website. UCL reserves the right to reject any Applicant if it considers either that the Applicant does not meet the Entry Requirements or if the Applicant's application is not received by the Application Deadline.
- 1.3. UCL shall inform the Home Institution of the Applicants who have been made an offer of a place to study on the UCLSS by UCL and the Applicants who have accepted such an offer, provided that Applicants have given the necessary consent for UCL to do so. The Parties agree that, except for paragraph one of this letter agreement, this letter agreement shall not apply in respect of those Applicants who have not given such consent.

## **2. Summer School Students**

2.1. The Home Institution shall ensure that Students studying on the UCLSS shall:

- 2.1.1. comply with the Terms referred to at Annex 1 (including (without limitation) compliance with any timescales for accepting an offer from UCL);
- 2.1.2. maintain full-time status at the Home Institution;
- 2.1.3. be responsible for completing the enrolment process and remaining fully enrolled while studying on the UCLSS; and
- 2.1.4. be subject to UCL's regulations, policies and procedures including, but not limited to, those related to attendance, discipline, complaints and appeals while at UCL.

2.2. The Parties acknowledge that Students studying on the UCLSS shall be registered as non-award summer school students at UCL.

2.3. Details as to availability of UCLSS modules and accommodation organised by UCL for UCLSS participants are set out in the Terms referred to at Annex 1.

2.4. Students who successfully complete the UCLSS will be provided with a UCL academic transcript (**Transcript**) and certificate of attendance on the UCLSS. They will not be eligible for any award by UCL. UCL shall send Student Transcripts directly to the Home Institution no later than three months after the end of the UCLSS (provided that Students have given the necessary consent for UCL to do so).

## **3. Home Institution Obligations**

3.1. The Home Institution shall:

- 3.1.1. ensure that Applicants are fully advised of the financial requirements of participating on the UCLSS (including but not limited to the need for successful Applicants to be financially sustainable for the whole period of their participation on the UCLSS); and
- 3.1.2. provide Applicants with advice and support on immigration and visa requirements to study in the UK and make Applicants aware that securing the offer of a place on the UCLSS does not guarantee entry to the UK. The Parties agree that in all cases Students shall be solely responsible for complying with any immigration/visa requirements set by the national authorities and laws of the UK.

## **4. Fees and Financial Arrangements**

4.1. Each Home Institution Student accepted on to the UCLSS will pay directly to UCL the UCLSS tuition fees and accommodation costs (if any). Payment must be made in full within the timescales set out in Annex 2 in

order for a Student to secure a place on the UCLSS. Details as to UCLSS tuition fees and accommodation costs are set out in Annex 2.

- 4.2. The Home Institution shall be responsible for informing Students of relevant financial arrangements, including any ongoing financial commitments to the Home Institution.
- 4.3. Students will be responsible for living costs, medical insurance, travel and all other personal costs and expenses which might be incurred while participating in the UCLSS. The Home Institution shall ensure that Students are made aware of this prior to them applying for the UCLSS. In cases where the Home Institution may offer support for any of these costs, Students will be responsible for following procedures and requirements for such support.

## 5. Contact Persons

5.1. The contact persons for each Party in relation to the UCLSS are:

### For UCL:

Name Rhod Fiorini  
Designation Head, UCL Summer School  
Department CLIE  
Address 26 Bedford Way, London  
Email r.fiorini@ucl.ac.uk  
Telephone +44 (0)20 7679 5502

### For the Home Institution:

Name Mariam Isack  
Designation Manager, Study Abroad Office  
Department Global Affairs  
Address E1340 Melville Library, Stony Brook, New York  
Email mariam.isack@stonybrook.edu  
Telephone +1 631 632 7030

5.2 These contact persons may change and in such event the relevant Party shall inform the other Party of the new contact person.

## 6. Brand and Logo

6.1. Neither Party shall use or refer to the name, logo or any other designation of the other Party without the prior written consent of that other Party.

## 7. Confidentiality and Freedom of Information

7.1. The Parties agree and acknowledge that both the terms of this letter agreement and the discussions relating to it are confidential and (except as permitted by paragraphs 7.2 and/or 7.3) neither Party will disclose them without the prior written consent of the other Party.

7.2. The Home Institution agrees and acknowledges that UCL shall have the right to share information about this letter agreement with Applicants in order to obtain their consent for the purpose of paragraph 1.3 and/or 2.4.

7.3. Each Party undertakes that it shall not at any time disclose to any person any confidential information concerning the activities, business or affairs of the other Party, except:

7.3.1. to its employees, officers, or advisers who need to know such information for the purposes of carrying out this letter agreement. Each Party shall ensure that its employees, officers, or advisers to whom it discloses the other Party's confidential information comply with this paragraph 7; or

7.3.2. as may be required by law, court order or any governmental or regulatory authority.

7.4. The Home Institution acknowledges that UCL is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (as amended from time to time) and shall assist and cooperate with UCL to enable UCL to comply with its information disclosure requirements.

## 8. General

8.1. Any variation to this letter agreement, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both Parties.

8.2. A person who is not a party to this letter agreement shall not have any rights under or in connection with it.

8.3. This letter agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the Parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.



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Dr. Christine Hoffmann  
Director, Centre for Languages & International Education  
For and on behalf of University College London  
Date: 24/01/2019



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Dr. Jun Liu  
Vice Provost for Global Affairs  
For and on behalf of Stony Brook University  
Date:

12/18/2018

## Annex 1

<b>Information on UCLSS</b>	<p>The UCLSS runs in the months of July and August. It is divided into two sessions, each spanning three weeks. Students can choose to apply to attend for either session, or both sessions. Students will each study on one module per session.</p> <p>Further information on the UCLSS is available at <a href="https://www.ucl.ac.uk/prospective-students/study-abroad-ucl/summer-school">https://www.ucl.ac.uk/prospective-students/study-abroad-ucl/summer-school</a> (<b>UCLSS Website</b>).</p> <p>Application for and participation on the UCLSS is subject to the UCLSS Terms for University College London Summer School available on the UCLSS Website (at <a href="http://www.ucl.ac.uk/clie/online-applications/summer-school/UCLSummerSchool-TermsandConditions2018.pdf">http://www.ucl.ac.uk/clie/online-applications/summer-school/UCLSummerSchool-TermsandConditions2018.pdf</a>) (as amended on a regular basis) (<b>Terms</b>).</p>
<b>UCLSS Entry Requirements</b>	<ul style="list-style-type: none"><li>• Students will normally have completed at least one year of study at the Home Institution;</li><li>• Students will be required to meet a minimum standard of competence in English as required and determined by UCL.</li><li>• Students will be required to meet a minimum grade point average as required and determined by UCL.</li><li>• Any other programme specific entry requirements as notified by UCL to the Home Institution in writing from time to time.</li></ul>

## Annex 2

### 1. Tuition fees and accommodation costs

The tuition fees for the UCLSS 2019 per Applicant accepted by UCL onto the UCLSS are as follows:

- £1,795.5 (£1,995 minus 10%) for participating on either session 1 or session 2
- £3,240 (£3,600 minus 10%) for participating on both session 1 and session 2.

The costs for UCL-provided accommodation are as follows:

- £1,000 per session for Standard Accommodation
- £1,450 per session for Premium Accommodation with breakfast
- £1,650 per session for Premium Accommodation with breakfast and dinner

### 2. Invoicing Arrangements

- Each [Home Institution] Student will pay direct to UCL the fees for tuition and accommodation costs (if applicable). Payment must be made within [30 days from the date of the invoice issued by UCL or 1 July 2018, whichever is sooner]. Payments cannot be made by instalments.
- Details of UCL's refund and cancellation policy for the UCLSS are set out in the Terms referred to at Annex 1, which terms shall apply to this letter agreement.]