



Research Student Registry

Accompanying Information and Conditions of Offer for
Research Students 2016/17 for international students

World-leading research with real-world impact



Congratulations on receiving your research degree offer to study at the University of Central Lancashire

We are the Research Student Registry and we are here to help and support you during your research studies. The team will ensure you get all the help you need so please do not hesitate to contact us.

This guide provides an introduction to many of the things you will need to consider in the coming weeks, such as accepting your place, choosing your accommodation and applying for a visa.

Further information is also available on our website and we would encourage you to visit the website: www.uclan.ac.uk/research and also to visit our Facebook and Twitter accounts to find out more about what is happening at the University.

If you require a hardcopy of the offer letter please email researchadmissions@uclan.ac.uk with your student ID number.

This offer pack contains the terms and conditions that will apply to your registration. When you accept the offer you agree to be bound by these terms and regulations. Please ensure that you read and understand the terms and conditions of your offer as detailed in Appendix 1 and the policies which form part of those terms and conditions.

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Breakthrough Research at UCLan

At UCLan we are dedicated to developing a culture of breakthrough research. UCLan researchers cover a wide range of disciplines with talented teams working to solve the big research questions that can really make a difference in the real world. We are striving to inspire positive change by bringing academic excellence to life through innovation, research-informed approaches and real world practicality. UCLan undertakes ground-breaking and thought-provoking research, providing a foundation to increase understanding and engagement across diverse cultures.

Helping you understand your conditional offer letter

Please find below an explanation of the content of a conditional offer letter. Please carefully check the detail of your letter - especially your personal details - and notify us immediately of any omissions or errors, as this is the information that we hold about you in our Student Record System.

Our ref: adms16/off/Bloggs/G12345678

1 March 2016

Joe Bloggs
1 Preston Road
Preston
Lancashire



Dear Joe

Conditional Offer Letter

Thank you for your application to the University of Central Lancashire. I am pleased to inform you that you have been conditionally accepted for a place to study on the following research degree programme:

Your University ID number:

G12345678

Your University ID number. Quote on all correspondence.

Programme Title:

PhD (via MPhil)

School:

Forensic & Applied Sciences

Mode:

Full-Time

Your entry date:

1 October 2016

Your expected programme duration:

3 Years

Maximum period allowed for completion:

4 Years

Provisional Director of Studies:

Professor Jaipaul Singh

Academic Conditions:

ATAS clearance

Academic conditions that must be met prior to enrolment.

Two satisfactory academic references
English Language Certificate at UKVI IELTS 6.5 with no subscore lower than 6.0 (or other UCLan acceptable qualification)

Receipt of a deposit of £3500 or evidence of sponsorship*

* This will be credited towards the payment of your tuition fees. Please see www.uclan.ac.uk/international for full terms and conditions surrounding Tuition Fee Deposit Policy.

Deposit amount payable.

This offer has been made on the basis of the information provided with your application form. We will require sight of original certificates on or before enrolment.

Your unconditional offer letter (CAS) will be forwarded once you have met any academic and financial conditions.

You have been classed as an international student for tuition fee purposes. You will be required to enroll and pay fees at the beginning of each academic session. Payment of your fees will be as outlined in the following table:

20% discount applied if you have previously studied at UCLan

Academic Session	Standard Tuition Fee	Tuition Fee Payable including 20% UCLan Graduate Discount ¹	Bench Fee ² Band 5	TOTAL TUITION FEES
2016/17	£14450	£11560	£5000	£16560
2017/18	£14450	£11560	£5000	£16560
2018/19	£14450	£11560	£5000	£16560
If your thesis has not been submitted by 30 September 2019 you will be liable to pay fees during the final year of your programme of study. These are outlined in the fee table below.				
2019 /20 (Final Year) First 6 months	£1875* (subject only to inflation) £3100 (subject only to inflation)		NA	£4975 (subject only to inflation)
Second 6 months				
Maximum Total of Tuition Fees for your programme³				£54655 (subject only to inflation)

Bench fee costs pay for your project.

Writing up Fees payable if you do not submit by your expected date.

Date you are expected to submit your thesis by

* UCLan Graduate Discount not applicable to final year fees.

1. 20% UCLan Graduate Discount will not apply to students who are in receipt of full or part sponsorship.
2. If require a breakdown of your annual bench fee please contact the Research Student Registry.
3. Maximum fees are based on a continuous period of study. Any Authorised Interruption to Study may impact on the fees you are required to pay and change the overall maximum fees payable. The Tuition Fees Policy Appendix 2 states:

“Full quarter fees charged for each full quarter or part thereof at the point of withdrawal or Interruption to studies except for full time students in the writing up year for whom there is no fee reduction for non-completion.”

The University is required by consumer legislation to provide you with essential information regarding your research degree programme, the University’s rules and regulations you will be subject to (referred to as ‘student policies’), fees and other charges, as well as your right to cancel your place. That information is attached for your reference. [There are also two summaries of the student policies, one for all students and one for research students only. We strongly recommend that you read the documentation in full.

In particular, you should refer to the following documents:

- Accompanying Information and Conditions of Offer Document which includes an explanation of your right to cancel and a summary of the key provisions in the student policies;
- The Tuition Fees Policy;
- Intellectual Property Regulations for Students.

If you are unable to open the pdf of the student policies, they can be viewed online at:
https://www.uclan.ac.uk/students/life/rules_regs.php.

Once you have read the attached terms and conditions please confirm your acceptance by signing the copy letter and returning to me via email at the address below **within 10 working days**.

You are reminded of your right to cancel the contract (where appropriate) under the attached regulations **within fourteen (14) working days** of formally accepting the offer. For the purposes of these regulations it is necessary for us to confirm and for you to agree that the contract may not be performed within a thirty day period beginning the day after you accept the University's offer of admission; it will be performed at the advertised dates.

Yours sincerely

Claire Wood/Barbara Richardson

Senior Research Administrator
Research Student Registry
Harris Building 104 University
of Central Lancashire
Preston, PR1 2HE

Email Contact:

researchadmissions@uclan.ac.uk

Contact email address
if you have any queries.

Copy Dean of School
 Research Degrees Tutor
 Director of Studies

I hereby confirm acceptance of the offer of a place to undertake a PhD (via MPhil) and confirm I have read the terms of the offer.

Signed Joe Bloggs

Sign and date here to accept the offer.

Date

Meeting your academic conditions

If there are academic conditions detailed in your conditional offer letter, these are the documents that we still need to receive from you in their original form. These could be any of the following documents:

Academic documents

You will see on your offer letter if we have requested an academic qualification that you need to send to us before you are able to join your research degree programme. These must be received in the Research Student Registry no later than the published deadlines for your starting date, see web page: https://www.uclan.ac.uk/research/study/how_to_apply.php

For some students you will still need to complete this qualification, and we ask that as soon as you receive the results, you send these to us as quickly as possible.

For other students it may be that you have failed to enclose the transcripts (only sending the certificate) so this will be our request for you to supply them.

English Language Qualification

As with academic documents, it could be that you have not yet taken your English language test, so we ask that as soon as you have done so, you send the result to us as quickly as possible. You must achieve the required level and provide certification but no later than the published deadline for meeting the conditions for your starting date. To meet this condition you can either take a recognised English test (details on our website) or attend one of our Pre-sessional English language programmes. For further information please see:

http://www.uclan.ac.uk/courses/presessional_english_academic_purpose.php

For other students it may be that you have not enclosed this evidence and we would therefore ask that you send it to us as soon as possible.

Please ensure you check our website for those English language qualifications that are accepted by the University. For further information please see: www.uclan.ac.uk/international/find_your_country.php

Academic References

We require two satisfactory academic references for students entering postgraduate research degrees.

It is your responsibility to ensure that the Admissions Team in the Research Student Registry receive these references. We do not request references on your behalf.

Supplying these documents to UCLan

If you have applied through one of our agents overseas you should give these documents to your agent as soon as you have them, and your agent will send the documents to the Research Student Registry.

Alternatively, you can supply the documents to our in-country offices (in China and India) or by email to: researchadmissions@uclan.ac.uk

Whichever method you use, please ensure that you clearly state your University ID No. which appears on your offer letter. This allows us to match your documents to your original application without delay.

Academic Technology Approval Scheme (ATAS Clearance)

For some postgraduate students having an ATAS certificate is mandatory if you are researching in certain disciplines including science, engineering and technology. A detailed list of the subject areas can be found at:

<https://www.gov.uk/academic-technology-approval-scheme>

You **DO NOT** need an ATAS certificate if:

- You are a UK or EU/EEA (including Switzerland) national

You **DO** need an ATAS certificate if:

- You require a Student Entry Clearance or Visa to study in the UK

AND

- You wish to study within certain subject areas at a UK University or Higher Education Institution and the exit qualification will be a Doctorate / postgraduate Masters degree by research or in one of the five taught postgraduate Master degree areas (see above link).

Remember: If you need ATAS Clearance it will be detailed in your offer letter.

It is your responsibility to apply for ATAS clearance. Please apply using the link below:

<https://www.gov.uk/academic-technology-approval-scheme>

You are also able to contact the following places for further help and advice:

- British Council - www.britishcouncil.org
- UK Embassies overseas - www.fco.gov.uk

Meeting your financial conditions

All new international students are required to pay a tuition fee deposit before a final unconditional offer letter can be prepared and a Certificate of Acceptance for Studies (CAS) allocated and emailed to you. The amount of deposit required is detailed in your conditional offer letter.

Sponsored Students

If you state that you are a sponsored student (sponsored by an employer or government organisation) you will need to return to us a copy of your sponsorship letter. Only after this letter has been accepted by the University can your requirement for the payment of a deposit be removed as a condition of offer.

Paying your deposit

The standard deposit requirement is £3,500 (GBP). The deposit must be paid in Pounds Sterling only. However, for students progressing from UCLan undergraduate to postgraduate programmes the deposit requirement is reduced to £1,000 (GBP). **Please check your offer letter as any amendments to the standard deposit amount will be set out there.**

Additional Fee Payments

Once you have paid your deposit, you should not transfer any further funds to UCLan until you have received your visa, as we cannot guarantee that further amounts can be added to your CAS in time.

How to Pay

The deposit can be paid either by bank transfer, bank draft or by the online payment system, as detailed on the next page. **Please ensure that you quote your University ID number (eg, G12345678) as detailed on your offer letter, when any payment is made.**

Please note that this deposit is NON-REFUNDABLE. Please refer to our website for details of our full Tuition Fee policy at: https://www.uclan.ac.uk/students/life/rules_regs.php

If you wish to pay your deposit by bank transfer, then please use the following details:

Account Name	University of Central Lancashire
Bank Address	Barclays Bank PLC, 38 Fishergate, Preston PR1 2AD
Account Number	20560332
Sort Code	20-69-85
IBAN	GB04BARC20698520560332
Swift	BARCGB22



Payment of Tuition Fees

You must ensure that you have paid 50% of your first year tuition fees before or at enrolment on your chosen programme of study. For some students who have paid the minimum deposit to secure their CAS, a further balancing payment will be required at enrolment.

Please note that if you pay your fees in full before or at enrolment, you will be given a 300 GBP early payment discount. If you choose to pay by instalments, you will be asked to pay an administrative charge of 150 GBP for this.

Payment of Tuition Fees by Instalment

Enrolment Date	Payment 1	Payment 2
1 October 2016	Enrolment	9 th January 2017
1 January 2017	Enrolment	24 th April 2017
1 April 2017	Enrolment	31 st July 2017
1 July 2017	Enrolment	

After you have made your payment, please scan and email a copy of the transaction paperwork from your bank to the Research Student Registry: researchadmissions@uclan.ac.uk. This will help us to track your payment to your account.

Please note that you must not transfer money to the University for living expenses as we are unable to accept these payments.

Your Unconditional 'CAS' Letter

Confirmation of Acceptance for Studies (CAS)

Once you have met any academic conditions and paid the relevant tuition fee deposit (or agreed sponsorship arrangements), the Research Student Registry will generate your unconditional offer letter, also known as a CAS letter. This will allow you to apply for Tier 4 visa.

Things to consider when accepting your offer letter

Start Date

Please note that you are required to be here by the start date detailed on the offer letter. If you are unable to be here by that date then please email us as soon as possible. In some circumstances it may be possible to make you a new offer for a later entry date to start your programme otherwise you may not be able to take up your place.

Tuition Fees and Living Expenses

Please be aware that although the University will charge pro-rata fees on the basis of your programme start date, You will be required to provide documents which show evidence of money available to you for 12 months fees and living expenses with your visa application to the Home Office. **It is your responsibility to ensure that the correct information is provided.** The documents must cover a 28-day period ending no more than a month before the date of your application.

Please refer to the link below for further guidance: www.gov.uk/tier-4-general-visa

Accommodation

UCLan is dedicated to ensuring that all our students enjoy high standard accommodation throughout their stay at the University. Please ensure you contact our accommodation office prior to arrival if you require any help in arranging accommodation. Please refer to the below link for further information: www.uclan.ac.uk/accommodation/

Induction Day

All students are required to attend the University's Induction Day closest to their start date.

Induction Dates:

- October 2016: 3rd or 11th or 19th October
- January 2017: 16th or 31st January
- April 2017: 26th April
- July 2017: 13th July

The international orientation programme will run directly after the induction event. Details of how to book onto the Induction day will be sent with your unconditional 'CAS' letter.

Terms and Conditions

Please ensure you thoroughly read all the terms and conditions in Appendix 1 as they form part of your offer. If you have any queries or questions please do not hesitate to contact the Research Student Registry at researchadmissions@uclan.ac.uk



Appendix 1 - Terms and Conditions

Please read carefully

Tuition Fees

You will be required to enrol and pay fees at the beginning of each academic session of your programme (October each year). For students commencing in January, April or July, pro-rata fees will apply for the remaining period of the academic year of entry. Refer to the fee guide for payment options.

If you have not submitted your thesis by the end of the expected submission point and you continue into the final year. Fees will be payable for this additional period as outlined in the offer letter.

Bench Fees

A bench fee is defined as a fee charged, in addition to Tuition Fees, to cover specific extra costs associated with laboratory or field work, which is part of an individual's doctoral or master's thesis proposal. Bench fees are an annual charge which will apply in addition to the tuition element of fees in each year of the programme, except the writing up year or period.

Bench fees must be paid in full prior to enrolment. For students commencing in January, April or July, pro-rata bench fees will apply for the remaining period of the academic year of entry. Bench fees cannot be paid in instalments.

Additional Mandatory Fee for Off-campus students

This fee will be charged to all students who are offered a place to study off-campus. The fee to be charged will be in the offer letter.

Sponsored Students

If your tuition fees are partly or fully paid by a sponsor you will not be entitled to any discounts on the gross tuition fee. **Students will be liable for payment of tuition fees if the sponsor does not pay.**

Graduates of UCLan

Graduates of the University may be eligible to apply for a 20% discount of the tuition fee if personally paying all tuition fees. For further details access Tuition Fees Policy on the webpage: https://www.uclan.ac.uk/students/life/rules_regs.php

Unconditional Offers

The term 'unconditional offer' is part of the national admissions nomenclature, and relates to the academic conditions of the offer. All other conditions (as detailed in this letter, or within the University Regulations, or communicated to you at interview) apply.

If this offer is 'unconditional' it has been made on the basis of the academic qualifications you have presented to the University either on the basis of the information you provided to the

University via application form, the telephone or the world wide web. You must provide documentary evidence of the qualifications you have indicated to us and on which the decision to offer a place has been based. The University reserves the right to verify the qualifications with the awarding Institution. This offer, the contract you will enter into by accepting it and membership of the University remain subject to the requirement that you hold the qualifications and that the

University receives documentary evidence of them. If you fail to meet this requirement within 15 days of your start date, the offer may be withdrawn and your contract with, and membership of, the University may be terminated.

Attendance

Full-time students are expected to regularly attend the Preston campus and therefore should live within daily travelling distance. If you choose to live at a distance you will be responsible for any costs incurred in travelling to the University, including compulsory events such as induction, supervision and training. All students are required to attend the University Induction Day for Research Students and any School induction. Students on a Tier 4 visa will need to comply with the University's Tier 4 attendance monitoring requirements.

English Language Requirements

Applicants are required to demonstrate their English language competence at the level required for entry to the programme. The University reserves the right to ask students to undertake an English language test if deemed necessary by the University. It is the University's right to insist that students who demonstrate weaknesses in their English language skills undertake additional English language training that the University will provide and achieve the required standard within 3 months.

University Policies

In accepting an offer of a place at this University, you are agreeing to comply with the provisions of all the University's Regulations, Rules, and Codes of Practice for Research Students and Code of Conduct for Research. The Student Guide to Regulations is a reference guide to the above which is available on the University's Web Page for your information https://www.uclan.ac.uk/students/life/rules_regs.php The University also has an established complaints procedure which can be found on the same webpage as above.

Progression

You should note carefully that continuation on the programme of study is subject to:

- successful completion of Research Programme Approval within the regulatory timescales (see Academic Regulations);
- satisfactory progress on the research programme during each academic year;
- satisfactory outcome of the Assessment of Progress each year;
- transfer from MPhil to PhD within the regulatory timescales (see Academic Regulations) if applicable;
- satisfactory completion of all training requirements.

If your progression is not satisfactory after an opportunity to remedy any deficiencies in your progression has been given your studies may be terminated by the University. The Academic Regulations can be found at together with the Assessment Handbook which also includes the Appeal Procedures for research Students
https://www.uclan.ac.uk/students/life/rules_regs.php

Research Governance

All research has to be undertaken in accordance with the University Code of Conduct for Research. Please note carefully the University's guidelines on ethics for research. If you are collecting data relating to individuals for your research project you should ensure that such data is held in accordance with the UK Data Protection Act 1998.

Data Protection

The information provided will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud.

You agree that the University may hold and use the information which you supply to it, for the purposes to which this relates. Unless you tell us that you object you also agree that the University may retain such information for marketing purposes and may contact you by post, telephone, e-mail and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please write to:-Head of Admissions, University of Central Lancashire, Preston, PR1 2HE, or e-mail uadmissions@uclan.ac.uk

Graduate Research Skills Training

The University is fully committed to the training and development of its research students. All PhD (via MPhil) and Masters students, (both full and part-time and including off campus students) are required to undertake mandatory research skills training unless they qualify for and agree an exemption with their supervisor confirms part or all exemption from the training. Progression through the research degree is contingent on undertaking the training (unless exemptions are granted) and completion times are as follows:

PhD (via MPhil)	Full Time	Normally in the first quarter and no later than the end of the first year of study
	Part Time	Normally in the first year, and no later than end of the second year of study
Masters (by Research)	Full Time	Normally in the first quarter and no later than the end of the first year of study
	Part Time	Normally in the first half of year one of study and no later than the end of the second year

Support for Students with Disabilities or Learning Difficulties

If you think that you are likely to require any support because of a disability and/or learning difficulty while you are studying at UCLan, you must contact the Disability Advisory Team on **01772 892593** (telephone/textphone). The offer of a place is conditional on such notification and on the University's evaluation of your needs and whether the necessary support can be provided. All requests for support will be considered in line with the criteria for 'reasonable adjustments' as outlined in the Special Educational Needs and Disability Act. There may be delays experienced by those who contact the Disability Advisory Team late in the application process, dependent on the volume of prior applications and because the resources the University has available to it are necessarily limited.

Accommodation Policy

The Student Accommodation Service will assist all international students in seeking the accommodation of their choice, giving legal tenancy agreement advice and all other queries or concerns regarding student accommodation in Preston.

Working in the UK

The University strongly recommends that you do not work more than one day per week or undertake more than 6 'contact' hours teaching or demonstrating. Most International Students will be given a passport stamp or visa sticker that allows them to work part-time during term-time (up to 20 hours a week) and full-time during the vacations. However, for full-time students 20 hours of work in addition to 36 hours of research per week would undoubtedly detract from your studies and delay your expected completion date. Remember you are required to pay tuition fees until you submit your thesis.

It is your responsibility to ensure that you comply with the terms of your visa.

If you are unsure about the stamp in your passport Compliance Team at UCLan **may** be able to assist you further, please contact them by email pbshelp@uclan.ac.uk. If you are found to be working over the permitted number of hours (20) the University is required to report you to the Home Office if you are on a Tier 4 visa.

Proper Law and Jurisdiction

In accepting an offer of a place at this University, you are agreeing with the University:

- that as regards validity, construction and performance the resulting contract between the University and you shall be governed by and construed in accordance with the law of England and Wales; and
- to submit to the exclusive jurisdiction of the courts of England and Wales as regards any claim or matter arising under such contract.

Right to Cancel and Duration of Contract - Distance Selling Regulations

You are reminded of your right to cancel the contract (where appropriate) under the above regulations within (14) fourteen working days of formally accepting the offer. For the purposes of these regulations it is necessary for us to confirm and for you to agree that the contract may not be performed within a thirty day period beginning the day after you accept the University's offer of admission; it will be performed at the advertised dates.

Disclaimer

The University reserves the right to make reasonable changes to these Terms and Conditions where in the opinion of the University 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 Regulations 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.

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 will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to these Terms and Conditions before they take effect, or by phasing in the changes, if appropriate. The updated terms and Conditions 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.

Appendix 2 - Useful Contacts



Research Student Registry - Research Admissions

E: researchadmissions@uclan.ac.uk

T: +44 (0) 1772 895085

Postal address: Greenbank Building, Room Number 001, Preston, UK PR1 2HE

www.uclan.ac.uk/research

Cashiers - Paying your Tuition Fees

E: fcashiers@uclan.ac.uk

T: Pay over the phone: +44 (0) 1772 892 186 / +44 (0) 1772 892 184

Postal address: Cashiers Office, Adelphi Building, UCLan, Preston, UK PR1 2HE

www.uclan.ac.uk/study/fees_and_finance/online_payments.php

Accommodation Team

E: ateam1@uclan.ac.uk

T: +44 (0) 1772 892526

www.uclan.ac.uk/accommodation

Home Office Compliance Team

E: pbshelp@uclan.ac.uk





Research Student Registry

Research degree offer pack 2015/16 for international students

For further information about research degrees at UCLan, contact us:

Tel: +44 (0)1772 895082

Email: researchadmissions@uclan.ac.uk

www.uclan.ac.uk/research



[Facebook.com/official.uclan](https://www.facebook.com/official.uclan)



[Twitter.com/uclan](https://twitter.com/uclan)

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Preston
PR1 2HE
UK

www.uclan.ac.uk