The Student Contract 2022/23

Undergraduate students at Coventry University Wroclaw

www.coventry.ac.uk
What you need to know

Coventry University Wrocław together with CU Coventry, CU London and CU Scarborough (the CU Group), Coventry University, Coventry University Online form part of the Coventry University Group with all degrees awarded by Coventry University.

By accepting your offer of a place with Coventry University Wrocław, a Student Contract ("the Contract") will be formed between you and Coventry University Wrocław. This Contract will detail your rights and the obligations you will be bound by during your time as a student. It will also contain the obligations that Coventry University Wrocław owes to you.

The courses located in Wrocław (Poland) are offered by Coventry University Wrocław and you enter into a student contract with Coventry University acting in Poland through Coventry University Wrocław, a branch of Coventry University in Poland. Please find the detailed register information for Coventry University Wrocław in the footnote placed at the bottom of this page.¹

The other members of the CU Group may assist Coventry University Wrocław in providing the Wrocław courses to you, but unless the law states otherwise, the institution directly responsible for your education and the provision of courses at Coventry University Wrocław is Coventry University itself.

Coventry University Wrocław believes it is important that you understand the key terms, conditions and regulations that Coventry University Wrocław will apply and rely upon in our relationship with you. We have tried to make our small print user friendly but it is important that you read the following sections so that you understand the ‘legal bits’ of the Student Contract.

The terms and conditions of the Contract are set out in the documents listed below:

- Your offer letter
- Coventry University Wrocław’s Tuition Fee and Refund Terms and Conditions;
- Intellectual Property Policy;
- Privacy Notice; and
- Specific course requirements as detailed on our website.

For further information on these regulations and all university policies, please visit: - www.coventry.ac.uk/wroclaw

¹ The signatory of the “Coventry University Wrocław contracts” is Coventry University Higher Education Corporation, with its registered seat in Coventry, West Midlands County, United Kingdom, at Priory Street, postal code: CV1 5FB, entered into the UK Register of Learning Powers under no 10001726, acting in Poland as Coventry University Higher Education Corporation registered branch in Poland [Coventry University Korporacja Szkolnictwa Wyższego oddział w Polsce] with its registered address in Wrocław (53-413), at ul. Gwiaździsta 62, entered into the Register of Entrepreneurs maintained by the National Court Register kept by the District Court Wrocław-Fabryczna in Wrocław, VI Commercial Department of the National Court Register under KRS number 0000809709, created as a branch campus of a foreign university by the consent of the Polish Minister of Science and Higher Education of May 31st 2019.
Your guide to the small print

Application and admission to Coventry University Wroclaw

You must provide accurate and complete information in your application form. If you do not, Coventry University Wroclaw has the right to withdraw the offer made to you or if you have begun your course of study, Coventry University Wroclaw has the right to withdraw you from your course. [See Coventry University Wroclaw General Regulations 1.3]

ID and Qualification Verification Process

Qualification verification is a mandatory part of the CU Group application process.

ID verification is also a mandatory part of the enrolment process. Depending on a candidate’s chosen mode of study, their ID verification may vary. ID verification may take place face-to-face or via online verification. In some instances, a further ID check may be necessary which might involve a skype or video conference call or the use of a 3rd party provider to ascertain the necessary verifications.

The CU Group reserves the right to withdraw any offer made to an applicant and withdraw any associated visa sponsorship in instances where ID and/or Qualification verification is not deemed satisfactory.

Candidates should also be aware that if during their studies it is found that the ID and/or Qualifications presented by them at the verification stage was incorrect, the CU Group reserves the right to withdraw the student from their studies and withdraw any associated visa sponsorship. [See General Regulations 1.3]

Specific course entry requirements

The entry requirements for your chosen course are detailed in the boxed-out section of the course pages in the prospectus, on the website and/or in your offer letter. Please review these requirements to ensure that you are eligible for entry to your chosen course. If you are found not to have all of the relevant entry requirements, Coventry University Wroclaw has the right to withdraw its offer to you or if you have begun your course of study, Coventry University Wroclaw has the right to withdraw you from your course. [See Coventry University Wroclaw General Regulations 1.3]

Criminal convictions

Applicants who accept the offer of a place and all Coventry University Wroclaw students are required to disclose relevant unspent criminal convictions which fall within Coventry University Wroclaw’s ‘Disclosure of Criminal Convictions Standards’, when Coventry University Wroclaw is entitled to do so by the Data Protection Laws and only in accordance with our ‘Disclosure of Criminal Convictions Standards’. On disclosure of a relevant criminal conviction in accordance with the ‘Disclosure of Criminal Convictions Standards’ a risk assessment may be carried out to assess the risk to other students and staff resulting from those relevant unspent convictions. [See Coventry University Wroclaw General Regulations 2.15].

For some courses, your offer of a place may be conditional on you obtaining a Polish National Criminal Register and/or Polish Sexual Criminals' Register (PNCR/PSCR) check.

If the result of a risk assessment or a PNCR/PSCR check is unsatisfactory, or it is found that any convictions or other information supplied is incompatible with the requirements of the course, Coventry University Wroclaw will notify you and withdraw its offer to you / withdraw you from the course [See General Regulations 2.15].

Any change of circumstances should be brought to the attention of the admissions tutor or, if you are already studying with us, the course director.

You will need a satisfactory PNCR/PSCR check to undertake any modules where you may be working with children/ young people or vulnerable adults.
As a full-time undergraduate student you must complete your 3 year degree within six years. This period includes periods of suspension, interruption of studies and withdrawal from Coventry University Wroclaw. [See Academic Regulations 3.4.8].

Your cancellation rights

Once you have accepted your offer of a place at Coventry University Wroclaw you have 14 days in which to cancel your acceptance (“the Cancellation Period”) and you can do so for any reason. To exercise the right to cancel, you must inform Coventry University Wroclaw of your decision to cancel this Contract by a clear statement (e.g. a letter sent by post, fax or e-mail). You may use the model cancellation form at the end of this document, but this is not obligatory. Coventry University Wroclaw will accept notice of cancellation sent by email to wroclawapplications@coventry.ac.uk

If you cancel your acceptance within the Cancellation Period, any fees paid by you to Coventry University Wroclaw will be refunded in full. If you start your course within the Cancellation Period, which may happen if you have accepted a place less than 14 days before the start of your first teaching block, Coventry University Wroclaw has the right to charge you a reasonable sum for the course provided.

If you cancel your acceptance after the Cancellation Period, Coventry University Wroclaw will not refund payments received from you. Depending on when you cancel the Contract, you may be obliged to pay a proportion of your tuition fees.

You will find our full cancellation policy and details regarding payment of tuition fees on our website within Coventry University Wroclaw’s Tuition Fee and Refund Terms and Conditions: https://www.coventry.ac.uk/wroclaw/legal-documents/academic-regulations/

Changes to course modules or services

Coventry University Wroclaw will make all reasonable efforts to deliver courses and research opportunities leading to its awards as described in the materials published by Coventry University Wroclaw.

Coventry University Wroclaw reserves the right to vary arrangements in exceptional circumstances which are beyond Coventry University Wroclaw’s reasonable control. Examples of such circumstances may include:

(a) where the numbers recruited to a course and/or module are so low that it is not possible to deliver an appropriate quality of education to students enrolled on it
(b) the unexpected absence or departure of a key member of staff
(c) acts of God, flood, earthquake, windstorm or other natural disaster, including epidemics of infectious disease
(d) fire, explosion or accidental damage
(e) collapse of building structures, failure of machinery, computers or vehicles
(f) labour disputes, including strikes and industrial and other action
(g) interruption or failure of utility service, including but not limited to electric power, gas or water
(h) the acts, decrees, legislation, or restriction of any government

Where such events occur Coventry University Wroclaw will seek to minimise the impact on the student learning experience by, for example:

(a) delivering a modified version of the same course
(b) delivering a modified version of the same assessment
(c) making available to affected students such learning or other support and other services and facilities as it considers appropriate
(d) offering affected students the opportunity to transfer to another course or to withdraw and be given reasonable support to move to another university

but to the full extent that is possible under applicable law, Coventry University Wroclaw excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances for which Coventry University Wroclaw is not liable. Note that Coventry University Wroclaw does not exclude or limit in any way its
liability for (a) death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors; or (c) non-performance or improper performance of an obligation by its employees, agents or subcontractors.

In addition to the circumstances described above, Coventry University Wroclaw is entitled to make reasonable changes to its courses where that will enable Coventry University Wroclaw to deliver an equivalent or better quality of educational experience to students enrolled on the course. Examples of such circumstances may include changes to:

(a) the content and syllabus of the course where developments in the subject area make that necessary
(b) the location of the course
(c) the method of delivery of the course

In making any such changes, Coventry University Wroclaw will aim to keep the changes to the minimum necessary to achieve the required quality of experience. If Coventry University Wroclaw changes a course, students who are not satisfied with the changes will be offered the opportunity to transfer to another course or, if required, to withdraw and be given reasonable support to move to another university. [Please refer to Coventry University Wroclaw's Admissions Policy for further details].

Coventry University Wroclaw will provide continued assurances of the standard and quality of the award. You will be informed of any changes to learning support, services and facilities by Coventry University Wroclaw as soon as is practicable.

**Coronavirus and the teaching and learning experience**

The health, welfare and safety of students and staff is the Coventry University Wroclaw’s top priority. The Coventry University Wroclaw is entitled to make reasonable changes to its courses, such as the location or method of delivery of a course, where it considers it appropriate for the health, welfare and safety of its staff and students. The Coventry University Wroclaw is also entitled to make changes to its courses in accordance with public authority guidance decision or order in respect of the pandemic, epidemic or state of epidemic threat. You will be informed of any changes made by the Coventry University Wroclaw as soon as is practicable.

**Coventry University Wroclaw’s Pedagogy**

As an innovative and enterprising institution, Coventry University Wroclaw may seek to utilise emerging technologies within the student experience. For all courses (whether on-campus, blended, or distance learning), Coventry University Wroclaw may deliver certain contact hours via online technologies and methods.

**Course Specifications**

A detailed guide to the content of each course is provided in the Course Specification. Any changes to the course content will be reflected in the Course Specification and you are strongly recommended to review the Course Specification at the point of application and before you accept an offer and enrol onto your chosen course. Information can be found at [https://www.coventry.ac.uk/wroclaw](https://www.coventry.ac.uk/wroclaw) for Coventry University Wrocław courses.

**Fees, deposits and consequences of non-payment**

For undergraduate students beginning their studies in between September 2022 and August 2023, Coventry University Wroclaw will charge the tuition fees that are stated in your Offer, on the course webpage and in the prospectus for the first year of study.

Coventry University Wroclaw will review tuition fees each year. Coventry University Wroclaw may increase fees for each subsequent year of study but such increases will be no more than 5% above inflation. Please note that the calculation of inflation is based on the information on price indices of consumer goods and services published by the President of the Statistics Poland on the website: [www.stat.gov.pl](http://www.stat.gov.pl) for the quarter preceding the fees’ valorisation. Students who are not satisfied with the changes will be offered the opportunity to withdraw.

It is your responsibility to pay any deposit and your fees on time and in the full amount as stipulated in your offer letter. Coventry University Wroclaw has the right to withdraw its offer of a place to study if you fail to pay any deposit owed before you commence your studies.
Coventry University Wrocław further has the right to impose sanctions potentially leading to it preventing your progression to the next year of study and/or your withdrawal from study, if you fail to pay your tuition fees once you are a student at Coventry University Wrocław. Where there is an outstanding tuition fee debt, Coventry University Wrocław reserves its right to withhold evidence of your award and/or to take legal action against you. [See Coventry University General Regulations Chapter 1.4 and 1.5].

If you fail to pay any other (non-tuition fee) sums you owe to Coventry University Wrocław, Coventry University Wrocław reserves the right to take action to recover those sums. This may include in certain circumstances removing the services available to you such as use of the library or sports facilities, and in certain circumstances taking legal action to recover debts owed. [See Coventry University General Regulations Chapter 1.4 and 1.5].

Your fees include access to required key materials (such as core textbooks, software and technical equipment). The details of what you will receive depends on which course you are studying and this is outlined on individual course pages. Course fees do not include charges for University accommodation, some examination re-sits, extensions to the designated period of study, optional field trips, final year materials for some art and design courses and any other miscellaneous expenses that may be incurred during your period of study. [Details can be found in Tuition Fee and Refund Terms and Conditions].

Financial Assistance

Coventry University Wrocław offers a range of financial assistance to both EU and non-EU students. Scholarships, grants and bursaries are designed to help students meet the challenges of funding their studies. Each type of financial support has its own criteria that applicants must meet in order to qualify, including academic and sporting achievement, and all awards are made subject to Coventry University Wrocław's discretion.

Attendance monitoring

Coventry University Wrocław believes that students achieve their full potential if they commit to attending lectures, tutorials, examinations and other activities that form part of their course. Coventry University Wrocław reserves the right to impose withdrawal on any student found to have poor attendance, unless this is for reasons beyond a student’s control. [See Academic Regulations 3.4.4.4.b].

Non-EU students must ensure they meet the requirements of their visa with monitoring of all scheduled classes. Failure to do so could lead to Coventry University Wrocław withdrawing its sponsorship of the student. [See General Regulations: General Matters 1.7].

Extenuating Circumstances

You must inform Coventry University Wrocław in advance of any extenuating circumstances, such as a family emergency, that prevent you from submitting an assessment or attending an examination. Coventry University Wrocław reserves the right not to take into consideration any extenuating circumstances you inform us about after the event that prevented you from sitting an examination/ submitting coursework, unless such failure to inform is for reasons beyond your control, in which case you must inform Coventry University Wrocław of such extenuating circumstances as soon as such circumstances which are beyond your control cease to exist. [See Academic Regulations Chapter 5.2].

Conduct

The Coventry University Wrocław expects that its students should conduct themselves appropriately both in academic and non-academic environments. The Coventry University Wrocław has a right to take disciplinary action against any student who fails to observe Coventry University Wrocław rules and regulations, codes of conduct and codes of practice [See General Regulations Appendix 7]. Disciplinary action could include withdrawal from studies.

For you as a student, academic integrity means being honest and trustworthy, behaving with respect for other people you associate with, both within the Coventry University Wrocław and elsewhere, throughout your student journey and beyond. The main reason for enrolling as a student at the Coventry University Wrocław is to develop new skills and knowledge through learning and research. The assessment process is designed to monitor the progress of your learning, understand your educational needs and reward achievement.
The Coventry University Wroclaw undertakes to uphold academic standards by ensuring that all members of the community behave with integrity. In particular, appropriate monitoring of all student assessment, including use of technology, will be used to ensure that any breaches to academic integrity are detected (for example plagiarism or cheating in examinations) and actions taken to maintain fairness and equity. Any student found to have breached academic integrity rules will be subject to academic conduct procedures, as set out in General Regulations Appendix 1.

When allegations of inappropriate academic conduct are upheld, in addition to academic and disciplinary sanctions, students will be required to undertake mandatory training to ensure they have the necessary knowledge and skills to avoid making further mistakes.

You can help the Coventry University Wroclaw to maintain academic integrity and ensure that no student gains an unfair advantage, by reporting, in confidence, any inappropriate academic conduct you are aware of via integritythreats@coventry.ac.uk.

Students are also expected to respect the Coventry University Wroclaw’s commitment to diversity and equality. If it comes to the attention of the Coventry University Wroclaw that a student has behaved in an inappropriate manner to a fellow student or staff member, the Coventry University Wroclaw will take disciplinary action which could lead to withdrawal from studies. Students are expected to have familiarised themselves with the Coventry University Wroclaw’s Equality and Diversity policies. [See General Regulations Appendix 6].

Students found to have disrupted, obstructed or improperly interfered with the activities of the Coventry University Wroclaw and/or behaved in a manner which has damaged or could have damaged the Coventry University Wroclaw’s reputation, such as engaging in anti-social behaviour, will be subject to disciplinary measures. [See General Regulations Appendix 7].

**Intellectual property**

If you develop intellectual property, including an invention, device, discovery, materials, product, process, computer software or any other potentially valuable result or innovation, with material input from Coventry University Wroclaw’s academic staff, University resources, or as part of a collective project, programme or research activity, you will be required to assign all rights in such intellectual property to Coventry University Wroclaw as set out in General Regulations Appendix 12. Coventry University Wroclaw will not make any claim to any intellectual property developed by you in circumstances other than those set out in General Regulations Appendix 12.

**Disciplinary procedure**

Coventry University Wroclaw’s disciplinary procedure is detailed at General Regulations Appendix 7. A decision by Coventry University Wroclaw to withdraw you from study or terminate your studies will be taken in accordance with these General Regulations and subject to any right of appeal or review. If Coventry University Wroclaw has good reason to withdraw you or terminate your studies and does so in accordance with the relevant procedures, Coventry University Wroclaw will not be liable to compensate you for any loss or damage you may suffer as a result.

**Complaints**

Coventry University Wroclaw has a comprehensive complaints procedure which includes both informal and formal options which students can use to resolve complaints. Full details of the complaints process can be found at General Regulations Appendix 10 along with information about the Office of the Independent Adjudicator (OIA) where students can make further representation if they are dissatisfied with a decision relating to a complaint they have raised with Coventry University Wroclaw. For more information about the OIA, please visit www.oiahe.org.uk.

**Data protection**

You can find out more about how Coventry University Wroclaw handles your personal data and your rights in relation to data protection in our Students Privacy Notice, a copy of which can be found on our website at [https://www.coventry.ac.uk/wroclaw/legal-documents/fair-processing-notices-and-ico-registration-numbers/](https://www.coventry.ac.uk/wroclaw/legal-documents/fair-processing-notices-and-ico-registration-numbers/). It is important that you read this Privacy Notice, as it will tell you what personal data we collect from you, why we collect it, what we do with it and who we may share it with.
Coventry University Wroclaw offers a range of core online learning and engagement platforms and tools such as FutureLearn, Vygo and Aula, as well as other supporting online systems which facilitate online and distance learning. We will share your personal data with such third parties that we engage to provide processing activities on our behalf (including processing for administrative and practical purposes such as to deliver online course content to you), where and such processing is to be conducted under a formal agreement with our processors, which includes provisions around the processing of personal data and provides appropriate safeguards for it.

In some circumstances, we may recommend certain ad-hoc online systems and tools to you for use in your studies which may require you to input your personal data, whether as part of a sign up process or otherwise. Where the use of these tools is not mandatory or required for your course, you should note that you are not required to use these systems or tools and Coventry University Wroclaw does not require you to provide the operators of such systems and tools with your personal data. However, if you choose to do so it is important that you carefully review the privacy policies and privacy notices of the operators concerned, so as to satisfy yourself that you are comfortable with the manner in which they will handle your personal data. Coventry University Wroclaw is not responsible for the manner in which your personal data is used by any third party where you directly supply such information to them. Furthermore, Coventry University Wroclaw is not responsible for any data breach which may occur as a result of your provision of your personal data to such third parties.

Coventry University Wroclaw’s Academic and General Regulations

At the time of drafting this Contract, we have made reference to Coventry University Wroclaw’s Academic Regulations and General Regulations (the “Regulations”) in force at the time.

As the Regulations are updated from time to time, the references to the relevant paragraphs of the Regulations within this Contract may differ, however, if the substantive terms of the Regulations change, we shall seek to inform you of those changes as soon as possible. Students who are not satisfied with the changes will be offered the opportunity to withdraw.

General

If any provision of the Contract between you and Coventry University Wroclaw is held to be void or unenforceable in whole or in part by any court or other competent authority, the Contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

The Contract between you and Coventry University Wroclaw can only be enforced by either you or Coventry University Wroclaw. The Contracts (Rights of Third Parties) Act 1999 does not apply.

Unless indicated in the overriding provisions of the law or expressly stated otherwise, the Contract shall be governed by and construed in all aspects in accordance with English law. The parties agree to submit the Contract to the exclusive jurisdiction of the English Courts except for any dispute which arises as a result of the operations of Coventry University’s branch in Poland, Such dispute should be submitted to the jurisdiction of the English courts as precedent, save where, pursuant to applicable laws and regulations, the dispute should be submitted to the jurisdiction of the Polish Court.

Cancellation form

Please fill out this form and send by post addressed to:
Recruitment and Admissions Office
Alan Berry Building (ABG21)
Coventry University
CV1 5FB
United Kingdom

Or send by email to wroclawapplications@coventry.ac.uk

I hereby give notice that I wish to cancel my contract with Coventry University Wroclaw to study a course commencing in: