

## **Plymouth College of Art Terms and Conditions for Higher Education students**

This document sets out the terms and conditions of the agreement formed between the College and students on our programmes of study. If we make you an offer of a place on a programme of study at Plymouth College of Art and if you accept that offer then the basis of the agreement formed between us at that time is as set out in this document. (Your acceptance of an offer of a place to study with us is subject to a 14 day 'cooling off' period so will not come into effect until 14 days after you have accepted the offer). It is therefore important that you read and understand these terms and conditions. If you would like any further details about any aspect of these terms and conditions please contact Admissions ([admissions@pca.ac.uk](mailto:admissions@pca.ac.uk)).

Every effort is made to ensure that information provided during the application and admissions process prior to starting at the College is accurate. This includes information provided at events such as UCAS fairs, Open Days, at your interview with us, and from our website and our prospectus.

Currently, all our BA (Hons) and MA awards are validated by the Open University which means that the Open University is the awarding body for all our Higher Education programmes that we deliver at the College. Further information on our partnership with the Open University is available from our website (click on 'studying' then 'Open University'). The College has made application for its own Taught Degree Awarding Powers and is currently undergoing detailed scrutiny by the Quality Assurance Agency for Higher Education as part of this process. If this is successful, the College will be able to award its own BA and MA degrees and would consult with all students prior to any transition from Open University to Plymouth College of Art awards.

The title of programmes, programme specifications, outline module descriptions and an introduction to programme staff are all provided on our website under each subject area, and the College takes reasonable steps to ensure the provision of the educational services as described in our Prospectus. However, all these details are under constant academic review and may change from time to time. It is important to appreciate that we will be responding continually to your feedback as a student to make improvements and from time to time these will include modifications to curriculum content. Equally, from time to time new staff will join and existing staff will leave. In the extreme, courses may be discontinued or replaced. Wherever relevant, we will take all reasonable steps to keep students abreast of potential developments and to minimise any disruption which might result from any changes.

It is important for you to understand that the programme specification and module descriptions provide a description of the structure of the programme, of the learning outcomes (i.e. what you will learn), and of the strategies for learning, teaching and assessment. The size of a module is measured in academic credits. In accordance with practice across the UK higher education sector, PCA allocates 1 credit for 10 hours of notional learning time. Notional learning time includes all activities required for a student to achieve the learning outcomes of a module including contact hours (lectures, demonstrations, seminars, tutorials etc), directed study, independent study, and assessment activity (including preparation for assessment). Notional learning time is a benchmark and the actual time each student takes to achieve the required outcomes may be shorter or longer depending on the knowledge and skills of students at entry and their rate of progression through the programme. In general, contact hours for all PCA undergraduate programmes (i.e. the average time each week when a student is in contact with a tutor through lectures, demonstrations, seminars, tutorials, etc) equate on average to 16 hours per week in BA Year 1, 14 hours per week in BA Year 2 and 12 hours per week in BA Year 3. (In the initial year of an Extended BA programme, contact hours are on average 16 per week).

## Offers

Decisions to make an offer of a place to study at the College are taken by the College in good faith on the basis of statements made in your application and in discussions with you at interview. If it is discovered that a false statement has been made or significant information has been omitted, the College reserves the right to withdraw or amend our offer or terminate a student's registration according to the circumstances.

Your place at the College will be subject to you meeting any offer conditions that we specify and tell you about in writing (and through UCAS for full time undergraduate applicants), such as obtaining particular qualifications and/or satisfying all necessary legal and other requirements to study with us e.g. disclosure of unspent criminal convictions, immigration clearance. Your place is also conditional upon you registering at the start of your programme and enrolling at the start of each subsequent academic year.

## Criminal convictions

When you apply to the College, as part of the application process you are required to disclose any unspent criminal convictions, and the College will consider whether such convictions are compatible with you taking up a place on a programme, in accordance with our Admissions Policy (available from our website - click on 'studying' then 'How to Apply' and scroll to the bottom of the page).

## Rules and Regulations

Becoming a student of the College carries with it the responsibility to comply with College Academic Regulations, and the student Code of Conduct which defines acceptable behaviour in terms of mutual courtesy and respect. It also defines expectations such as our attendance policy, rules regarding use of College information technology, as well the responsibility for payment of fees and other costs, all of which are covered further below.

## Code of Conduct

Providing and maintaining an environment conducive to your learning and enjoying a rich and positive student experience requires all members of the College community – students and staff – to treat each other with dignity and respect. The College requires all students to behave responsibly and maintain good standards of conduct at all times. Anti-social behaviour or any form of misconduct can disrupt the learning and wider experience of other students, and adversely impact on staff. Students are required to comply with a code of conduct, as set out in our general student handbook, available from our website (click on 'Studying' then 'How to Apply', select Undergraduate programmes – these terms and conditions as well as the student handbook are available from the section entitled terms and conditions). Breach of this code may result in disciplinary action with serious or persistent breaches having the potential to lead to enforced termination of your studies, in accordance with our student disciplinary procedures.

## Academic Regulations

Academic Regulations, also available from our website from the 'How to Apply' page, define the rules, procedures and requirements governing successful progress in BA(Hons) and MA programmes from initial registration through to final award, explaining how you achieve the academic credits leading to your award. The regulations also specify a range of other details including for example our expectations for your attendance as set out in our attendance policy, how you can apply for extenuating circumstances, penalties for late submission of work, what constitutes academic misconduct (and the penalties involved which, in the extreme can lead to withdrawal from studies).

## Enrolment and registration

Before the start of the academic year we will ask you to complete an on-line enrolment process aiming to capture all your relevant details ahead of registration as a student. At the

start of term and as part of induction we invite you to attend a registration session where you will formally register as a student at the College. As part of this we ask you to digitally sign your enrolment form. This serves to confirm that the information you have provided is accurate, that you provide your consent for us to share your data as set out in the enrolment forms that enable us to support you as a student and make the data returns required of us, and that you agree to comply with our rules, requirements and regulations. Further information on how we use your personal data is available from our website page on (scroll to the bottom of a website page, click on 'Reports and Legal Information then select 'Data Protection' from the menu).

### Students with learning disabilities

If you have a disability or other support need you are strongly encouraged to disclose this on application so that we can anticipate your needs in seeking to ensure you have appropriate support. Please be aware that if you decide not to disclose your disability or to limit that disclosure, we will do our best to help you but you may not be able to access the full range of support that could be available. Further information is available from our website (click on 'Studying' then 'Learning and Disability Support') or by visiting the disability support team in the Student Hub (or contacting the team by email [studentsupport@pca.ac.uk](mailto:studentsupport@pca.ac.uk) or telephone 01752 203423).

### Tuition fees

Tuition fees for Home/EU undergraduate students starting in 2018 in all undergraduate programmes in the College are £9,250 for 2018/19 academic year. Tuition fees may be subject to annual inflationary uplift for 2019/20 and thereafter. Tuition fees for International undergraduate students starting in 2018/19 are £13,000 per annum and subject to annual review. Costs for any pre-sessional language courses and/or in-programme language support for international students are not included in tuition fees.

Postgraduate tuition fees for 2018 entry for Home/EU students are £6,000 for MA programmes and £8,000 for international students (10% discount for PCA graduates) and £4,000 for the MFA programme (£5,333 international students).

(Costs quoted are for full time study, with part time costs normally being half the full time rate). Information about tuition fees is published on the College website (under Studying, then select Fees, Finance and funding).

Tuition fees become due upon registration, except for International students who are required to pay annual tuition fees in advance.

It is your responsibility to ensure that you have either completed your tuition fee loan application in full before commencing studies at the College, or have sufficient funds to pay your fees by the due date. All tuition fees are payable once registration is complete. For undergraduates you will either be:

- having your fees paid by the Student Loan Company, or
- paying for your tuition fees yourself, or
- having your fees paid by a sponsor

If you have applied for and been granted a tuition fee loan approved by Student Finance (England), then they will make payment direct to the College on your behalf. We will check on the status of your loan application at registration. Should approval of your loan be delayed or withdrawn for any reason, then you will become liable for any unpaid amount and you will be treated as if you are paying your own fees i.e. you will be personally liable for paying your fees. If you make a payment to the College for your fees, and we subsequently receive a payment from the SLC, you will be refunded for your own payment in full. In general, loan applications are finalised by the end of October each year and we can help tracking loan approvals after this point to continue to support swift resolution before you may

become liable for the fees – if you are affected by this it is most important to keep in touch with the College on progress.

If you are paying your own fees entirely yourself, these are due in full at the time of enrolment. At our discretion, we offer an instalment plan which allows students to pay in three equal termly instalments, payable at the beginning of each term. However, please note that this is always subject to you providing evidence of your ability to pay for the whole year.

If you have an agreement from a sponsor (e.g. an employer, or the government of another country) to cover your tuition fees, you must provide the College with a letter from your sponsor at the time of registration. The College will then invoice your sponsor for your annual tuition fees. Please note that if your sponsor fails to pay your fees, you will become liable for any unpaid amounts.

If you are experiencing financial difficulties in paying your tuition fees, you should tell the College and seek assistance at the earliest possible opportunity. You can seek initial advice from the Student Hub and our Student Support team which includes support with student finance. The College will assist where it can by looking at how you can clear your debts over an agreed period of time within the academic year through a payment instalment plan.

If you receive a letter or email from the College informing you that you have tuition fee debt outstanding, you must respond promptly and contact either the College Finance team directly, or our student finance advisers in the Student Hub. If you ignore debt reminders and the debt remains unpaid, then we will take action to suspend you from your studies, and will require the debt to be paid before re-enrolment. If reminders are effectively ignored and tuition fee debts remain outstanding after 90 days, any unpaid balance will be placed with our external debt collection agents, and you will be withdrawn from your course.

If you decide to leave your course before the end of the academic year (including if you interrupt your studies but plan to return in the future year) you will be liable to pay a proportion of your fees as shown below.

#### Undergraduate:

- withdrawing up to 14 days after enrolling at the start of the first term: no fee due
- after the above date and before the start of the second term: 25% of fee due
- before the start of the third term: 50% of fee due
- after the start of the third term: 100% of fee due

#### Postgraduate:

- withdrawing up to 14 days after enrolling at the start of the first term: no fee due
- 33% fee if withdrawing up to the end of Feb, 66% up to the end of May and 100% thereafter

Not collecting any tuition fees if you withdraw within the first 14 days from initial registration reflects compliance with the 14 day 'cooling off' period after registering. Otherwise, we align our withdrawal fee policy broadly with the dates set by the SLC for loan payments for both undergraduate and postgraduate students.

### Additional Course Costs

In common with other universities and colleges providing arts, design, media, crafts courses, your additional course costs (on top of your tuition fees and living expenses such as accommodation, food, social life etc) will include some or all of the following:

- Personal equipment
- Materials for producing your own work over and above the essential requirements for the course

- Books for your own use outside course texts available in the library
- Educational visits
- Printing (and photocopying)

All materials involved in the demonstration of techniques and processes will be provided by the College. However students will need to provide the materials they decide to use in the completion of assignments. We strongly encourage students, as they increasingly specialise, to acquire basic tools/resources, along with appropriate consumable materials, depending on their creative discipline. Programme staff provide advice in this respect.

Printing costs have been reduced significantly over recent years and are maintained at what believe are extremely competitive prices, both for standard paper printing and photocopying, and specialist printing through the Print Lab.

The College makes a significant amount of funds available to all programme areas to ensure essential material needs are provided for students. Additionally, the College offers all new Home/EU undergraduate students a bursary as set out below to help towards the inevitable additional costs students will incur, particularly in recognition of additional material costs which are a necessary part of creative study programmes. It is widely understood that students will want and need to select different materials for their submitted work, and experiment with different materials/equipment. For programmes without significant material implications, there will be different additional costs associated with, for example, computer software or hardware.

The College puts strong emphasis on developing student skills and experience for employability, enterprise and entrepreneurship and in this respect the value of visits to national and international events can be significant. We continue to provide a range of opportunities at minimum extra cost for students across all undergraduate programmes, and have increased the funding allocated to all programmes aimed at subsidising educational visits to make the more expensive visits more affordable for all.

The bursary is paid to Home/EU undergraduate students in the following amounts and at the following points in the academic year. Payments are made towards the end of the term indicated.

Extended BA initial year	£300 (first term £75, second term £75, third term £150)
BA Year 1	£400 (first term £100, second term £100, third term £200)
BA Year 2	£500 (first term £125, second term £125, third term £250)
BA Year 3	£600 (first term £150, second term £450)

For BA Year 3 we have responded to student feedback to amalgamate the second and third term payment as shown to help to provide the bursary payment more aligned to when additional financial commitments fall, related to student final year projects.

Lastly but by no means least, we continue to provide emergency loans for eligible students suffering particular hardship (advice is available from the Student Hub on eligibility and the application process).

#### Limits of liability; insurance; intellectual property

The College will not be liable to you for any loss or damage you might suffer as a result of the College's failure or delay in carrying out any of its obligations if the failure or delay is caused by something beyond our reasonable control – such as fire, flood, industrial action.

The College will not insure your personal possessions and will not compensate you for any losses.

College policy is that you own the intellectual property rights for your work. Please note that we may want to include work you complete as part of your studies in promotional material for the College.

#### Admissions process – appeals and complaints

Our Admissions policy is available from the website (click on 'Studying' then 'How to Apply') and includes details of how to appeal an admissions decision or make a complaint. The procedure for making any complaint is also available from our website (scroll to the bottom of a website page, click on 'Reports and Legal Information' then select 'Making a Complaint').