



University of Central Lancashire



# Research Student Registry

Accompanying Information and Conditions of Offer for  
Research Students 2019/20 for Home/EU 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 paying your tuition fees.

Further information is also available on our website and we would encourage you to visit the website: [www.uclan.ac.uk/research](http://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](mailto: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.

### Privacy Policy

The University of Central Lancashire takes data security seriously, and we will only hold and process data about you that is absolutely necessary. We will ensure compliance with all current Data Protection legislation. For more information about what data we will process and the purposes for processing, please see our student privacy statement.

[https://www.uclan.ac.uk/data\\_protection/privacy\\_notices.php](https://www.uclan.ac.uk/data_protection/privacy_notices.php)

# Helping you understand your conditional offer letter

Please find below an explanation of the content of a conditional offer letter. Please check carefully 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.

Sample letter for indicative purposes only.

Our ref: adms19/off/Bloggs/G12345678

1 March 2019

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:**

**Programme Title:**

**School:**

**Mode:**

**Your entry date:**

**Your expected programme duration:**

**Maximum period allowed for completion:**

**Provisional Director of Studies:**

**Academic Conditions:**

Academic conditions that must be met prior to enrolment.

G12345678

PhD (via MPhil)

Physical Sciences and Computing

Full-Time

1 October 2019

3 Years

4 Years

Dr Antonios Kelarakis

Two satisfactory academic references from your previous programme of study  
Successful completion of your current Masters programme at UCLan

Your University ID number. Quote on all correspondence.

## Programme Costs

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.

Bench fee costs payable for your project

| Academic Year   | Standard Tuition Fee              | Tuition Fee Payable including 20% UCLan Graduate Discount * 1      | Bench Fee <sup>2</sup> Band 1 | Total Tuition Fees                        |
|---|-----------------------------------|--|-------------------------------|---|
| <b>Year 1</b><br>2019/20  | £4260 (subject only to inflation) | £3408  | £0                            | £3408 (subject to inflation)              |
| <b>Year 2</b><br>2020/21  | £4260 (subject only to inflation) | £3408 (subject to inflation)                                       | £0                            | £3408 (subject to inflation)              |
| <b>Year 3</b><br>2021/22  | £4260 (subject only to inflation) | £3408 (subject to inflation)                                       | £0                            | £3408 (subject to inflation)              |
| If your thesis has not been submitted by 30 September 2022 you will be liable to pay fees during the final year of your programme of study. These are outlined in the table below |                                   |  |                               |   |
| <b>Final Year of Study</b><br>(October 2022 to September 2023)  | £600 (subject only to inflation)  | Date you are expected to submit your thesis by.                    |                               | £1800 (subject only to inflation)         |
| First 6 month period  |                                   | NA*  | NA                            |   |
| Final 6 month period  | £1200 (subject only to inflation) | Writing up fees payable if you do not submit by your expected date |                               |   |
| <b>Maximum Total Tuition Fees<sup>3</sup> cost for your programme</b>   |                                   |  |                               | <b>£12024 (subject only to inflation)</b> |

\* UCLan Graduate Discount not applicable to final year fees.

- Discount is not applicable if your sponsor is funding part or all of your tuition fees (see enclosed terms and conditions.)
- If you require a category breakdown of your annual bench fee category please contact the Research Student Registry.
- 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.”

### What else do I need to know?

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. 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. Together, this information forms the key terms and conditions of the contract between the University and you as a student.

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 and regulations, they can be viewed online at:

[http://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](http://www.uclan.ac.uk/study_here/student-contract-research-students.php)

**What next?**

We very much hope that you will want to take up this offer but before accepting please ensure you read all documents carefully.

As set out in the Accompanying Information and Conditions of Offer once you have confirmed your intention to take up a place you have a legal right to cancel your contract with the University during the 14 day 'cooling off period', i.e. anytime during the 14 days immediately following the date you accept this offer. You will find at the bottom of this letter a form that you can use should you decide to cancel this contract. Alternatively, you may send an email to [researchadmissions@uclan.ac.uk](mailto:researchadmissions@uclan.ac.uk)

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**.

If you have any queries regarding this offer and accompanying information please do not hesitate to contact the Research Admissions Team at [researchadmissions@uclan.ac.uk](mailto:researchadmissions@uclan.ac.uk)

Yours sincerely

*Jane Smith*  
Senior Research Administrator  
University of Central Lancashire  
Research Student Registry  
Harris Building Room 104  
Preston PR1 2HE

Contact email address if you have any queries.

Email Contact: [researchadmissions@uclan.ac.uk](mailto:researchadmissions@uclan.ac.uk)

Copy            Head 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            .....

- Encs**
- 1) Accompanying Conditions of Offer for Research Students
  - 2) Policies applicable to all UCLan students
  - 3) Summary of Policies Applicable only to UCLan research students
  - 4) Policies applicable to only to UCLan Research students



# 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 your certificate and transcript for your academic qualification that you need to send to us before you are able to join your research degree programme. 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 but no later than the published deadline for meeting the conditions for your starting date, go to [www.uclan.ac.uk/research/study/how\\_to\\_apply.php](http://www.uclan.ac.uk/research/study/how_to_apply.php)

For other students it may be that you have not enclosed the transcripts (only sent the certificate) so this is why we are asking you to supply them.

## English Language Qualification (EU Students Only)

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. To meet this condition you can either take a recognised English test ([http://www.uclan.ac.uk/schools/language-global-studies/language\\_academy/language\\_testing.php](http://www.uclan.ac.uk/schools/language-global-studies/language_academy/language_testing.php)) or attend one of our Pre-sessional English language programmes. For further information please go to: [http://www.uclan.ac.uk/schools/language-global-studies/language\\_academy/pre-sessional-english-academic-17-18.php](http://www.uclan.ac.uk/schools/language-global-studies/language_academy/pre-sessional-english-academic-17-18.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 with the Research Student Registry for those English language qualifications that are accepted by the University.

## 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 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 send scanned colour copies of the documents by email to: [researchadmissions@uclan.ac.uk](mailto: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.



# Meeting your financial conditions

## Payment of Tuition Fees

### How to Pay

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

### Online Payments

As a student, you can make secure on-line payments of invoices to the University using our web payment facilities [http://www.uclan.ac.uk/study\\_here/fees\\_and\\_finance/online\\_payments.php](http://www.uclan.ac.uk/study_here/fees_and_finance/online_payments.php)

If you wish to pay your fees 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  |



### Sponsored Students

If you state that you are a sponsored student (e.g. sponsored by an employer) then you will need to return to us a copy of your sponsorship letter.

### Payment by Instalments

#### Part-time Students

Fees in excess of £200 can be paid either on receipt of invoice or by monthly direct debits (to be taken 1st monthly).

| PAYMENT SCHEDULE |           |           |           |           |           |           |
|------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Enrolment date   | Payment 1 | Payment 2 | Payment 3 | Payment 4 | Payment 5 | Payment 6 |
| October 2019     | December  | January   | February  | March     | April     | May       |
| January 2020     | April     | May       | June      | July      | August    | September |
| April 2020       | July      | August    | September |           |           |           |
| July 2020        |           |           |           |           |           |           |

#### Full-time Students

Fee payment is to be made either in full or by three equal instalments, with the initial payment to be made at or prior to enrolment.

### Payment of Tuition Fees by Instalment

| PAYMENT SCHEDULE |           |              |            |
|------------------|-----------|--------------|------------|
| Enrolment Date   | Payment 1 | Payment 2    | Payment 3  |
| October 2019     | Enrolment | January 2020 | April 2020 |
| January 2020     | Enrolment | April 2020   | July 2020  |
| April 2020       | Enrolment | July 2020    |            |
| July 2020        | 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](mailto:researchadmissions@uclan.ac.uk) This will help us to track your payment to your account.

# 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.

## 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/](http://www.uclan.ac.uk/accommodation/)

## Induction

All students are required to attend the University's Induction event.

Details of how to book onto the Induction will be sent with the letter confirming completion of your admission.

## 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](mailto:researchadmissions@uclan.ac.uk).





# Appendix 1 - Terms and Conditions

## Please Read Carefully

In addition to any conditions listed in the offer letter the following information forms part of the terms and conditions of your offer for a place on a research degree programme at the University.

### 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 instalment tables on page 7 above for fee 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.

For further information relating to tuition fees, go to:

[http://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](http://www.uclan.ac.uk/study_here/student-contract-research-students.php)

### 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 at or 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 stated 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:

[http://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](http://www.uclan.ac.uk/study_here/student-contract-research-students.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 also 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 worldwide 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 and 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. You need to live within a reasonable distance of the Preston campus to ensure appropriate engagement with your programme of study. Please note that your engagement will be monitored throughout your programme.

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 event.

### 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 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 Policies, Regulations, Rules, Codes of Practice and Codes of Conduct. A summary of all policies for Research Students can be found on the University's web page:

[http://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](http://www.uclan.ac.uk/study_here/student-contract-research-students.php)

The University also has an established complaints procedure which can be found at the above link.

## 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 outcome of the Annual Assessment of Progress;
- satisfactory progress on the research programme during each academic 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, together with the Research Student Assessment Policies and Procedures Handbook, which also includes the Appeal Procedures for research Students can be found at:

[http://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](http://www.uclan.ac.uk/study_here/student-contract-research-students.php)

## Research Governance

All research has to be undertaken in accordance with the University's guidelines on ethics for research.

## Data Protection

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 General Data Protection Regulation (GDPR).

## 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 which their supervisor confirms exemption from the mandatory components of 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, Specific Learning Difficulties and/or Long Term Health Conditions

Where you have disclosed a disability, the Inclusive Support Team will request additional information from you, for the purposes of reviewing any reasonable adjustments or support, which may be required. Information concerning your disability and support needs will be disclosed to other relevant staff who would reasonably need to be in possession of such information. You have the right to request that information about your disability is not disclosed to such staff and while all reasonable effort will be made to implement reasonable adjustments, the request for confidentiality may in some circumstances prevent those adjustments being made. If you have not yet made any disclosure, and/or would like to discuss anything further with a member of the Inclusive Support Team, they can be contacted on 01772 892593 or [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk)

## Employment

### Full-time Students

You are expected to study 36 hours per week. 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. Additional hours 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.

### Part-time Students

You are expected to undertake 18 hours of study a week on your research degree. Any paid work should allow sufficient time to devote to your programme of study.

## Accommodation Policy

The Student Accommodation Service guarantees to help all new, full-time students find a suitable place to stay, either in University owned or University approved accommodation.

## Proper Law and Jurisdiction

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

- (a) 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
- (b) 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.

## 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](mailto:researchadmissions@uclan.ac.uk)

T: +44 (0) 1772 895085

Postal address: Harris Building, Room Number 104, Preston, UK PR1 2HE

[www.uclan.ac.uk/research](http://www.uclan.ac.uk/research)

## Cashiers- Paying your Tuition Fees

E: [fcashiers@uclan.ac.uk](mailto: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](http://www.uclan.ac.uk/study/fees_and_finance/online_payments.php)

## Accommodation Team

E: [ateam1@uclan.ac.uk](mailto:ateam1@uclan.ac.uk)

T: +44 (0) 1772 892526

[www.uclan.ac.uk/accommodation](http://www.uclan.ac.uk/accommodation)







# Research Student Registry

## Research degree offer pack 2019/20 for Home EU Students

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

Tel: +44 (0)1772 895082

Email: [researchadmissions@uclan.ac.uk](mailto:researchadmissions@uclan.ac.uk)

[www.uclan.ac.uk/research](http://www.uclan.ac.uk/research)

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

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

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[www.uclan.ac.uk](http://www.uclan.ac.uk)