

TERMS AND CONDITIONS 2024/2025

About the contractual relationship between you and Imperial

When you accept the offer of a place at Imperial, you and the university enter into a contract. Our contractual relationship is governed by the body of rules, regulations, policies and procedures (as may be updated from time to time) which are referred to in this document.

Please read this information carefully, particularly those parts which are relevant to your studies.

Who should read this document

Prospective students should read this document to understand the terms which apply to our application process and, separately, the terms which will apply should you accept your offer and enrol as a student at Imperial.

Current students should read this document to understand the terms which apply to their studies. This document contains information which applies to undergraduate and postgraduate students.

Some of the information in this document will not apply to other types of students who have been informed of other terms and conditions that apply specifically to them, including some students on our [summer schools](#) and [visiting students](#).

About Imperial

Imperial College of Science, Technology and Medicine is an independent corporation whose legal status derives from a Royal Charter with Royal Charter number RC000231 and charity number X2361. Our principal office is at The Faculty Building, Exhibition Road, South Kensington, London SW7 2AZ. Our VAT number is GB 649 9266 78 and our EORI number is GB 649 9266 78 000. Our UKPRN is 10003270. On this page we refer to ourselves as **Imperial** or **the university**.

1. Admissions

Information on the how Imperial will handle your application and our admission policies and procedures (including details of our deferment policy and on your right to cancel) is available here:

<http://www.imperial.ac.uk/students/terms-and-conditions/admissions/>

Please also see the provisions in relation to admission in the Regulations for Taught Programmes of Study, MPhil/PhD Regulations, and regulations for specialised research degrees, referred to under “Student regulations.”

You become a student when you accept our offer, meet any conditions attached to it, and register at the start of your course. There may be limited circumstances where our offer can be withdrawn by us after it has been accepted; we will let you know if this happens.

2. Registration

You are required to complete our registration process at the start of each academic year of your course.

Information on registration is available here:

<https://www.imperial.ac.uk/students/new-students/undergraduates/before-you-arrive/enrolment/online-enrolment/>

Please also see the provisions in relation to registration in the Regulations for Taught Programmes of Study (also known as “Single Set of Taught Academic Regulations”) or other relevant regulations which apply to your course of study, referred to under “Student regulations”.

You must ensure that your personal data is kept up to date at all times; this includes your home, term time, and certificate address; and emergency contact details.

To find out more about teaching delivery, see further information about your department and your degree course on departmental webpages.

3. Student regulations

Our student regulations describe the academic rules by which Imperial manages and awards degrees, including the requirements you must meet to complete your degree, comprising:

The Academic Regulations which apply to your course of study, which will depend on your year of entry and the type of course:

<http://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

the specific rules which safeguard the integrity of our exams and assessments, including rules on plagiarism and cheating:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

and also:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/>

the specific rules which apply if you wish to withdraw, interrupt your studies or transfer to a different course:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status/>

and such other regulations as the university may from time to time approve.

4. Student conduct and discipline

You must comply with the university's rules and procedures governing your conduct and behaviour. These are set out in the College Regulations, and in particular in Regulation 18:

<https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/>

Imperial has approved a Student Code of Conduct which sets out expectations for behaviours:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-code-of-conduct/>

You must also comply with the other rules and instructions we give you and the rules which apply in specific circumstances. These include your obligations under our:

Information Security Policy, IT Acceptable Use policy and policy on monitoring electronic communications:

<https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/information-security-/policy/>

Research Data Management Policy:

<https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/research-data-management/imperial-policy>

Student Alcohol and Substance Misuse Policy:

<https://www.imperial.ac.uk/media/imperial-college/current-students/public/Student-Alcohol-and-Substance-misuse-policy.pdf>

Library Regulations:

<https://www.imperial.ac.uk/admin-services/library/use-the-library/regulations-and-policies/library-regulations/>

Policies and procedures for ensuring the health and safety of all persons who may be affected by our activities across all campus locations:

<https://www.imperial.ac.uk/safety/>

Procedures for courses which also lead to professional qualifications, for example the MBBS/BSc Medicine. In such cases, you will also need to comply with the rules of the relevant professional or regulatory body. We may need to disclose information about your studies to

those third parties. In addition, we are required to ensure that medical students are fit to practise medicine. Further information on our 'Fitness to Practice' procedure is available here:

<https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/>

Course and department-specific rules and regulations. Please speak to your Departmental contact if you have any questions about these.

Information on returning or planning to return to the university after serving a custodial sentence is available in the Policy on the Admission, Registration and Enrolment of Ex-Offenders here:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/admissions/>

5. Tuition fees and course costs

You must pay the tuition fees and additional charges which are due for your course. The fees you pay will depend on your fee status. Information about our fees and additional charges, our payment terms, and how we manage non-payment is available here:

<https://www.imperial.ac.uk/study/fees-and-funding/tuition-fees/>

Any student whose sessional tuition fees have not been paid in full may not be allowed to proceed to the next year of the programme (if on a programme of more than one year) and may be required to withdraw from the university. If any fees are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award may not be conferred and no certificate in respect of the award will normally be issued until the debt has been paid in full.

Your fee status is determined at the point of application and included in your offer letter. By completing enrolment, you confirm that you accept your fee status as correct. If your eligibility to pay the Home rate of fee changes during the course of your studies at the university, you can become eligible to pay fees at the new rate from the start of the following academic year.

Please note that there may be additional costs associated with your programme of study. Any additional programme costs are set out in the [programme specification](#) for your programme. You are strongly advised to read through this information to ensure you understand all the costs associated with your programme.

In addition to tuition fees and programme costs, you are advised to ensure you have sufficient funds to cover your living costs while studying at Imperial. Indicative living costs are set out on the university webpages:

<https://www.imperial.ac.uk/study/fees-and-funding/living-costs/>

6. Scholarships and bursaries

You may be eligible for scholarship, bursary or other funding to support your studies at Imperial. Funding may be withdrawn in accordance with (or by reference to) the terms upon which such funding has been made.

Information about the rules that apply if you would like to apply for scholarship, bursary, or other funding from Imperial (including our funding terms and conditions) is available here:

<https://www.imperial.ac.uk/students/fees-and-funding/>

7. Accommodation

If you live in university accommodation, this will be provided on the basis of a separate accommodation licence. You must comply with the terms and conditions of the accommodation licence you enter into with the university for the relevant academic year. Information on the university's accommodation licence is available here:

<https://www.imperial.ac.uk/students/accommodation/>

8. Imperial College Union

Imperial College Union is a student-led, democratically-run charity, committed to enhancing the student experience for all of its members. Every registered student of Imperial is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, you have formally opted out of students' union membership by recording that decision with the Academic Registrar.

www.imperialcollegeunion.org

9. International students, visas and ATAS

Unless you are studying on a programme that is delivered fully online, you must have the right to enter, live and study in the United Kingdom and, where required, provide us with information that we consider to be satisfactory so that we can verify this. If applicable, you must have a valid visa and Academic Technology Approval Scheme (ATAS) certificate for the duration of your course. From time to time we may ask you to provide us with information that we consider to be satisfactory so that we can verify your identity and the source of funds you are using to pay the fees. You must provide the university with the information and documentation we ask for.

If we sponsor your visa, you must comply with the responsibilities and restrictions attached to it.

We are not liable for any cost that may be incurred by you to comply with immigration and course of study regulatory requirements.

In order to comply with our responsibilities as a licensed Student Sponsor, we may need to provide information relating to you to the Home Office (regardless of whether we sponsor your visa), including information on your immigration status, attendance, and any changes in your circumstances.

<https://www.imperial.ac.uk/study/international-students/>

10. Complaints and Appeals

If you wish to complain about your application to study at Imperial, you should refer to our Procedure for Dealing with Complaints by Applicants.

If you wish to complain about your experience as a student at Imperial, you should refer to our Student Complaints Procedure.

If you are a taught student and wish to appeal against decisions made by the Board of Examiners in respect of your examination, decisions about mitigating circumstances or other academic matters, such appeals are governed by our Academic Regulations and associated policies and procedures.

If you are a research student and wish to appeal against decisions made by the examiners of your degree, such appeals are governed by the Procedure for Consideration of Representations by Candidates for Research Degree Examinations.

For details of the procedures referred to above, please see:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

Appeals against penalties imposed under our Student Disciplinary Procedure are dealt with in accordance with that procedure:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

11. Student support

Imperial has a Student Counselling and Mental Health Advice Service which is available to all students.

<https://www.imperial.ac.uk/counselling/>

Information on all of the support we offer is available on our Student Support Zone.

<https://www.imperial.ac.uk/student-support-zone/>

Research students can access a range of support provided by the Graduate School.

<https://www.imperial.ac.uk/students/academic-support/graduate-school/Advice> and support on a wide range of issues is also available from Imperial College Union.

<https://www.imperialcollegeunion.org/advice>

Information for students who may be disabled or who may have a specific learning difficulty, including the adjustments and support we offer, is available from our Disability Advisory Service.

<https://www.imperial.ac.uk/disability-advisory-service/>

Information on what you should do if you are concerned about the wellbeing of members of the university who may be vulnerable to radicalisation is available here:

<https://www.imperial.ac.uk/admin-services/legal-department/what-we-do/prevent/>

12. Relationships between staff and students

Where you have a pre-existing relationship, or develop a relationship during the programme of study, with a member of staff such that there is a potential conflict of interest, especially with regard to your assessment, you and the member of staff must declare this in confidence to your Head of Department at the start of the programme of study, or at the point at which the relationship has started if this is during the programme of study.

13. Student Protection Plan

Our Student Protection Plain sets out what students can expect to happen should a course, campus, or institution close.

<https://www.imperial.ac.uk/students/terms-and-conditions/student-protection-plan/>

14. Changes to our courses and to the information on this page

There may be circumstances in which we may need to make changes to our courses. Our approach to changes to courses is set out here:

<https://www.imperial.ac.uk/study/apply/course-changes/>

The body of rules, regulations, policies and procedures which regulate our relationship may change from time to time. In particular, our academic regulations are reviewed, updated and published prior to the start of each academic year (and are available in pdf format for you to download). Where practicable, we will give you notice of any planned changes that we regard as significant. Please re-visit this page to find the most up-to-date versions of the information set out and referred to here.

15. Your personal information

Information on how Imperial uses your personal data and rights is available in our privacy notices. Please see in particular our Privacy Notice for Students and Prospective Students, which is available here:

<https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/>

More general information on data protection at Imperial is available here:

<https://www.imperial.ac.uk/data-protection>

You must ensure that all of the information which you provide to the university is true, accurate, complete, and not misleading.

16. Intellectual Property

Generally speaking, you will own the intellectual property generated during your studies. However, there are several exceptions to this. Our Intellectual Property Policy, which lists these exceptions, and associated guidance is available here:

<https://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy/>

[Student IP guidance](#)

Imperial owns the copyright of all course materials including, but not limited to, lecture notes, presentations, online materials, examinations and assessments. You are permitted to use these for your own personal use as part of your study, but these must not be shared with any third parties, including students from other educational institutions. It is strictly prohibited to sell or offer to sell or otherwise provide any course materials to third parties, including parties who subsequently offer university content for sale on internet sites. You will be in breach of the Student Code of Conduct if you do so, and Imperial may take action accordingly. The University also reserves the right to seek damages.

17. Insurance

Imperial maintains Employers' Liability and Public Liability insurance policies. We strongly recommend you make arrangements for insurance to cover loss or damage to your personal possessions and, if you are not eligible for free treatment on the NHS, health insurance for your time in the UK. Further information in the insurance maintained by the university is available here:

<http://www.imperial.ac.uk/finance/financial-services/insurance/>

18. Termination - bringing our contractual relationship to an end

Our contractual relationship will come to an end in the following circumstances:

automatically on completion of your course;

where you voluntarily decide to withdraw;

<https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status/>

where we require you to withdraw from the university, for example:

- under our Academic Regulations:

<http://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

- under our Student Disciplinary Procedure:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

- under our Fitness to Practise Medicine Procedures:

<https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/>

- under our Academic Misconduct Procedures:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

- Under our Unsatisfactory Engagement Procedure:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

We also reserve the right to bring our contractual relationship to an end in the following circumstances:

- if you lack or cease to have the required permission to study in the UK, or you fail to demonstrate that you have the correct immigration permission or if you fail to comply with any immigration conditions;
- if you are required to have an Academic Technology Approval Scheme (ATAS) certificate in respect of your studies or research with us but do not, or cease to, have such a certificate, or if you fail to comply with its terms.

Once our contractual relationship comes to an end, it will not affect any legal rights or obligations that either you or we have that may already have arisen, for example your obligation

to pay any outstanding fees and our rules on IP. After the contractual relationship ends, you and the university will keep any rights each has under, or as a matter of, general law.

Separate rules apply to prospective students who have not yet enrolled at Imperial:

<https://www.imperial.ac.uk/students/terms-and-conditions/admissions>

19. Additional rules, regulations, policies and procedures

Inevitably there will be other rules, regulations, policies and procedures which are relevant to your studies but which are not included in this document, including those which apply to particular courses, departments or specific issues.

In addition, if as part of your course you spend time at another university, business or organisation in the UK or overseas (for example as your year abroad or on a research placement), the rules and regulations of that body may also apply to you when you are there.

Please ask us if you have any questions about this or if you are unsure about the rules which apply in any situation.

20. Circumstances beyond our control

Where Imperial is affected by an event caused by circumstances beyond our reasonable control (see below for examples) we shall take all reasonable steps to continue to provide educational services (including by providing them remotely if appropriate). Provided that we have acted reasonably we shall not be liable to you for delaying or failing to perform the obligations we have as part of our contractual relationship (including where parts or all of your course are cancelled, modified or delayed, or where we provide educational services remotely).

Examples of circumstances that are beyond the reasonable control of the university include but are not limited to: acts of God; war; strikes or labour disputes; embargoes; acts of competent government or regulatory authorities; pandemic, quarantine or widespread illness; illness of members of staff; power failure or utility interruption; actual, suspected or threatened act of terrorism; riot, civil disorder or any other 'force majeure' event.

21. General terms

The contractual relationship between you and Imperial is governed by English Law and either you or Imperial must bring legal proceedings in respect of this contractual relationship in the English courts.

If for any reason we do not enforce any part of this contractual relationship, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this contractual relationship.

22. Questions and contact details

If you have any questions about this page or the contractual relationship between you and Imperial, please use contact details on the page in question or, if you are unsure, contact academic.registrar@imperial.ac.uk.