



Office of Admissions

Terms and Conditions upon Acceptance of an Offer

Definitions

“we/us/our/International Faculty” means the University of Sheffield International Faculty CITY College.

“you/your/student” means a prospective or registered student of the University of Sheffield International Faculty CITY College.

“Course” means your prospective or registered programme of study or research with us.

“Contract” means the agreement between you and us in relation to your attendance on a Course. These terms and conditions, the Offer and the documents, regulations and policies referred to in these terms and conditions and/or the Offer set out the terms that apply to the Contract.

“Offer” means the offer by us to you of a place on a Course subject to the terms and conditions set out below.

1. Introduction

1.1 This Contract represents an agreement between you and us. By accepting the Offer, you accept the terms of this Contract. If you have any questions or concerns about these terms and conditions, you should contact us by email at: admissions@citycollege.sheffield.eu before accepting the Offer.

1.2 In addition to these terms and conditions, there are the International Faculty’s Ordinances and Regulations at: <https://citycollege.sheffield.eu/InternationalFacultyRegulations> and the University’s General Regulations at: <https://www.sheffield.ac.uk/calendar/index> which apply to your attendance and academic performance, progression, graduation, discipline etc. at the International Faculty and your Course. Please take the time to read these carefully as these documents together with these terms and conditions and the Offer, form the contract between you and us.

The International Faculty’s admissions requirements can be found at:

Undergraduates: <https://citycollege.sheffield.eu/files4users/files/Undergraduate-admission-and-application-requirements.pdf>

Postgraduates: <https://citycollege.sheffield.eu/files4users/files/Postgraduate-admission-and-application-requirements.pdf>

Executive MBA: <https://citycollege.sheffield.eu/files4users/files/MBA-admission-and-application-requirements.pdf>



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2. Offers

- 2.1 The Offer we make to you will be subject to you satisfying the academic requirements for admission prescribed by the relevant Academic Department and any particular requirements prescribed by the Admissions Office.
- 2.2 The Offer may be conditional or unconditional. This will be set out in the Offer. If the Offer is conditional, we will set out the conditions of the offer which you will need to fulfil in order to be admitted on to the Course.
- 2.3 The Offer may also be conditional upon you passing an English language test. Further details about English language requirements can be found at the admissions requirements as provided in Section 1.2.
- 2.4 Offers will be made through the Admissions Office in cooperation with the corresponded Academic Department and will be sent to you both by email and post.

3. Meeting the conditions of an Offer

- 3.1 If you have been issued with an Offer which is conditional on achievement of a qualification or other requirement, you will need to fulfil the conditions.
- 3.2 If you have not fulfilled the conditions of the Offer, following your application, we reserve the right to withdraw the Offer or to defer your application to the next available entry (semester or year).

4. Changes to an Offer

- 4.1 We reserve the right to make changes to the Offer at any time before you accept it. In the unlikely event of any change being made to the Offer, we will inform you immediately and issue an updated Offer.
- 4.2 If we wish to make any changes to an Offer after you have accepted the Offer (other than changes to a Course which are explained at paragraph 5 below or changes due to circumstances beyond the reasonable control of the International Faculty which are explained at paragraph 4.3 below), we will enter into a dialogue with you to explain the situation and agree any changes.
- 4.3 The International Faculty reserves the right to vary the terms of an Offer due to circumstances beyond the reasonable control of the International Faculty (for example changes arising from regulatory necessity). Where the International Faculty is forced to vary the terms of an Offer pursuant to this paragraph, the International Faculty will inform all affected Offer-holders as soon as possible. If the International Faculty changes your Offer and you are not satisfied with the changes, you will be offered the opportunity to decline your Offer.



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5. Changes to the Course

- 5.1 The International Faculty will use all reasonable endeavours to deliver your Course in accordance with the description applied to it in the International Faculty's web site <https://citycollege.sheffield.eu> for the academic year in which you begin your Course.
- 5.2 The International Faculty will be entitled to make reasonable changes to your Course (including to the content and syllabus of the Course where developments in the subject area make that necessary, or the location of the Course or the method of delivery of the Course) where that will enable the International Faculty to deliver a better quality of educational experience to students enrolled on the Course. The International Faculty will aim to keep any such changes to the minimum necessary to achieve the required quality of experience.

6. Disruption to or withdrawal of the Course

- 6.1 The International Faculty will do all that it reasonably can, to provide educational services as described on its website or in the prospectus or other documents issued by it to appropriately enrolled students. Sometimes circumstances beyond the reasonable control of the International Faculty mean that it cannot provide such educational services. Examples of such circumstances include (without limitation):
- a) industrial action or strikes by third parties;
 - b) power failure;
 - c) acts of terrorism;
 - d) damage to buildings or equipment;
 - e) the acts of any governmental or local authority (including, for example, changes made by such authority to immigration policy);
 - f) where the numbers recruited to a Course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it;
 - g) changes required by accrediting/regulatory bodies.
- 6.2 In these circumstances, and depending the case, the International Faculty will take all appropriate reasonable steps to minimise the resultant disruption to those services and to affected students.
- 6.3 Student Protection Plan: The Student Protection Plan sets out the measures we have in place to protect you, as our student, in the event that a risk to the continuation of your studies should arise. The type of events or changes, which might cause such a risk, are detailed at: <https://citycollege.sheffield.eu/StudentProtectionPlan>



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7. Accuracy of application information

- 7.1 It is your responsibility to ensure that all of the information you provide to us is true and accurate.
- 7.2 We may withdraw or amend any Offer or cancel the Contract (thus terminating your registration at the International Faculty), without liability to you, if we discover that your application contains incorrect or fraudulent information or omits key information.

8. Conditions of admission

- 8.1 Your admission to the International Faculty and your right to study on your Course are subject to you complying with the terms of the Contract and our registration procedures and subject to you observing our rules and regulations provided at the beginning of your studies. If you do not act in accordance with the terms of this Contract we may take disciplinary action against you and one of the possible outcomes of such an action is that your Contract with us may be terminated.
- 8.2 In order to secure a place on your Course, a deposit and/or a registration fee may be required and if this is the case this will be included in your Offer. If you do not pay the amount required in accordance with the payment terms advised in your Offer, your application will not be further processed. The registration fee will not be refunded in the event you withdraw your application for any reason, before or after the commencement of the course.
Any deposit, excluding the registration fee, you pay will be offset against the balance of tuition fees owed to the International Faculty.
- 8.3 When you apply for your Course, you will be provided the relevant tuition fees list for the course you have applied for. Any queries on the tuition fees should be sent to the International Faculty's Financial Office at: financial@citycollege.sheffield.eu.
During your studies you are required to follow the payments plan agreed between you and us.
- 8.4 We require satisfactory evidence of your qualifications (including English language qualifications if required). Before admission, you will be required to provide a number of documentation regarding your prior studies, according to the admission requirements (e.g. High School Diploma, High School Year Certificates, University Degree, transcripts/certificates). These documents are required to be certified copies or authenticated with a clear and legible copy by the issuing organisation. In addition, all documentation submitted should be translated in English (if not in their original version).



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8.5 Where admission to the Course is dependent on a personal interview with the Department, any Offer shall be regarded as provisional until the approval of the Head of Department has been obtained.

9. Fees

9.1 If you accept an Offer, you agree to pay all tuition fees (and other related costs and expenses), as and when they fall due, in accordance with the payment terms agreed by you and us. If you fail to pay your tuition fees, as and when they fall due, we reserve the right to withdraw you from your Course (without liability to you).

9.2 The tuition fees you are obliged to pay are detailed in your Offer. However, where the costs of delivering your Course increase or there is a change in the amount the International Faculty is legally entitled to charge you for your studies, the International Faculty reserves the right to make reasonable changes to your tuition fees to take account of this.

9.3 The International Faculty may pursue legal proceedings in relation to non-payment of tuition fees.

9.4 A refund of tuition fees may be made in the case of a student whom visa has been rejected by the relevant authorities, or according to the tuition fees list (if this is stated). Refunds are to be provided as per the International Faculty's Refunds Policy: https://citycollege.sheffield.eu/Student_Compensation_and_Refund_Policy

9.5 In addition to your tuition fees, you may incur additional expenditure on items such as (but not limited to) books & reading material, registration fee, continuation fees and re-submission fees, for which you will have responsibility for payment.

10. Immigration – International Students

10.1 If you are resident outside the European Union, you will need to demonstrate, at the point of registration, that you have a valid immigration status to undertake your proposed programme of study (student visa and/or residence permit for studies). If you fail to demonstrate that you have a valid immigration status the International Faculty reserves the right to withdraw you from your Course (without liability to you).

10.2 All International Faculty's international students must comply with all required immigration legislation and related International Faculty's policies at all times during their study period at the International Faculty. Candidates and students may require assistance at the International Faculty's Students Services Office, by emailing at: studentservices@citycollege.sheffield.eu

Please visit <https://citycollege.sheffield.eu/files4users/files/International-Students-Guide.pdf> for further details.



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- 10.3 If you choose to withdraw from your studies or if your registration is terminated by the International Faculty, this could affect the validity of your visa/residence permit and your ability to enter and/or remain in Greece.
- 10.4 If your visa/residence permit is revoked for any reason, the International Faculty may terminate your registration on your Course.
- 10.5 On occasion, the International Faculty will need to contact the relevant authorities to clarify details on outstanding visa applications and previous immigration history. By accepting these terms and conditions of study, you consent to the International Faculty contacting the relevant authorities on your behalf and the authorities releasing such information to the International Faculty.

11. Intellectual property

Subject to the provisions on intellectual property rights, you may be obliged to assign all intellectual property generated by you throughout the Course to University and we shall have no liability to you (including, without limitation, any liability to make payment) in respect of such intellectual property rights.

12. Data protection – General Data Protection Regulation

- 12.1 The International Faculty holds information about all applicants to the International Faculty and all students at the International Faculty. The International Faculty uses the information provided by applicants and/or students (including information from application forms) to:
 - 12.1.1 administer applications; and to
 - 12.1.2 compile statistics about applicants and/or students that may be published or passed to government bodies or relevant public authorities.
- 12.2 If your application is successful the International Faculty will also use the information:
 - 12.2.1 to deliver your Course and provide educational services to you, to administer your studies, to provide you with International Faculty and University access to facilities and services, to monitor your performance and attendance, to provide you with support, to conduct research and to identify ways to enhance learning, teaching, assessment and the broader student experience;
 - 12.2.2 to send communications to you;
 - 12.2.3 to process any payments made by you or your financial sponsor or your family member to the International Faculty;
 - 12.2.4 for legal, personnel, administrative and management purposes and including the processing of any sensitive personal data (according to General Data Protection



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Regulation) relating to you, which may include, as appropriate: information about your physical or mental health or condition in order to monitor leave from study or extenuating circumstances and take decisions as to your fitness for study or for other uses as may be required by law;

12.2.5 for other activities that fall within the pursuit of the International Faculty's legitimate interests (including the development and maintenance of an Alumni Programme and Student/Alumni employability and careers services). Such activities may incorporate protection of vital interest, compliance with International Faculty's legal obligations and processing in the public interest;

12.2.6 for activities such as events, seminars, conferences and other extra-curricular activities that lies within the scope of students' life. The International Faculty may use photographs, videos and/or other multimedia for communication purposes, in which you might appear, that have been taken from social or other activities as mentioned in this paragraph.

12.3 In certain circumstances the International Faculty may be under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation, and to protect the International Faculty's rights, property, or safety of our employees, students or others.

12.4 The International Faculty will only process your personal data in accordance with the specific purposes notified to you above, or otherwise as permitted by the General Data Protection Regulation.

12.5 By submitting your application form and/or accepting your Offer, you consent to the use of your personal data in accordance with this Clause 12.

13. Complaints Procedure

13.1 If you have a complaint about the International Faculty, you should follow the International Faculty's Student Complaints Procedure which can be found at: <https://citycollege.sheffield.eu/Student-Complaints>

14. Interactions between the applicant and the International Faculty

14.1 The International Faculty is committed to ensuring that any interaction with applicants is conducted in a professional, courteous and respectful manner and it expects that any communication from applicants is conducted in the same way.

14.2 The International Faculty will not tolerate inappropriate behaviour or language towards its employees or members of the wider Faculty's community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint. The



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International Faculty will normally warn an applicant that their behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate no warning need be given before action is taken. Such action may include a referral in line with the International Faculty's discipline regulations, the withdrawal of an Offer or the rejection of an application. For more information see International Faculty's Regulations.

14.3 Conduct which constitutes a criminal offence will be referred to the relevant authorities.

15. General

15.1 CITY College is a private legal entity located in Thessaloniki, Greece, where it operates as College according to the local law. CITY College is the International Faculty of the University of Sheffield and all its students and graduates are students and graduates of the University of Sheffield.

15.2 In the event of any conflict between a provision in these terms and conditions and the documents forming part of the Contract (including any professional bodies' terms and conditions (if applicable), these terms and conditions shall take precedence.

15.3 The Contract constitutes the entire agreement between you and us and supersedes and extinguishes all previous agreements, arrangements and understandings between you and us whether written or oral, relating to its subject matter.

15.4 If any provision of the Contract is or becomes void, illegal, invalid or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

15.5 No failure or delay by you or us to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy.

15.6 The terms of the Contract shall not be enforceable by any party who is not a party to it.

15.7 The Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of Greece.

15.8 You and the International Faculty irrevocably agree that the courts of Greece shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Contract or its subject matter or formation (including non-contractual disputes or claims).