

Additional Important Information for MSA Offer Holders Postgraduate & Undergraduate

As a student of the Manchester School of Architecture (MSA) you will be a student of both Manchester Metropolitan University (Manchester Met) and the University of Manchester (UoM) and so you will be subject to the terms and conditions of both Universities as attached to your offer letter. However, in this document we tell you when the terms and conditions of only one University will apply.

1. <u>MSA Privacy Notice</u>	As a student of MSA, your personal information will be held by both universities. As such, you should familiarise yourself with both institutions' main student privacy notices: ▪ Manchester Met Student Privacy Notice (https://www.mmu.ac.uk/data-protection/privacy-notices/students/) ▪ UoM Student Privacy Notice (http://www.regulations.manchester.ac.uk/non-academic/data-collection-notice/) Your personal information needs to be shared between the two Universities to facilitate the delivery and administration of your course, and certain student support services. The sharing of your personal information is described in more detail in the MSA Privacy Notice, which can be accessed here (https://www.mmu.ac.uk/data-protection/privacy-notices/msa/). By accepting your offer with the MSA you are confirming that you have read and understood the MSA Privacy Notice and main student privacy notices of both Universities.
2. <u>Fees and Finance</u>	All fees for MSA students are to be paid to Manchester Met. The Manchester Met terms and conditions applicable to fees and finance shall apply. Please see the Manchester Met Important Information for Offer Holders.
3. <u>Hardship Fund</u>	The Manchester Met process for assessment and allocation of a Hardship Fund applies to MSA students: https://www.mmu.ac.uk/student-life/finance/support/support-funds/.

MANCHESTER SCHOOL OF ARCHITECTURE

4. <u>Award ceremony</u>	Summer graduation ceremonies for postgraduate and undergraduate MSA students will alternate between UoM and Manchester Met each year. All postgraduate Winter graduation ceremonies will be held at UoM each year. Graduands will receive one degree certificate, jointly awarded by both Universities, which includes each University's, crest and awarding body title.
5. <u>Placements</u>	All aspects of any placement as part of your programme will be coordinated by Manchester Met. Please refer to Manchester Met Careers and Employability team as necessary.
6. <u>Manchester Met "Rise"</u>	"Rise" https://rise.mmu.ac.uk/ is the expression used by Manchester Met to describe opportunities in the third term of the academic year for students to gain experience and turn experiential learning into credits and recognition. Rise is not available to MSA students.
7. <u>Fitness to practice & study</u>	Manchester Met policy applies – please see Manchester Met Important Information for Offer Holders.
8. <u>Assessment Regulations</u>	Manchester Met Assessment Regulations apply. These Regulations include terms and procedures that apply to academic appeals and academic misconduct.
9. <u>Changes to the Course Programme</u>	Manchester Met policy applies – please see Manchester Met Important Information for Offer Holders, particularly the Sections Changes to Programme Provision or Your Contract and How This May Affect You.
10. <u>Assessment and Support Arrangements for Disabled Students</u>	As a MSA student if you disclose a disability you will be referred to the Inclusion and Disability Service at Manchester Met for disability related support and personal learning plans. Please see Manchester Met Important Information for Offer Holders.
11. <u>Student Pregnancy and Maternity Guidelines</u>	As a MSA student Manchester Met Student Pregnancy and Maternity Guidelines policy will apply to you – please see Manchester Met Important Information for Offer Holders.
12. <u>Counselling</u>	Manchester Met will support postgraduate MSA students with emotional or psychological problems needing counselling and professional help. Please see Manchester Met Important Information for Offer Holders, particularly the Section Counselling, Health & Wellbeing.

MANCHESTER SCHOOL OF ARCHITECTURE

	UoM will support undergraduate MSA students with emotional or psychological problems needing counselling and professional help. Please see UoM's Counselling Service website for further information and contact details https://www.counsellingservice.manchester.ac.uk/ .
13. <u>Intellectual Property Rights</u>	The intellectual property rights created by MSA students during their studies and the intellectual property rights in the Programme Content and Study Materials shall be owned and regulated as described in the Manchester Met Important Information for Offer Holders, particularly the Section Intellectual Property.
14. <u>Student ID card & payment cards</u>	As a MSA student, you will be required to enrol and register at both Universities and so you will receive ID and payment cards for each University. These cards can only be used at the relevant University.
15. <u>Facilities and resources, e.g. libraries, IT, computer suites, model making and media workshops, student unions, careers offices etc.</u>	MSA students can use the facilities and resources of both Universities, in each case subject to the relevant University's terms and conditions and policies for the facility or resource.
16. <u>Student Code of Conduct & Student Misconduct</u>	MSA students are subject to the Student Code of Conduct of both Universities. As a general principle, MSA student misconduct (including, for example, off-campus activity, criminal convictions, suspension of a student pending an investigation or risk assessments regarding continuing presence on campus during an investigation) will be dealt with by the University to which the conduct most closely relates under its Student Code of Conduct. If there is any uncertainty as to which University should deal with any MSA student misconduct, the matter shall be decided by the Director of Student Services at Manchester Met and the Director of Student Life at the UoM, who will notify the MSA student of their decision.
17. <u>Complaints procedures</u>	Both Universities' policies apply to MSA Students. If you wish to make a complaint regarding the programme, you should raise it with Manchester Met.

MANCHESTER SCHOOL OF ARCHITECTURE

	• If you have a complaint regarding facilities and services which are not specifically about the programme, that should be raised with the relevant University. • If a complaint runs across both universities, then the Universities will work together to resolve the complaint. If you are not sure which University to make your complaint to, you should contact complaintsappeals@mmu.ac.uk and they will advise you.
18. <u>Tier 4 visa</u>	International MSA students requiring a Tier 4 visa will be sponsored by Manchester Met and accordingly the applicable Manchester Met T&C's and policies will apply.
19. <u>International student attendance monitoring</u>	International MSA students are required to record attendance and engagement in accordance with the Manchester Met policy as set out on page 12 of the <u>Your Visa, Your Responsibility</u> Guide "Managing Your Engagement"
20. <u>Ending your student contract</u>	If you or either University wants to end your student contract, the Manchester Met terms and conditions will apply. Please see the Manchester Met Information for Offer Holders, particularly the Sections How We May End Our Contract and How You May End Our Contract.