

## **Additional Important Information for MSA Offer Holders**

Manchester School of Architecture (MSA) is an innovative collaboration between Manchester Metropolitan University and The University of Manchester (UoM). We unite two schools with more than 100 years' experience, over 100 experts in their architectural fields and more than 1000 students from over 80 countries producing creative, challenging and academically rigorous work and research in the heart of Manchester.

Included with this offer are Terms and Conditions from both institutions which clarify the key policies and procedures relevant to your student contract and studies here at MSA. As an MSA student receiving both institutions' independent Terms and Conditions, please treat all policies as applicable, unless explicitly listed below. In some cases, both institutions' terms will apply, in these cases, the precedent for which term takes the lead are also listed below.

## **Manchester Metropolitan University Terms and Conditions exclusions**

### **4.1 Criminal Convictions**

- For policy on disclosure criminal convictions, please refer to University of Manchester guidance in Section 2.3

### **7.0. Fees and Finance**

- For MSA policy for Recognition of Prior Learning relating to applications, please refer to The University of Manchester's policy University of Manchester AP(E)L Policy

### **10.1 How We May End Your Contract**

- As an MSA student, you must be enrolled at both institutions. Either institution may choose to terminate your contract, should you breach any of the relevant Terms and Conditions applicable to you. Should one institution determine grounds for termination, the other institution will also terminate their contract with you, due to the joint nature of the programmes.

### **5.6. University Services**

- For IT services, the policies of the institution at which the service is hosted will apply.
- For Library services, the policy of the institution at which the library is owned will apply.
- The policy for the host institution for other non-education services will apply.
- Counselling and Wellbeing services are managed by The University of Manchester. Please refer to section 3.6 of The University of Manchester's terms and conditions

### **5.3 Complaints and Schedule 2: Student Complaints Procedure**

- For complaints, either institutions' policies may apply in the following circumstances:
  - Where the complaint concerns the teaching, management of a Programme or any aspect which will impact on their overall academic experience and/or award and consequently the student experience of the Programme, the complaint shall be dealt with under the Student complaint procedure of the Manchester Metropolitan University.
  - Where the complaint concerns general facilities and services that are not specifically connected with the student experience on the Programme, the student complaints

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procedure of the institution responsible for the management or provision of the service or facility shall apply.

- Where a complaint spans both Parties or there is uncertainty as to which Party's student complaint procedure is applicable, the matter shall be raised in the first instance with the Assistant Academic Registrar at Manchester Metropolitan University and the Head of Student and Academic Services at the University of Manchester who will together determine which student complaint procedure should be used.
- For Student complaints regarding Staff misconduct, the relevant institution of the employer will apply.

## **Schedule 2 – Regulations, Policies and Procedures**

- Both institutions' codes of conducts apply, however should any matters relating to non-academic misconduct arise, the two institutions will collaboratively determine which institutions' code of conduct is applicable and the student notified of this outcome.

## **The University of Manchester Terms and Conditions exclusions and precedents:**

### **1.2. Key Elements of our Contract with you**

#### **General Regulations:**

- Regulation XXI: attendance requirements are set out by [Manchester Metropolitan University's Student Engagement Policy](#)
- Regulation XIV: Please refer to '5.6 University Services' above.
- Regulation XV: Please refer to '5.6 University Services' above.
- Regulation XVII: Please refer to 'Schedule 2 – Regulations, Policies and Procedures' above.
- Regulation XVIII: Please refer to '5.3' and 'Schedule 2' above.
- Regulation XIX: Academic appeals procedure for Manchester Metropolitan University applies. Please refer to Schedule 2 – Regulations, Policies and Procedures in the Manchester Metropolitan University Student Terms and Conditions.
- Regulation XX: Attendance monitoring, examination boards and progress committees are the responsibility of Manchester Metropolitan University.

### **2.5. Immigration and Visa Requirements imposed on us and you by UK Visa and Immigration**

- All immigration and visa matters are owned and managed by Manchester Metropolitan University. Please refer to Manchester Metropolitan University's Student Terms and Conditions, specifically '4.3 Visa Requirements'

### **3.8. Fitness to Practise and Professional Standards**

- Fitness to Practise and Professional Standards are managed by Manchester Metropolitan University. Please refer to [Manchester Metropolitan University's Fitness to Practice Procedure](#).

### **3.9. Complaints**

- Please refer to 'Section 5.3' above for information on which policies apply

## 3.12. Terms and conditions relating to other university services

- Please refer to '5.6 University Services' above.

## 4. Financial Information

- Manchester Metropolitan University manages all matters relating to fees. Please refer to '7. Fees and Finance' of Manchester Metropolitan's terms and conditions.

## 6. Data Protection

- 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 Metropolitan University 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.

## 7. Intellectual Property

- Study Materials: the university which produced the study materials are owners of the Intellectual Property, and relevant institutions' policies apply.
- Student Intellectual Property: 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 Metropolitan University Important Information for Offer Holders, particularly the section titled Intellectual Property.

### 8.1 Termination of your Contract by Us

- Please refer to '10.1 How We May End Your Contract' in this document.

## Schedule 1

### 2.2 Loss of Professional, Statutory or Regulatory Body Accreditation

- Manchester Metropolitan University owns the relationship with all Professional Standards and Regulatory Bodies. Please see Section 8 'Changes to Programme or Your Contract'

## 4. Student Protection Plan

- Manchester Metropolitan University as lead institution will initially be responsible for reporting to the OfS.