

PRE-DEGREE
TERMS AND CONDITIONS

FOR ENTRY 2024/25

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The 3 Golden Rules of Pre-Degree study.

Golden Rule 1:

Always bring & wear your University lanyard when on-site.

It's important for security reasons that all learners are recognisable on campus.

Golden Rule 2:

Always be on time and attend regularly.

It is a requirement of the University that you attend all your timetabled sessions. We expect you to always be on time!

Golden Rule 3:

Always be respectful.

It's very important that you respect yourself and others within the Pre-Degree community.

Statement on parental contact.

The University does not assume parental responsibility for a student under the age of 18.

The University normally continues to liaise with parents/legal guardians in regards to all academic concerns including attendance up until the end of students' Pre-Degree study programmes, including any period after students have reached the age of 18.

Pre-Degree Students who are 18 or over, have the right to ask the University not to release information to parents/legal guardians.

The University will not share information related to pastoral matters with the parent/legal guardian for students who are 18 or over, without the consent of the student, unless there is a significant risk of harm to self and/or others.

1. Pre-Degree offers.

Decisions to make an offer of a place to study in Pre-Degree at Arts University Plymouth are taken by the University in good faith after discussions with applicants, and on the basis that statements made in the application, including predicted grades are correct and appropriate.

If it is discovered that a false or misleading statement has been made or significant information has been omitted from an application of study the University reserves the right to withdraw or amend our offer or terminate a student's registration according to the circumstances.

The applicant's place at the University will be subject to them meeting any offer conditions that we specify and communicate in writing such as obtaining particular qualifications and/or satisfying all necessary legal and other requirements to study with us e.g. immigration clearance. Their place is also conditional upon them registering at the start of their course.

If an applicant applies to Pre-Degree whilst not being able to achieve the entry requirements through home study, illness or for any other reason, the University will require Pre-Degree applicants to take part in a Diagnostic Assessment. This assessment will be used to determine if applicants without entry criteria are suitable to be offered a place to study on the basis that an applicant without appropriate entry conditions is likely to succeed whilst studying in a Level 3 qualification & study programme.

Should the diagnostic assessment provide information to communicate that the applicant will struggle to work to the levels required for our Level 3 qualification (plus the requirements to study for qualifications in English and Maths) the University will offer some advice and guidance with additional support to make sure the applicant is sign-posted to the most appropriate support such as the CSW Group, the Zone or onto a Level 1 or 2 study programme with alternative providers such as City College Plymouth or South Devon College to ensure that they are supported to continue their studies at the most appropriate level in the most appropriate setting.

2. Attendance.

Regular attendance is critical to every student's success. We encourage all students to strive to achieve 100% attendance.

All our students are expected to attend every lesson, except when they are ill or have a legitimate reason for their absence. In such cases, students must notify us in advance by using the absence form Arts University Plymouth, Absence Form ([Link here](#)).

Legitimate reasons for absence include but are not limited to, illness, home emergency, family emergency, death of a loved one, medical appointments or jury duty.

Bursary support schemes could be affected by continued poor attendance below 80%.

Parents and legal guardians are welcome to make appointments to discuss their child's progress with our staff at any time, particularly if they have any concerns.

Pre-Degree normally continues to liaise with parents/legal guardians up until the end of students' study programmes, including any period after students have reached the age of 18. Students who are 18 or over have the right to ask the University not to release information to parents/legal guardians.

Pre-Degree attendance is measured across the **full study programme**.

A study programme is everything within a student's studies; For example if a student who has applied for Extended Diploma in Art and Design and is also required to continue studying GCSE Maths and/or English alongside. The study programme is all of all of the classes included within their programme of study (for example - Extended Diploma + GCSE Maths + GCSE English).

If attendance falls below 90% this will activate informal intervention meetings with Pre-Degree staff, where actions are set to plan for improved attendance thereafter. See intervention process in Section 4 below.

Attendance below 80% will activate the formal intervention process (see below), where formal meetings will be scheduled and actions set to plan for improved attendance thereafter.

Continued poor attendance at 60% or lower **over a period of four consecutive weeks** (without satisfactory explanation and where appropriate evidence to support the explanation) will result in a direct Stage 3 intervention meeting being scheduled. This meeting will again set some clear actions for improved attendance thereafter. Should the student's attendance not improve over the 2 week review period or beyond that Stage 3 meeting the University reserves the right to terminate a student's registration and withdraw them.

Students with no attendance in Pre-Degree classes (without satisfactory explanation and where appropriate evidence to support the explanation) **over a period of four consecutive weeks** will be automatically withdrawn from their course.

It should be noted that positive attendance also includes positive timekeeping, Pre-Degree students should arrive on time to all timetabled classes throughout each scheduled day.

Arts University Plymouth recognises the complexities of the local and regional geographic area. In that students may often travel long distances or rely on public transport to get to the Pre-Degree and Sixth Form Centre on time.

However there is an expectation that this is planned in advance and arrangements are made for the student to arrive to class on time. This could mean finding an alternative bus route, or catching an earlier bus for example. Exceptions may be agreed on a discretionary basis, for example where a student is required to leave their home before 7am to arrive to class on time. This can be discussed with the individual student, their parents or legal guardians and the appropriate Subject Leader.

3. Attendance and financial bursary payments.

We expect that Pre-Degree students in receipt of financial bursary payments from the University to maintain excellent attendance. Whilst any students in receipt of bursary payments with attendance of 80% or lower, risk those bursary payments being stopped until attendance in course improves.

4. Intervention process.

Our intervention process has been carefully developed to support our students to engage with their studies in an effective and healthy way.

Within Pre-Degree we engage with our students on an adult to adult level, encouraging all students to take responsibility for their own learning and future. We recognise that there will be bumps in the road and the intervention process is there to support that.

The intervention process is monitored and facilitated on two important levels, “Studentship” and “Wellbeing” and it is discussed very clearly within class groups at an appropriate time within the first week of their studies.

The intervention process includes one stage of informal meetings and 3 stages of formal meetings. All formal meetings from Stage 1, 2 & 3 must be arranged with at least 72 hours’ notice from receipt of letter (which is sent by email).

Parents / legal guardians of students who are under the age of 18 will be invited to any intervention meeting. Parents / guardians of students who are over 18 can also attend intervention meetings but we must seek consent from the student first beforehand.

Lateness and absence, if repeated, will impact student progress irrespective of the reasons for this behaviour and may lead to an intervention meeting.

5. Self initiated study or Homework.

Pre-Degree students are expected to be working on course work when they are not in timetabled classes. We want to make sure that our students build on the skills that will be required in employment and independence, resilience and initiative are all connected to homework or individual self study as part of their qualification. We also want our students to have a good work life balance and to ensure that they have time to relax, meet friends and engage with any part time work commitments.

Our recommendation is that students do an additional day and a half of self initiated work outside of the regular timetabled classes.

6. Enrolment and registration.

Before the start of the academic year we will ask applicants to complete an on-line registration process which aims to capture all the relevant details required ahead of formally registering the applicant as a student at the University. As part of this process, applicants are

asked to provide their consent for us to share their data as required to support them as a student and make the data returns required of us, and to confirm that they agree to comply with our rules, requirements and regulations.

Further information on how we use personal data is available from our website - scroll to the bottom of a website page, click on "Reports" and Legal Information then select 'Data Protection' from the menu.

7. Up-to-date information

The University requires students and parents or legal guardians to at all times ensure that the University has up-to-date information on important student details such as changes to the home address, medical conditions, email address or telephone numbers. Failure to keep the University up to date with these types of information may mean that important avenues of communication are damaged or inconsistent.

8. Tuition fees

For most Pre-Degree students (16-19) study is free. However where tuition fees are required, they are due upon registration, except for International students who are required to pay annual tuition fees in advance. Fees for Home/EU students are as stated on our website and depending on the applicant's age and other circumstances they may or may not be required to pay fees.

If an applicant is required to pay fees it is their responsibility to ensure that they are able to do so before commencing studies at the University. If they are paying their own fees, these are due in full at the time of enrolment. At our discretion, we offer applicants the option of paying in two instalments with a payment as they start and another in January. However, please note that this is subject to the applicant providing evidence of their ability to pay for the whole year.

If they are experiencing financial difficulties in paying their tuition fees, they should tell the University and seek assistance at the earliest possible opportunity. Students can seek initial advice from our Registry team (please email studentfinance@aup.ac.uk).

The University will assist where it can by looking at how students can clear their debts over an agreed period of time within the academic year through a payment instalment plan.

If students receive a letter or email from the University informing them that they have tuition fee debt outstanding, they must respond promptly and contact either the University Finance team directly, or our Registry team. If the student ignores debt reminders and the debt remains unpaid, then we will take action to suspend the student from their studies, and will require the debt to be paid before re-enrolment. If reminders are effectively ignored and tuition fee debts remain outstanding after 90 days, any unpaid balance will be placed with our external debt collection agents, and the student will be withdrawn from their course.

If a student decides to leave their course before the end of the academic year and they have paid all their fees at the start, we would pay half back if they leave before January. However, we waive the need to pay any fees if a student withdraws within the first 14 days after registration and this reflects compliance with a 14 day 'cooling off' period after registration.

9. Pre-Degree applicants & students living in Student Accommodation

Arts University Plymouth does not accept applications from students who are **under the age of 18** and who wish to study whilst also living in Student Accommodation.

All Pre-Degree students who are **under the age of 18** must be living with parents or a legal guardian.

In a situation where a Pre-Degree student who is **under the age of 18** moves from living with Parents or a Legal Guardian into Student Accommodation, the University will not take on legal responsibility. The University reserves the right to withdraw or amend our offer or terminate a student's registration according to the circumstances of accommodation.

If a situation arises that a Pre-Degree student who is **under the age of 18** is living outside the family home, for example with a grandparent or partner, Arts University Plymouth will require a written statement from parents or legal guardians, to communicate that they approve of this arrangement and take full responsibility for the welfare of their child.

For Pre-Degree applicants who are **over the age of 18** and wish to live in student accommodation whilst studying at Arts University Plymouth, [Host](#) are our recommended accommodation partners. They provide a variety of housing options for our students, with properties ideally located around the campus and surrounding area, so students only ever have a short walk to get to university.

If applicants have any queries around this please contact: accommodation@aup.ac.uk alternatively please click the link below to the Arts University Plymouth accommodation page on our website <https://www.aup.ac.uk/student-life/accommodation>.

Pre-Degree students who have to temporarily move out of the family home and into supported accommodation, such as the Plymouth Foyer will continue to be supported on an individual and ongoing basis.

10. Reasonable adjustments

Where possible, we provide adjustments to ensure that no student is unfairly disadvantaged or advantaged. Inclusion is embedded into the design of all Pre-Degree courses. We also have an anticipatory duty to act in advance and make adjustments so as to remove any disadvantage that might reasonably be foreseen as likely to affect students.

Inclusive education involves responding positively to each student's unique learning profile, including students with diverse learning needs. The emphasis therefore is on flexibility in the delivery of teaching in the classroom, workshop or studio and awareness of the needs of

individual students, including those with disabilities. With the increasing emphasis on digital learning, the AUP is committed to using the software and technology that ensures all students, including those with disabilities, are able to participate fully in their learning and assessment processes.

However, we also have a responsibility to ensure that all reasonable adjustments are appropriate, sustainable and actionable. Therefore, It is important that we have as much information at the beginning of the academic year as possible to ensure that academic teams and support staff are able to provide support and flexibility where necessary.

There are no assumptions about what is reasonable, rather the consideration of whether an adjustment is 'reasonable' is measured against:

- The effectiveness of the adjustment in preventing the disadvantage
- The extent to which it is practicable for the University to make the adjustment
- The cost and availability of resources including external assistance and finance
- The extent to which making the adjustment would disrupt the University's activities.

The University reserves the right to make reasonable adjustments decisions based on what can reasonably be provided whilst also maximising the equitable nature of the provision for all students.

There may be some occasions where the request made isn't assessed as reasonable by the University, for example because of cost implications, to make the adjustment would have a detrimental impact on other students or where the reasonable adjustment request is made as a result of late disclosure of needs.

Please be aware that if applicants decide not to disclose learning needs or to limit that disclosure, we will do our best to help but may not be able to provide the full range of reasonable adjustments support that could be available. If a Pre-Degree student progresses to Higher Education study at Arts University Plymouth, a new assessment for Reasonable Adjustments may be required by the University.

If applicants or students have any reasonable adjustment requests, or other support needs they are strongly encouraged to disclose this to our Student Support team.
(predegree_studentsupport@aup.ac.uk).

11. Students with disabilities

If applicants or students have a disability or other support need they are strongly encouraged to disclose this to our Student Support team on application, so that we can seek to support all students appropriately.

Please be aware that if an applicant or student decides not to disclose a disability or to limit that disclosure, we will do our best to help but may not be able to access the full range of support that could be available.

Students with an EHC Plan (Education Health and Care Plan) will receive a support package tailored to their individual needs provided early contact is made in advance of enrolment with the Pre-Degree Learning Support Coordinator to ensure the support can be put in place prior to the start of the course.

For further advice regarding EHCP support for students with disabilities or any information regarding access to University health, wellbeing and counselling services, please refer to the information on our website or email Student Support (predegree_studentsupport@aup.ac.uk).

12. Additional course costs

In common with other universities providing arts, design, media and crafts courses, additional course costs (on top of tuition fees and living expenses such as accommodation, food, social life etc) will include some or all of the following:

- Personal equipment including computer hardware and software
- Materials for producing the students own work over and above the essential requirements for the course.
- Books for students own use outside course texts available in the library
- Educational visits
- Printing (and photocopying)

All materials involved in the demonstration of techniques and processes will be provided by the University. However, students will need to provide the materials they decide to use in the completion of assignments. We strongly encourage students, as they increasingly specialise, to acquire basic tools/resources, along with appropriate consumable materials, depending on their creative discipline. Course staff can provide advice on this.

The University puts strong emphasis on developing student skills and experience for employability, enterprise and entrepreneurship. Educational visits play a vital role in this and so Pre-Degree students will have opportunities to attend local and regional trips as well as trips that are further afield. However in many cases this will involve additional costs to the students who wish to attend.

In Pre-Degree we do have some hardship materials and resources, however these resources are limited to those students who are in the most need.

- **12.1. Foundation Diploma: Studio fee**

The Foundation Diploma qualification has an additional £75 studio fee which covers the high level of studio inductions and technical workshop access as well as studio materials. The studio fee is payable to our reception team at Tavistock Place Campus before September 30th each year.

13. Student finance and bursary information

Arts University Plymouth is committed to ensuring Further Education is accessible and affordable for all, therefore we offer a variety of bursaries to help Pre-Degree students with their study costs.

If an applicant or student has a net annual household income of £30,000 or less, or any exceptional circumstances, then they may be eligible for one of our Pre-Degree bursaries. We offer bursaries to support travel expenses, free meals, residential relocation or vulnerable students.

The Bursary Scheme for 2024/25 is planned to open at the beginning of July 2024, at which point all applicants and students due to return for a second year of study will be contacted via email.

Applicants and students can find full details regarding fees, finance and funding, including bursary guidance and eligibility criteria, on our [website](#).

14. Criminal convictions

The University does not create unnecessary barriers for individuals with criminal records from taking advantage of the opportunities provided by the University and will not ask applicants to declare any spent convictions.

However, the University has a duty of care to its staff, students and other stakeholders and also has a duty to provide appropriate guidance to anyone with a relevant criminal conviction or who is involved in ongoing criminal proceedings.

Therefore, applicants who have an unspent conviction or are subject to ongoing or pending criminal proceedings, are required to disclose this as part of the enrolment and registration process. The University will make a decision on whether to proceed with registration or how best to support the student, or for example whether it may be more appropriate for the student's place to be deferred until after any criminal proceedings are complete.

Students coming to the University with ongoing proceedings, spent or unspent convictions are encouraged to advise the Admissions Office before arrival to be signposted to relevant support services.

Should any ongoing or pending criminal proceedings start whilst students are registered within Pre-Degree it's very important that students disclose all information to the University to ensure that we can follow the correct procedures. If any ongoing or pending criminal proceedings are assessed to impact on safeguarding in any way, it is likely that the University will look to temporarily suspend a student whilst an internal or external investigation takes place.

A temporary suspension is not a form of punishment nor does it reflect any assumption over the potential outcomes of any ongoing or pending criminal proceedings. It is a precautionary measure to protect students interests and the interests of other students and is taken in

accordance with the Universities Disciplinary Procedures for students (specifically section 11 - risk and precautionary measures).

Disclosure of any convictions/proceedings is dealt with in strict confidence. This guidance is set out in our [Admissions Policy](#) (available from our website from the 'Study' area under '[Apply Now](#)').

15. Rules and regulations

Becoming a student of the University carries with it the responsibility to comply with University rules, policies and procedures, and the [Student Code of Conduct](#) which defines acceptable behaviour in terms of mutual courtesy and respect.

- **15.1. Nut free campus**

The Pre-Degree site is a "Nut Free" campus - students and staff are asked not to bring nuts of any kind onto campus.

This means no sandwiches, granola bars, treats or other food that contains nuts. We want to ensure that all students are safe on campus, this is just one way of ensuring that. All students and staff are asked to remain vigilant to the ingredients of the products they bring on-site.

- **15.2. Energy drinks**

Students must not bring or consume Energy Drinks on-site.

Through experience we have found that students find it incredibly challenging to remain focused and engaged in the everyday activities of Pre-Degree learning, whilst also consuming Energy Drinks.

What do we categorise as an Energy Drink: A soft drink that exceeds the typical amount of caffeine found in an average cup of coffee (75mgs).

This includes brands such as: Lucozade, Boost, Red Bull, Prime, Monster or Rockstar. It does not include sugary branded drinks such as; Coca Cola / Pepsi, (regular) Irn Bru, Fanta or Dr Pepper for example, whilst these drinks are sugary in nature, they do not contain unhealthy amounts of caffeine in large quantities.

- **15.3. No Smoking Policy**

The University employs a strict no-smoking on any University site policy, this includes using e-cigarettes or vaping. If a student is found to have used cigarettes, e-cigarettes or vapes whilst being onsite, will face disciplinary procedures a formal intervention meeting including parents / legal guardians will follow and actions will be set to ensure that these activities do not happen again.

- **15.4. Bullying**

The University has zero tolerance of bullying, whether it is verbal, physical or cyber bullying. Students who bully others may face disciplinary procedures. Parents / legal guardians will be informed and in some instances the Police may be informed. It could also result in a student losing their Pre-Degree place. If a student is the victim of bullying, please let a member of staff know straight away.

- **15.5. Illegal or recreational drugs and Alcohol**

Illegal or recreational drugs and alcohol are not allowed on the University premises. Anyone coming onto any of our campuses under the influence of these or bringing them into University will face disciplinary procedures, parents/legal guardians will be informed and the student will be suspended until the matter has been investigated.

Prescription drugs or other substances that produce a legal high on campus unless specifically prescribed, are included in our Zero Tolerance approach to Drugs and Alcohol.

Selling or buying drugs on or around University premises will result in the student being suspended and their University place will be at risk. Where drugs are involved the Police will be informed.

- **15.6. Knives and offensive weapons**

Knives and offensive weapons are not allowed on the University premises. Anyone found in possession of will be suspended and the Police/parents / legal guardians will be informed.

16. Code of Conduct

Providing and maintaining an environment conducive to students learning and enjoying a rich and positive student experience requires all members of the University community – students and staff – to treat each other with dignity and respect.

The University requires all students to behave responsibly and maintain good standards of conduct at all times whilst complying with our academic regulations and student code of conduct.

Anti-social behaviour or any form of misconduct, inside and outside of the University, can disrupt the learning and wider experience of other students, and adversely impact on staff and others, including the general public.

Students are required to comply with a code of conduct, as set out in our general student handbook. Breach of this code may result in disciplinary action with serious or persistent breaches having the potential to lead to enforced termination of studies, as set out in our student disciplinary procedures.

The code of conduct also defines expectations related to academic work such as attendance, use of University resources and the need to comply with rules for all forms of

academic misconduct, such as plagiarism or cheating. Our students' successful progress is governed by our Assessment Guidelines and these as well as the student handbook are available on request before starting the course.

17. Limits of liability; insurance; intellectual property

The University will not be liable to students for any loss or damage they might suffer as a result of the University's failure or delay in carrying out any of its obligations if the failure or delay is caused by something beyond our reasonable control – such as fire, flood, industrial action.

The University will not insure students personal possessions and will not compensate students for any losses. University policy is that students own the intellectual property rights for their work. Please note that we may want to include work complete as part of students studies in promotional material for the University. Where student work is used for marketing purposes, author acknowledgement will be made.

18. Appeals and Complaints.

Our Admissions policy is available from the website (click on 'Study' then 'How to Apply') and includes details of how to appeal an admissions decision or make a complaint about the process. The procedure for making a complaint is also available from our website (scroll to the bottom of a website page, click on 'Reports and Legal Information' then select '[Making a Complaint](#)'). Our [student complaint procedures](#) for enrolled students are also publicly available.

19. Data Protection and Privacy

Before the start of the academic year we will ask you to complete an on-line enrolment process aiming to capture all your relevant details to be able to formally register you as a student. As part of this process we ask you to digitally sign to confirm that the information you have provided is accurate, that you provide your consent for us to share your data as set out in the enrolment forms that enable us to support you as a student and make the data returns required of us, and that you agree to comply with our rules, requirements and regulations.

All of our data controlling and processing is in accordance with the Data Protection Act 2018 and UK GDPR and the University is regulated by the Information Commissioner's Office (ICO).

Further information on how we use your personal data is available from our [website page](#) (Reports, Policies and Legal / Privacy Statement) and this also includes our [Privacy Notice for Applicants](#).

20. General information.

This document sets out the terms and conditions of the agreement formed between the University (Pre-Degree) and its Pre-Degree students. It is therefore important that all students, parents / legal guardians read and understand these terms and conditions. If students would like any further details about any aspect of these terms and conditions please contact either Admissions before enrolling on the course (admissions@aup.ac.uk), or the Registry once enrolled (registry@aup.ac.uk).

Every effort is made to ensure that information provided during the application and admissions process prior to starting at the University is accurate. This includes information provided at events such as UCAS fairs, Open Days, during discussions with us, and from our website and our prospectus.

Our Vocational Art and Design qualifications are validated by the University of the Arts London (UAL) Awarding Body, the only specialist art, design and creative industries awarding body in England and the courses conform therefore to the specifications laid down by the UAL awarding body.

A summary of our courses is contained in our promotional material (website and prospectus) together with outline unit descriptions and an introduction to course staff. The University takes reasonable steps to provide the educational services as described in our Prospectus.

However, all these details are under constant academic review and may change from time to time: it is important to appreciate that we will be responding continually to students feedback to make improvements and from time to time these will include modifications to curriculum content and/or the way this is delivered.

Equally, from time to time new staff will join and existing staff will leave. In the extreme, courses may be discontinued or replaced. Wherever relevant, we will take all reasonable steps to keep students abreast of potential developments and to minimise any disruption which might result from any changes.

Within all the courses available within Pre-Degree, the Google Classroom platform is used. This allows students to access up to date course information, review slides and presentations that are available from previous taught sessions and submit course work for assessment.
