



Terms and Conditions for CPD Seminars and Non Credit-Bearing Short Courses

University College Regulations and Policies

1. As a participant in a CPD Seminar/non-credit-bearing short course organised by or through AECC University College you are expected, while in attendance here, to abide by our regulations, policies and procedures governing conduct and behaviour, which can be found from the [‘latest policies’](#) page on our website:
 - Dignity, Diversity and Equality Policy
 - Prevent policy
 - Religion and Belief Policy
 - Health and Safety Policy
 - Harassment Policy
 - Sexual Violence and Misconduct Policy
 - IT Acceptable Use Policy
 - Copyright Policy

In addition:

 - Please keep a careful eye on your property on our premises. You are responsible for its safety and we accept no liability for any loss or damage incurred while on our premises.
 - We are a non-smoking institution. Smoking is permitted only in a designated area of Car Park 1.
 - Please help us to keep our buildings and environment tidy and safe for all.
 - Food and drink should be consumed only in the refectory area, bar, or in the quad.
 - Do not remove equipment from the premises. Please do not move equipment from one room to another.
 - The University College does not permit abuse of alcohol, or use of drugs or other illegal substances.
2. You must follow any other specific guidance provided to you either before or during the seminar/course. Please prepare appropriately for the seminar/course: for example, undertake any recommended pre-reading, attend all classes and other activities forming part of the course, and abide by any special conditions outlined to you relating to the course.
3. All courses are taught in English.

Payment of Course Fees and Cancellation/Refund Policy

4. You are personally responsible for ensuring that payments of course fees and other charges incurred in your name are received by AECC University College before the deadlines outlined within this policy. The fee must be paid in full before you will be allowed to attend the course (or for participants funded by the NHS, a Purchase Order Number must have been received). The course fee does not include materials required of you for your private study
5. You are responsible for your personal and travelling expenses. There is no financial assistance available from the University College towards these costs. AECC University College is unable to refund any personal expenditure (including but not limited to travel and accommodation costs) that is incurred as a result of cancellations or changes (or for any other reason).
6. AECC University College requires a minimum number of delegates for each course date and reserves the right to cancel or change any course dates if required, giving a minimum of 21 days’ notice.
7. All payments should be made through the event booking system at the time of booking.

Delegate Fee Liability and Liability Periods

8. The liability due from a delegate will be calculated in accordance with the following table:-

Withdrawal Date	Liability as percentage of fee
All students	
Up to 30 calendar days before the event.	0% Less £10.00 Administration Fee
Between 7 and 29 calendar days before the event	50% Less £10.00 Administration Fee
Less than 7 calendar days before the event	100%
If the course is cancelled by AECC	0%
If the course date(s) is / are changed by AECC and the delegate is unable to attend on the new date(s)	0%

9. Cancellation requests should be sent in writing/e-mail to cpd@aecc.ac.uk. or SBattiston@aecc.ac.uk for Ultrasound short courses that include summative assessment. Refunds for CPD seminars may also be requested via Eventbrite
10. The University College may cancel your registration at any time if we find that you have given us information which is false or misleading; if you fail to pay for the course within the specified timescales or if you break any of the conditions set out in this document (and any of the other rules and regulations referred to in it). Please note that we may also seek prosecution if you have supplied fraudulent information.
11. The AECC University College reserves the right to make alterations to fees, arrangements and dates for teaching and learning sessions, including the decision to run all or parts of the course in the light of demand. We do not accept any liability arising out of or on connection with any such changes. In the event that the course is cancelled or re-scheduled by the course organiser, a full refund of fees will be given. However the University College takes no responsibility for travel or accommodation expenses incurred by the participant

Copyright and Intellectual Property Rights

12. The copyright and other intellectual property rights in relation to course materials remain the sole and exclusive property of AECC University College (or, in some cases, the short course/seminar speaker). In attending the course, you agree that you will not copy or permit to be copied any of the course materials, nor disclose or permit the disclosure, sell or otherwise pass on those materials to others, unless agreed otherwise in writing with the copyright holder.

Disclaimer

13. The views expressed in written material and by presenters do not necessarily reflect those of AECC University College, nor does mention of trade names, organisations or professional practices imply endorsement by AECC University College.

Proof of Identity and Qualifications

14. The University College may, under certain circumstances (including sitting for an assessment, where applicable), ask you for proof of your identity, which is normally limited to your passport or original birth certificate with a form of photo identification. You may also be required to provide proof of your right to study in the United Kingdom, and proof of your academic and professional qualifications (where these have been outlined as a condition of offer).

Personal data and Data Protection

15. All personal information you have provided to, and which is stored by, the University College will be used to process your booking, to keep in touch with you, and to manage your ongoing participation in the course/seminar. The personal information that you have supplied to us will be used, processed and retained in accordance with our Privacy Notice, available from <https://www.aecc.ac.uk/study/our-courses/short-courses-and-cpd/>
16. It is your responsibility to keep your personal information up to date and to notify the University College of any changes or errors. Please contact cpd@aecc.ac.uk (for CPD seminars) or SBattiston@aecc.ac.uk for Ultrasound short courses that include summative assessment, to make any changes.
17. CPD delegate information may also be used to send you occasional e-newsletters to advise you of other CPD seminars/NCB short courses provided by us. If you do not wish to receive this information, please contact cpd@aecc.ac.uk (for CPD seminars), or use the 'unsubscribe' option within the e-newsletter. For Ultrasound short courses please contact SBattiston@aecc.ac.uk.

Support for Students with Disabilities or Learning Difficulties

18. If you think that you are likely to require any support because of a disability and/or learning difficulty while you are on the course, you should indicate this via Eventbrite, where applicable or contact cpd@aecc.ac.uk. For Ultrasound short courses that include summative assessment, please contact SBattiston@aecc.ac.uk. Requests will be considered in line with the criteria for "reasonable adjustments" as outlined in the Equality Act 2010.

Complaints

19. If you have a complaint or concern relating to a CPD seminar, please e-mail cpd@aecc.ac.uk. For Ultrasound short courses that include summative assessment please e-mail the Head of School.

Terms and Conditions applicable specifically to delegates undertaking NCB short courses that include summative assessment¹

20. In addition to the regulations and policies referenced in para 1 above, those sitting summative assessments through AECC University College are also required to follow the Academic Offences Policy which can be found from the '[latest policies](#)' page on our website.
21. Unless otherwise stated, the copyright of learning materials is held by AECC University College. You may view or download (where appropriate) information for your personal (and not commercial) use only. Information may not be published in any other format without the express written permission of the University College or the copyright holder. Applications for permission should be made to the copyright holder.
22. Arrangements for the conduct of assessment, and any specific regulations applicable to these assessments, will be made available within the relevant course information/handbook.
23. Should you wish to submit an academic appeal² against the outcome of a summative assessment you must follow the procedure below:
 - 1 An academic appeal can only be considered on the grounds of one of the following:
 - i. there has been a material irregularity or significant procedural error in the assessment process
 - ii. the assessment was not conducted in accordance with the information provided in the course documentation

¹ This means assessment which you must undertake in order to demonstrate satisfactory completion of the course and receive a certificate of completion

² An academic appeal is defined as a request for a review of a published decision of an academic body charged with making decisions on student assessment

- iii. there is evidence of bias, or prejudice by the examiners which affected the academic result or decision
 - iv. your performance in assessment has been affected by illness or other factors which, for valid reason(s), s/he was unable to divulge before undertaking the assessment.
- 2 An academic appeal should be lodged with the Head of the relevant School within **10 working days**, of the publication of results. You must provide evidence in writing to support their case, and indicate your desired outcome. (Please note that the outcome of an appeal cannot overturn a failed assessment – it will still be necessary for you to pass a failed assessment in order to attain a certificate of completion).
 - 3 The Head of School or nominee will consider the appeal in discussion with a senior member of staff from another School. The Heads of School may, if they consider it necessary, seek further information from you, and/or convene a meeting with you to discuss the case. If a meeting is held you may bring a friend or colleague with you. Such meetings may take place virtually. The Head of School will notify you of the outcome in writing within 15 working days of the receipt of the case.
 - 4 The decision of the Head of School is final.

June 2019

(Minor amendments reported to Academic Board 26.6.19)