



University for the Common Good

These terms and conditions set out the obligations of Glasgow Caledonian University (“The University”) and registered students studying on the Master of Business Administration (MBA) in addition to the University’s standard student terms and conditions, and where applicable, the University’s International Terms and Conditions, which set out your rights and obligations, as well as the University’s obligations to you.

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1. Tuition Fees

- 1.1 The tuition fee payable for this programme includes the costs, as detailed in paragraph 2.2, for travel and accommodation in relation to the optional intensive study period.
- 1.2 No tuition fee refund or reduction will be made by the University to students who either elect not to, or who are unable to, participate in the optional intensive study period.
- 1.3 With the exception of the early payment discount, offered to those who pay their full fees by the first day of the commencement of teaching, no other scholarships or discounts will apply to the tuition fees for students studying on this programme of study.

2. Intensive Study Period

2.1 Arrangements

- 2.1.a Students may elect to undertake an optional two week intensive study period at either the GCU Glasgow Campus or the Glasgow Caledonian New York College (the “Host Campus”).
- 2.1.b The details of the two week intensive study period must be agreed with the Programme Leader in accordance with the process outlined in the Students’ Programme Handbook before any travel, accommodation or other arrangements will be made by the University. Students should not make any related arrangements until the intensive study period has been agreed by the

Programme Leader.

- 2.1.c During the study period, students will continue to be subject to the University's regulations and policies including the Student Code of Conduct.
- 2.1.d All travel and accommodation arrangements will be made in accordance with the Students' Programme Handbook
- 2.2 Costs
 - 2.2.a Where the study activity is taking place outside the United Kingdom, GCU will arrange and pay for economy class return flights from London and accommodation for the duration of the two week intensive study period.
 - 2.2.b Where the study activity is taking place within the United Kingdom, GCU will arrange and pay for economy class return train tickets from London and accommodation for the duration of the two week intensive study period.
 - 2.2.c Students will be responsible for all other related costs including, but not limited to, airport transfers, meals and costs associated with applying for any necessary immigration clearance visa required to travel to and undertake a short period of study at the Host Campus.
 - 2.2.d Travel and accommodation will be arranged on the basis of any relevant information provided by the student for the purpose of those arrangements. The University will not be responsible for any disruption or cancellation of travel and accommodation arrangements caused as a result of incorrect information provided by the student.
- 2.3 Insurance
 - 2.3.a Students must complete the necessary travel risk form and provide details of emergency contacts prior to any travel being booked by the University.
<http://www.gcu.ac.uk/healthandsafety/travel/>
 - 2.3.b All students travelling on official University activity are covered by the University's Travel Insurance Scheme, details available at
<http://www.gcu.ac.uk/financeoffice/travel/travelinsurance/>
Students must fully read the information including details of coverage prior to travel
 - 2.3.c The University's travel insurance will only cover the duration of the intensive

study period, including return travel. Students will be responsible for acquiring travel insurance for any additional periods that they spend either before or after the study period.

- 2.3.d The University will not be liable for the costs of any additional travel insurance purchased by a student.

2.4 Passport & Entry Visas

- 2.4.a It is the responsibility of each student to apply for any necessary immigration clearance visa required to travel to and undertake a short period of study at the Host Campus.

- 2.4.b The University VISA advice team can provide advice and guidance. Please visit <http://www.gcu.ac.uk/student/international/> for further information. It is the responsibility for each student to ensure that they have a valid passport that meets the entry requirements to the country being visited

2.5 Student Obligations during intensive study period

- 2.5.a Each student participating in the intensive study period must:
 - (a) if the placement is outside the UK, obey the laws of the host country;
 - (b) obey the rules and regulations of the Host Campus;
 - (c) comply with any rules or regulations applying to GCU students, including the Code of Student Conduct;
 - (d) notify GCU of any change in travel or accommodation arrangements or other material change of circumstances during the intensive study period;
 - (e) keep their personal and emergency contact details up to date.