



Sheffield
University
Management
School.

INTERNATIONAL SUMMER SCHOOLS

TERMS AND CONDITIONS

As attendees on an International Summer School programme our students will be Ambassadors for the University of Sheffield. Participants on summer school programmes will be expected to meet the following terms and conditions:

- 1) Summer school places are offered to students who:
 - a) have successfully completed the Autumn examinations with a pass rate of at least 60% on all modules
 - b) have excellent English language skills
 - c) are enthusiastic, pro-active and willing to participate in all summer school activities, including group work and presentations
 - d) have provided a relevant and legible statement which meets the requested criteria on the application form
 - e) have a good reference from their Tutor
- 2) Prompt engagement with the Summer School application process. Registration must be made via the Online Store by the deadline date or the offer will be forfeited.
- 3) Regular communication with the Summer School Co-ordinator via email during key stages of the summer school organisation process, ie visa application submissions, travel and flight bookings and host Business School/University online applications.
- 4) Contribution of a minimal fee which is charged for each summer school, the cost of which is dependent on the length of the programme. All arrangements will be made by the Summer School Co-ordinator apart from the organisation and travel costs relating to the visa application process. Costs can be up to £150 for the visa application fee and travel to the visa office in London, Manchester or Edinburgh.
- 5) Requests for summer school extensions will not be authorised due to travel, insurance and dissertation submission restrictions.
- 6) Travel arrangements to and from the destination country will be made by the Summer School Co-ordinator. Students must be resident in the UK before and after travel. Any additional travel costs abroad, ie from the Airport to the accommodation, will be paid to the student via an Expenses Claim Form after the summer school has finished.
- 7) Accommodation will be arranged by the Summer School Co-ordinator. Dependent upon the summer school programme, some meals will be included during the day. However, it is expected that additional costs will be required for evening meals. Hospitality packages, ie

bedding, wifi access, etc, are usually included, depending on the type of accommodation allocated by the host Business School or University.

- 8) All pre-summer school assignments must be completed by the given deadline. There could be up to 20 hours of assignment work and further reading time before the summer school commences. The amount of work is dictated by the host Business School or University. As summer schools fall within the dissertation period, students must be prepared to factor in this time when applying for a summer school.
- 9) Students must be prepared to be pro-active during the summer school and engage fully in group assignments and project work. Students are expected to participate in:-
 - Full attendance at taught classes and company/information visits
 - Full participation in group assignments and discussions
 - Full participation in social gatherings and course arrival/departure meetings/celebrations
 - Full compliance with the regulations of the chosen Summer School
- 10) Students who do not comply with the summer school activities listed above may be subjected to an additional charge of 50% of the cost of the summer school paid for by the Management School. The Associate Dean for External Business Advancement will make a final decision regarding the invoicing of the additional fee, which must be paid before graduation.
- 11) Any additional summer school programme activities, such as a social events programme, are to be paid for by the student.
- 12) An automatic dissertation extension will be granted to all summer school participants for the duration of the summer school, ie a one week dissertation extension will be given to a student who attends a one week summer school. Extensions are allowed up to three weeks only as any further extensions will put students at risk of being unable to graduate in the same academic year. This must be considered when applying for a summer school which is three weeks in duration.
- 13) Students must attend pre-summer school meetings with the Summer School Co-ordinator where they will be given the opportunity to meet other students and ask questions about the programme.
- 14) The Summer School ECTS credits are not transferrable to Management School programmes.
- 15) Students will have up to 2 weeks after registering for their chosen summer school to make a cancellation and receive a full refund. After this date no refunds will be made. However, consideration will be made if a cancellation is due to students having to do resit examinations over the summer period.
- 16) In order to process summer school applications, student details, such as name, date of birth, address, passport details and autumn examination results, will be submitted to the relevant international university/business school by the Sheffield University Management School.