



The Institute of Ismaili Studies

Graduate Programme in Islamic Studies and Humanities (GPISH)

Agreement of Terms and Conditions

2020-2023

The Agreement is divided into three parts:

- PART 1:** IIS GPISH Scholarship Terms and Conditions
- PART 2:** General Student Information
- PART 3:** Student Consent and Acceptance of Terms



The Institute of Ismaili Studies

Part 1: IIS GPISH Scholarship Terms and Conditions

Overall Scholarship Aims

The Institute of Ismaili Studies (IIS) offers a Scholarship to Ismaili students who have been accepted onto the Graduate Programme in Islamic Studies (GPISH). This three-year academic programme of study is delivered in the UK and leads to two Master's degrees: an MA in Islamic Studies and Humanities awarded by SOAS University of London and a Master's degree in a subject related to the aims and ethos of the programme, awarded by a UK university (subject to the student successfully being accepted on an approved programme of study).

The MA in Islamic Studies and Humanities is designed and delivered by IIS and validated by SOAS University of London. Students will study at the IIS for this over the first two years of the programme. The third-year Master's is in a subject of the student's choice (subject to approval) at a UK university. To graduate from GPISH, students must successfully complete the two-year IIS component **and** gain the Master's degree from the third-year university. Students who do not graduate from GPISH will not be eligible for IIS Alumni privileges.

The Scholarship promotes the following key principles relating to GPISH:

- Integrating intellectual disciplines and subject matter
- Exploring and understanding the historical emergence of forms and definitions
- Appreciating poetic and imaginative discourses and cultural diversity
- Bridging history and contemporary societies
- Re-examining the boundaries of civilisations.

1.2 Scholarship details

The IIS agrees to grant the IIS GPISH Scholarship (the "Scholarship") to the student (the "Recipient") upon successful acceptance onto the GPISH programme for the academic cycle of 2020 - 2023.

The Scholarship award covers:

- All direct tuition costs in relation to the Scholarship for the duration the Recipient remains enrolled on the course and in accordance with these terms and conditions.
- Programme-related travel costs as appropriate (study excursions, language immersion, and field research).
- A monthly living allowance (the "Stipend") will commence at the start of the programme or on arrival to the United Kingdom, whichever is later. The monthly stipend will be £490. The Stipend is to cover reasonable living expenses in compliance with UKVI thresholds and will only be paid to Recipients when they are residing in London for the first two years. Please see the student handbook for the third year stipend as this will be subject to location, length of course, and stay.
- The stipend shall be paid to the Recipient in GBP (UK Pounds Sterling) via bank transfer. Payments can be made only into a UK-based bank account: it is the Recipient's responsibility to inform the IIS in writing of all the account details necessary to process such payment. It is the Recipient's responsibility to ensure that the IIS holds up-to-date account details. In the event of any change to the bank account details the Recipient must inform the IIS immediately, and in any case at least one month in advance of payment of the upcoming stipend. The IIS accepts no responsibility or liability for any delay in the payment of any stipend where the Recipient has failed to promptly notify any changes to bank



The Institute of Ismaili Studies

account details.

- Single accommodation at the Student Halls of Residence will be provided to all enrolled students until commencement of the field project in Year 2, Term 3. The student may remain in the student halls of residence for the third year of studies if studying in London. If the recipient decides not to remain in student halls, a housing allowance will be paid to the recipient per the Institute's policy. When students are travelling for holidays, fieldwork and language immersion the IIS reserves the right to temporarily re-allocate the room for other uses during such periods.
- The Recipient's economy class flight to London at the start of the course* and repatriation flight following the successful completion of three year programme. Please see student handbook for further information. *Please note that tickets for travel to the UK will not be purchased prior to the student visa being issued. Please note that travel arrangements will be made as per the Institute's travel policy. Recipients should not resign from any employment, cancel any contracts of work or offers of alternative study until a visa confirming eligibility to enter the UK for study has been issued and is in the recipient's possession.*
- ***PLEASE NOTE THAT DUE TO THE CURRENT GLOBAL PANDEMIC, THE FLIGHT TO LONDON MIGHT BE DEFERRED WITH THE FIRST PART OF TERM 1 BEING DELIVERED VIRTUALLY. MORE INFORMATION WILL FOLLOW AS THE SITUATION EVOLVES.**

The scholarship does not include the following (not limited to):

- Any private medical expenses or charges for dental clinic or optician/glasses
- Visa fee and associated costs (e.g. travel, TB-Polio tests etc.)
- Costs of renewing a passport

1.3 Scholarship Terms and Conditions

The scholarship is subject to the Institute's terms and conditions below and the recipient's eligibility will be reviewed twice a year as well as under special circumstances detailed in the following sections.

Eligibility; and data protection

In accepting the Scholarship the Recipient hereby grants the IIS and SOAS express permission to gather the data necessary to evaluate the Recipient's continued eligibility. The Recipient agrees to promptly update the IIS in the event that there is any change to relevant personal and academic circumstances that may affect the Recipient's eligibility.

The IIS reserves the right to withdraw the Scholarship and suspend or terminate the Recipient's enrolment in cases where the Recipient is found to have misled the Institute about any aspect of their eligibility, and to seek appropriate redress in respect of any sums already paid, at the sole discretion of the IIS.

Academic Performance and Code of Conduct

1. The Scholarship aims to support students displaying good academic ability, maintaining a consistently positive academic performance across all elements of the Graduate Programme, while upholding the IIS values and code of conduct. The IIS reserves the right to withhold the Scholarship and terminate enrolment if, in the absence of any pertinent and evidence-based mitigating circumstances, it considers, in its sole discretion, the academic progress of the Recipient to be unsatisfactory. Please refer to the relevant sections of the Student Handbook for more details about maintaining satisfactory progress.



The Institute of Ismaili Studies

2. For the duration of the Scholarship, the Recipient will be required to submit a progress report twice a year following the protocol set out in the Student Handbook. Failure to submit the aforementioned report by the due date will result in the automatic suspension of the Scholarship, followed by investigation that may lead to termination of the Scholarship and enrolment if a satisfactory report is not submitted within two weeks from the due date.

3. The IIS reserves the right to indefinitely withhold the Scholarship and terminate enrolment in case of serious breach of code of conduct by the Recipient. The IIS code of conduct is clearly stated in the Student Handbook, and affects all aspects of the programme, including lectures, seminars, workshops, meetings with academic staff and supervisors, field trips, language immersions, and all face to face activities. Should a Recipient be suspended on disciplinary grounds, Scholarship payments would also be immediately suspended. Reinstatement of payment, at the absolute discretion of the IIS, will be dependent on the outcome of any disciplinary procedure as set out in the Student Handbook. Cases in which the outcome of the disciplinary procedure leads to the expulsion from the Graduate Programme, the Scholarship will be withdrawn and, in the case of any overpayment, the IIS will seek appropriate redress at their sole discretion.

4. The Recipient will be expected to complete his/her studies within the three year period, commencing September of his/her first year and ending 31 August 2023 (three years later), except in cases when the Recipient's studies have been deferred, with the consent of the Institute, to a later starting or finishing date due to extenuating circumstances supported by adequate evidence. The cumulative term of the Scholarship cannot, in any case, exceed three academic years. In these cases students are expected to complete his/her studies within a further three years. In total the student will be expected to complete his/her studies within six years of commencement. Failure to complete the Graduate Programme within three academic years (whether continuous or cumulative) will not lead to any extension of the Scholarship, even in the presence of extenuating circumstances. After a period of three years of scholarship (cumulative or continuous) the IIS will not be responsible for any associated costs with deferral (including but not limited to flights, visas and IELTS – where applicable).

5. It is the Recipient's responsibility to secure admission to a Master's programme approved by the Institute at a UK higher education institution for their third year and to fulfil all admissions criteria of the relevant UK University. The Institute cannot be held responsible for any Recipient's failure to gain admission to such Master's programme. If the Recipient fails to secure admission to such a Master's programme, the Institute reserves the right, at their sole discretion, to seek appropriate redress for any paid-out portion of the Scholarship for the first two years.

6. The Recipient will, during the third year of studies, provide the Institute with termly attendance and termly academic progress reports (including submitting transcripts) in an agreed form as directed by the Institute. Failure to comply with this requirement will result in an indefinite suspension of the Recipient for the following term(s).

7. Upon completion of, or withdrawal from the Graduate Programme, the Recipient is required to:

- a. Submit a copy of the third year Master's degree certificate and transcript to the IIS Student Services unit. (Note: Submission deadline for the Transcript is 31 January following completion whilst the submission deadline for the Master's Degree Certificate is 1 June following completion). Also, in the case of unsuccessful completion of the Master's Degree, the Recipient is required to submit a transcript as above.
- b. Provide the Institute with up to date contact details (telephone number, email address and residential address) and maintain contact with the Institute with regard to his/her employment and career plans.
- c. To give consent to the Institute of Ismaili Studies to contact the recipient's third year university to obtain academic status.
- d. Failure to comply with the above sections will result in the Institute:



The Institute of Ismaili Studies

- i) Refusing to provide references, visa extension letters or other relevant documentation;
- ii) Withdrawing alumni privileges.

8. The Recipient agrees to comply with the rules and procedures set out in the IIS Student Handbook, and to the pertinent regulations and procedures of the IIS. Failure to do so may result in the IIS withdrawing the Recipient's Scholarship.

Withdrawal, Expulsion and Non-Completion

9. The Recipient's entitlement of the Scholarship will be governed by the conditions and procedures for withdrawal, expulsion, and non-completion of the Graduate Programme as governed by the IIS's policies and regulations.

10. Receipt of the Scholarship is dependent on enrolment on the Graduate Programme. Any changes to the Recipient's enrolment status leading to suspension, deferral, withdrawal, or expulsion will lead to the automatic suspension or termination of the Scholarship, as appropriate.

11. If the Recipient ceases study without completing the qualification for which the Scholarship was paid (voluntarily or where the Scholarship is deemed to be withdrawn under these Terms and Conditions, or otherwise terminates in accordance with these Terms and Conditions), the IIS has the discretionary right to seek appropriate redress for any portion of the Scholarship paid out to the Recipient and/or indefinitely withhold any further payments otherwise due to the Recipient.

12. In any of the above cases, when the Scholarship is withdrawn or terminates early, the Recipient may receive an overpayment, for instance when the IIS is unable to cancel an upcoming payment, or when a change of circumstances leading to interruption or withdrawal occurs shortly after a payment has been made. In the event of an overpayment the Recipient may be required to repay all overpaid amounts within three months following direct invoice by the IIS. The IIS also reserves the right to deduct any overpayment from any sum at that time due to the Recipient. The reimbursement of overpayments may be waived, at the sole discretion of the IIS, under exceptional circumstances to be ascertained by a review conducted by the relevant committee of the IIS.

13. The responsibility of the IIS in this agreement is limited to providing the necessary support (through Scholarship, academic support and pastoral care) to allow the Recipient to fulfil their obligations in regard to the pursuit and achievement of their graduate level degree awarded by SOAS.

14. In case the outcome of the disciplinary procedure does not lead to expulsion, the IIS nonetheless reserves the right to withdraw the scholarship when the breach of conduct is of such nature as to permanently jeopardise the fiduciary relationship between the Recipient and the IIS and/or the pertinent party

1.5 Mediation

In the event of conflict arising from the observance and enforcement of these Terms and Conditions, the Recipient and the IIS agree to seek mediation with one of the Conciliation and Arbitration Boards.

Governing law and jurisdiction

This agreement and any dispute or claim arising out of, or in connection with, it, its subject matter, or formation (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the law of



The Institute of Ismaili Studies

England and Wales.

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction over any dispute or claim arising out of, or in connection with, this agreement or its subject matter or formation (including non-contractual disputes or claims). Nothing in this clause shall limit the right of the IIS to take proceedings against the Recipient in any other court of competent jurisdiction, nor shall the taking of proceedings in any one or more jurisdictions preclude the taking of proceedings in any other jurisdictions, whether concurrently or not, to the extent permitted by the law of such other jurisdiction.

PART 2: GENERAL STUDENT INFORMATION

Visas and Immigration

2.1 Student Visas

Students from countries outside of the European Union will be required to obtain a Tier 4 student visa from a UK Visa Application Centre in their home country, before their arrival in London. Payment of the visa fee and associated costs (e.g. travel, TB-Polio tests etc.) will not be reimbursed by the IIS.

At the time of visa application, the recipient will be required to submit original copies of their certificates/diplomas to UKVI as listed:

- i. University degree(s) (originals and certified translation in English, if applicable);
- ii. Transcript(s) (originals and certified translation in English, if applicable)
- iii. Proof of English level, UKVI IELTS (if applicable);
- iv. Passport valid for international travel;
- v. Confirmation of Acceptance to Study (CAS) letter issued by the Institute following your acceptance of the Scholarship
- vi. Any other documents that may be required by the UKVI or the IIS. Express requests for such document(s) will be made if required.

2.2 Attendance

As a financial sponsor, the IIS expects students to attend **100%** of all scheduled activities at the IIS including lectures, seminars, workshops, fieldwork, field trips and all face to face activities, except in documented cases of medical or personal emergencies.

Students must abide by the Attendance Policy as outlined in the Student Handbooks.

In case ill health prevents students from attending any of the aforementioned contact points, they are required to immediately contact the appropriate person following the protocol detailed in the Student Handbook, and to supply appropriate medical evidence confirming inability to attend. This may include a GP note, specialist assessment or diagnosis etc. The IIS will consider accepting retrospective evidence in extenuating circumstances and at its absolute discretion.



The Institute of Ismaili Studies

In case personal or close family emergencies prevent students (or will prevent them in the foreseeable future), despite proven best intentions and goodwill, from attending any of the aforementioned contact points, students are required to immediately contact IIS and supply appropriate evidence documenting the case.

In both cases, where attendance is impeded for a period exceeding two continuous weeks, the IIS, Academic Management Committee will deliberate whether to grant a concession or devise a different course of action, based on the nature and likely outcome of each specific case. This may in turn affect enrolment status and eligibility to continue to receive payment of the Scholarship.

Depending on the nature of each case, the IIS may deliberate whether to:

- Produce a strategy to support your studies during the absence period, while maintaining your enrolment and scholarship payments;
- Defer your studies to a later set date, thus suspending your enrolment status and scholarship payments;
- Suspend your enrolment and scholarship indefinitely;
- Propose a voluntary withdrawal. In case you accept this withdrawal, any proportion of the scholarship paid or overpaid to you until that point will be waived and no reimbursement will be sought. You will be permitted to re-apply for the Graduate Programme in the future.

2.3 United Kingdom Visas and Immigration (UKVI) Policy and IIS Policy in relation to carrying out paid or unpaid work in the UK

Under current UKVI policy, students are entitled to seek paid or unpaid employment while staying in the UK as a student enrolled on GPISH. *However, the IIS Policy in relation to employment is that no student is allowed to work whilst enrolled on GPISH.*

2.4 United Kingdom Visas and Immigration (UKVI) Policy and IIS Policy in relation to bringing dependants to the UK

We recognize that most of our students are recruited from outside of the United Kingdom (UK) and the European Economic area and may want to invite dependants to live with them in the UK at some point during their study. Current UKVI regulations allow GPISH students to bring dependants with them. Should students decide to do so, they are strongly advised to ensure that they make the necessary enquiries about the financial resources required for living in the UK with dependant(s). London is an expensive city and students should not underestimate the cost of living. The IIS is a UKVI Tier 4 Sponsor Licence Holder and our licence requires us to adhere to UKVI regulations. Further note that under the scholarship terms, recipients will be provided with a single occupancy room at the halls of residence and the IIS tenancy agreement for the accommodation runs from September to August. Students are not allowed to terminate the agreement before the end of academic year. If recipients did decide to bring dependants, they would have to wait until the agreement comes to an end before moving out of the accommodation.

2.5 Enrolment

In order to receive the Scholarship, the Recipient is required to fully register and enrol in the Graduate Programme within two weeks of the programme's published start date, and to remain enrolled for the duration of the Scholarship. Failing to enrol after two weeks following the Programme's published start date without acceptable justification will lead to the withdrawal of the Scholarship.

2.6 Orientation

Orientation is mandatory and all students are required to attend each session. Details will follow, prior to the commencement of the programme. **Please note that recipients must attend the Orientation Week and**



The Institute of Ismaili Studies

need to ensure that they are in London before orientation. Attendance of all pre-sessionals, where applicable, is mandatory.

***PLEASE NOTE THAT DUE TO THE CURRENT GLOBAL PANDEMIC, ALL PRE-SESSIONALS WILL TAKE PLACE VIRTUALLY AS WELL AS SOME ORIENTATION ACTIVITIES. MORE INFORMATION WILL FOLLOW AS THE SITUATION EVOLVES.**

2.7 Term dates

The term dates for the Academic Year 2020/21 will be sent in due course.

2.8 Living in London

Information on living in London can be found in the pre-arrival guide which will be distributed to students electronically prior to arrival in the UK.

The IIS and SOAS University of London

Successful completion of the first two years of GPISH will lead to the award of an MA degree in Islamic Studies and Humanities awarded by SOAS University of London. While studying at the IIS, students will be governed by the policies of the IIS, including but not limited to policies relating specifically to the Department of Graduate Studies (DGS) and the Aga Khan Centre (AKC). In some cases, these may be superseded by policies of our validating partner, SOAS University of London; where this is the case, information will be provided in IIS policy documentation

PART 3: STUDENT CONSENT AND ACCEPTANCE OF TERMS

If you agree to the terms and conditions, please initial each page of this document and complete and sign as per the below instructions:

1. Initial each page (all seven pages);
2. Complete this student consent section;
3. Scan and email the fully completed agreement to studentservices@iis.ac.uk
4. Bring a copy of the original signed agreement to London with you and submit the original document directly to IIS Student Services.

I hereby accept the offered place on the Graduate Programme in Islamic Studies and Humanities and confirm that I have read and understood the information stated in this letter. I also agree to be bound by the Institute of Ismaili Studies' terms and conditions.

Signature: _____

Name: _____

Date: _____

Once you have accepted your offered place and signed and returned a copy of the terms and conditions you will receive detailed information about the Tier 4 visa process. Please note that you are required to submit the original documents outlined in section 2.1 to Student Services Unit on the first day of the Orientation week *OR, DUE TO THE CURRENT GLOBAL PANDEMIC, THE FIRST WEEK THAT YOU ARRIVE IN THE UK, WHICHEVER IS EARLIER.