



**SECONDARY TEACHER
EDUCATION PROGRAMME (STEP)**

**AGREEMENT OF TERMS AND
CONDITIONS**

2017 - 2019



The Institute of Ismaili Studies

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PART 1: STEP Scholarship Terms and Conditions

1.1 Overall Scholarship Aims

The Institute of Ismaili Studies (IIS) offers a Scholarship to Ismaili students who have been accepted onto the Secondary Teacher Education Programme (STEP). This two-year academic programme of study is delivered in London and leads to two post graduate qualifications awarded by University College London: a Postgraduate Diploma in Teaching and Reflective Practices (PGDip) and a Master of Arts in Education (Muslim Societies and Civilisations). The STEP award is only valid if both the qualifications mentioned above are awarded. Students who do not graduate from the Secondary Teacher Education Programme will not be eligible for the IIS Alumni privileges.

The Scholarship promotes the broad aims of the STEP including but not limited to:

- *Evolving and sustaining* a cadre of Ismaili Muslim teachers who are acquainted with the content informing the IIS' secondary curriculum and who will implement the curriculum;
- *Developing* teachers' reflective and critical stances and professional capacities informed through field-based work and practice, foundational educational training, and contemporary educational principles, theories and literature;
- *Enhancing and fostering* educational leadership skills and qualities amongst the teachers;
- *Developing* within the teachers a critical understanding of curriculum implementation, evaluation, and assessment, particularly in relation to the IIS' Secondary Curriculum;
- *Addressing* the needs of the Ismaili Tariqah and Religious Education Boards (ITREB) by professionally training teachers.

1.2 Scholarship Details

The IIS agrees to grant the IIS STEP Scholarship (the "Scholarship") to the student (the "Recipient") on successful acceptance onto the STEP for the academic cycle of 2017 - 2019.

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 (educational field trips, applicable reimbursements for practicum related travel) in accordance with the reimbursements policy.
- A monthly living allowance of £470 (the "Stipend") will commence at the start of the programme or on arrival to the United Kingdom whichever is later. The scholarship will also cover expenses if the student is required to attend a pre-sessional programme prior to start of the programme. 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. During the



three-month Field Research and Teaching Practice (FRTP), students will be paid a stipend based on the World Bank Purchasing Power Parity (PPP) model. This is generally less but in some cases may be more than the normal monthly stipend payments.

- 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 account details.
- Single accommodation at the Student Halls of Residence will be provided to all enrolled students. Further details are available here www.victoriahallkingscross.com. When students are travelling for holidays or field research, 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 two year programme. (Please note that travel arrangements will be made by the IIS in accordance with their travel policy).
- The scholarship does not include the following (not limited to):
 - Students are responsible for any fees arising from resubmission of assignments.
 - 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 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.

In accepting the Scholarship the Recipient hereby grants the IIS 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 any relevant personal and academic circumstances that may affect the Recipient's eligibility. Such data (including but not limited to grades and attendance records) can also be shared with sponsoring ITREBs for the purpose of ascertaining the Recipient's continued eligibility and suitability for work, as well as to provide regular progress updates.

The IIS reserves the right to withdraw the Scholarship in cases where the Recipient is found to have purposely misinformed or falsified information provided to the IIS regarding any aspect of their eligibility

The Recipient is required to be registered full-time and enrol in all programmes of study constituting STEP (MA Education and PGDip) within 2 weeks of the programme's published start date, and to remain enrolled for the duration of the scholarship. Failing to enrol after 2 weeks (without reasonable



justification) following the Programme's published start date will lead to the withdrawal of the Scholarship. For students who hold a Tier 4 visa, this will also mean the IIS will have to withdraw their sponsorship, in compliance with UKVI regulations.

Academic Performance and Code of Conduct

1. The Scholarship is meant to support students displaying good academic ability, maintaining a consistently positive academic performance across all elements of the programme, while upholding the IIS's values and code of conduct. The IIS reserves the right to withhold the Scholarship if, in the absence of any pertinent and evidence-based mitigating circumstances, it considers the academic progress of the Recipient to be unsatisfactory in its sole discretion. Unsatisfactory progress circumstances include, but are not limited to:
 - Having more than two outstanding summative assignments at the end of a given academic year, for either the MA Education or the PGDip; or having more than three outstanding summative assignments at any point of enrolment in the programme;
 - Failing to resubmit a non-submitted or failed summative assignment by the stated resubmission deadline;
 - Failing more than 50% of the summative assignments for a given academic year;
 - Accumulating more than seven unauthorised absences across all contact points per academic year.
2. For the duration of the Scholarship, the Recipient will be required to submit a progress report twice a year to the Programme Leader, 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 an investigation that may lead to the Scholarship's termination. In case a satisfactory report is not submitted within 2 weeks from the due date, a late submission payment may be applied.
3. The IIS reserves the right to indefinitely withhold the Scholarship in case of serious breach of good conduct by the Recipient. The IIS and UCL-IOE 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, placements, field trips and all face to face activities. Should a Recipient be suspended on disciplinary basis, Scholarship payments would be immediately suspended as well.

Reinstatement of payment is at the absolute discretion of IIS and will be dependent on the outcome of any disciplinary procedure as set out in the Student Handbook. In case the outcome of the disciplinary procedure leads to the expulsion from the programme, the scholarship will be withdrawn and the IIS has the discretionary right to seek appropriate redress for any proportion of the Scholarship already paid out to the Recipient. 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 ITREB(s).



1. The Recipient will be expected to complete his/her studies within the two year period, commencing September 2017 and ending 31st August 2019, except in cases when the Recipient's studies have been deferred to a later date due to extenuating circumstances supported by adequate evidence. The cumulative period of the Scholarship cannot exceed the two years. Failure to complete the programme within two year of Scholarship (whether continuous or cumulative) will not lead to any extension of the Scholarship, even in the presence of extenuating circumstances.
2. The Recipient agrees to comply with the rules and procedures set out in the Student Handbook, and to the pertinent regulations and procedures of the IIS and UCL-IOE. Failure to do so may result in IIS withdrawing the Recipient's Scholarship.

Withdrawal, Expulsion and Non-Completion

3. The Recipient's entitlement of the Scholarship will be governed by the conditions and procedures for withdrawal, expulsion, and non-completion of the academic programme as governed by UCL-IOE's policies and regulations. In case of divergence between the present terms and conditions and such UCL-IOE's policies and regulations, the present terms and conditions shall prevail.
4. Receipt of the Scholarship is dependent on enrolment on the 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.
5. 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 proportion of the Scholarship already paid out to the Recipient and/or indefinitely withhold any further payments otherwise due to the Recipient.
9. In any of the above cases, when the Scholarship is withdrawn or terminates early, the Recipient might 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 3 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 might be waived, at the sole discretion of the IIS, under exceptional circumstances to be ascertained by a review conducted by the STEP Oversight Group.
6. The Scholarship is awarded to Recipients who have received a conditional contract of employment from their respective national ITREB, which is subject to the successful completion of the two-year academic programme (STEP) i.e. both the MA Education and the PGDip and have agreed to the terms and conditions of the contract.
7. The IIS's responsibility 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 degrees awarded by the UCL-IOE.



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8. The Recipient understands that after successful completion of the academic programme in London, he/she will be governed directly by the terms and conditions set out in the contract of employment issued by his/her national ITREB.
9. In the event that the Recipient does not commence employment or fulfil all contractual obligations as per the conditional contract of employment provided by the sponsoring ITREB, the IIS reserves the right to seek appropriate redress for any paid-out portion of the Scholarship from the Recipient and/or indefinitely withhold any further payments otherwise due to the Recipient.

1.4 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.

1.5 Governing law and jurisdiction

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

Any complaint that relates to bullying and / or harassment, discrimination, equality or whistleblowing will be treated as a formal complaint under this policy.

Prospective students should direct any complaint about the Admissions process to the following address: dgs-hod@iis.ac.uk. However, please note that the judgement of the Admissions Committee cannot be appealed against.

Where there is any uncertainty about whether a complaint should be classed as an academic appeal or a complaint, a decision will be made by the Head of the Department of Graduate Studies (DGS) in consultation with the Head of QA&E and the Co-Director.



PART 2: GENERAL STUDENT INFORMATION

2.1 Student Visas

Students from a country 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 or UCL-IOE.

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

- University degree (s) (originals and certified translation in English if applicable)
- Transcript(s) (originals and certified translation in English if applicable)
- Proof of English level, UKVI IELTS (if applicable)
- Passport valid for international travel

Please take the originals of these listed documents to either, the ITREB Chairman, Honorary Secretary, Executive Officer or Academic Director who will verify them and send a copy of the originals to the IIS.

Please note that tickets for travel to the UK will not be purchased prior to your student visa being issued. You should not resign from any employment, cancel any contracts of work or offers of alternative study or make any arrangements for accommodation until a visa, confirming your eligibility to enter the UK for study has been issued and is in your possession.

2.2 Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate

It is a statutory requirement that any individual who will be teaching in a UK school or works with children or young people must be in receipt of a satisfactory Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS).

A Disclosure and Barring Service check (DBS check) will be arranged by UCL-IOE in line with the UK regulations. Your practicum fieldwork will place you in a 'position of trust', as set out in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974.

You will need to supply a criminal record check (Police Report) from the relevant authorities in your home country, and from every other country in which you have previously spent 12 months or more. This document should contain details of any cautions, convictions, reprimands, warnings or bind overs recorded against your name, or confirm that there are none.

If this information is not in English, you will also need to supply an official certified translation of the document. You will need to bring the original document(s) and the translation(s) with you to the Institute of Education on the day that you officially enrol onto the programme.

Failure to submit a satisfactory criminal record check will jeopardise your teaching practice, if your clearance remains outstanding at the time of enrolment.



2.3 Attendance

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

Accumulating more than seven **unauthorised** absences across all taught modules per academic year may lead to the termination of the Scholarship

In case ill health prevents you from attending any of the aforementioned contact points, you are required to immediately contact Student Services following the protocol detailed in the Student Handbook, and to supply appropriate medical evidence confirming your 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.

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

In both cases, where your attendance is impeded for a period exceeding two continuous weeks, the Academic Management Committee will deliberate whether to grant a concession or to propose a different course of action to UCL-IOE, based on the nature and likely outcome of each specific case. This may in turn affect your enrolment status and your eligibility to continue to receive payment of your scholarship. Please refer to Attendance Policy in the Student Handbook.

Depending on the nature of each case, the IIS and UCL-IOE may jointly deliberate to either:

- Produce a strategy to support your study during the absence period, while maintaining your enrolment and Scholarship payments;
- Decide to defer your studies to a later set date, thus suspending your enrolment status and Scholarship payments;
- Decide to suspend your studies 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 are permitted to re-apply for the programme in the future, and in such case the accreditation of prior learning will be governed by UCL-IOE regulations.

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

Under current UKVI policy, you will not be entitled to seek any paid or even unpaid employment while you are staying in the UK as students enrolled on STEP.

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



We recognise 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. Please note that current UKVI regulations do not allow private higher education institutions students such as the STEP students to bring any dependants to the United Kingdom. For more information, please refer to the UKVI's website:

<https://www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5/>

IIS Policy in relation to bringing dependants to the UK

Should student dependants enter the UK on an alternative visa 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 involved. 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, you will be provided with a single occupancy room at the halls of residence and the IIS tenancy agreements for the accommodation runs from September to August. Students are not allowed to terminate the agreement before the end of academic year. If you then did decide to bring dependants, you will have to wait until your agreement comes to an end before moving out of the accommodation.

2.5 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 your arrival in the UK.

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.

Once you have accepted your offer, sign and return a copy of this agreement to the IIS and original copies of the documents outlined in section 2.1 to ITREB for verification, you will be sent a Confirmation of Acceptance of Studies (CAS) letter and Financial Sponsorship letter which you should take to the UK Visa Application Centre, when submitting your visa application. The CAS letter will contain instructions on applying for your UK entry clearance. 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. More information about the Tier 4 will be provided in due course to all the selected students



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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 ten pages);
2. Complete this student consent section;
3. Request a guarantor to complete part 4;
4. Scan and email the fully completed agreement to studentservices@iis.ac.uk
5. 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 this offer of admission onto the Secondary Teacher Education Programme and agree to the IIS STEP Agreement of Terms and Conditions 2017 – 2019.

Student Name
Signature
Date