Ada, the National College for Digital Skills

Terms and Conditions of Enrolment for the OU Validated Awards

1. Introduction to and effect of these Terms and Conditions

1.1 These terms and conditions ("these Conditions") are the standard terms and conditions for all students enrolling on the Open University validated Degree Programmes, at Ada, National College for Digital Skills ("Ada"). Together with your offer letter, these Conditions form the contract between Ada and you, the student, with regard to your Programme of study at Ada ("the Programme"). If there is any inconsistency between these Conditions and any other document generated by or on behalf of Ada, these Conditions will prevail.

1.2 These Conditions together with the matters referred to in any document setting out the offer made to you ("Offer") reflect the entire understanding between you and Ada with regard to the Programme and replaces any other written or verbal promises, undertakings or representations.

1.3 No contract will exist between you and Ada until you formally notify Ada of your acceptance of an Offer of a place either in writing .

1.4 It is a condition of entry onto the Programme, and of your subsequent continuation in each academic year, that you formally enrol via Ada's on-line enrolment process. By doing so you are confirming that you understand and accept these Conditions (and any amendment or addition to the same applicable at the date of enrolment in each academic year), and Ada's rules and regulations.

1.5 You may cancel your acceptance of this Offer within fourteen calendar days, beginning on the day after you have notified us in writing of your acceptance. If this period ends on a non-working day, it will be extended until the next working day. To cancel your acceptance, please write to Ada Admission team apprenticeship@ada.ac.uk

2. Ada 's Obligations to You

Ada will deliver the Programme to you with all reasonable care and skill and will make available all learning support facilities and other services as it considers appropriate.

3. Your Obligations to Ada

3.1 You are required to comply with your obligations under these Conditions and to:

3.1.1 attend lectures, training, tutorials, examinations and other activities which form part of the Programme (subject to absence for genuine medical reasons or other special circumstances). Failure to do so may result in you being withdrawn from the Programme;

3.1.2 complete and submit all course work required for the Programme of study by published deadlines or inform tutors where a situation arises that prevents you from doing so in accordance with Ada's Regulations;

3.1.3 carry out adequate preparation for any activity which you are required to undertake in connection with your studies at work place ensuring that at all times you are conducting yourself in an appropriate manner in accordance with Ada's Regulations;

3.1.4 provide Ada with an emergency contact name and details which may be used by Ada at its discretion and notify the college promptly of any changes to the information which you submitted;

3.1.5 comply with any professional standards that may be applicable to the Programme;

3.1.6 notify Ada promptly if you choose to withdraw from your Programme for any reason. If you do choose to withdraw from your Programme, Ada will be entitled to consider you as being still enrolled until the date when has received written notification that you wish to withdraw from your Programme or Ada has notified you in writing that your place on your Programme has been terminated and if you do withdraw from your Programme for any reason you must

(a) cease attending lectures, and

(b) return all items and materials issued to you but owned by Ada, including your student card, and

3.1.7 If you fail to participate in your Programme of study to an extent that your personal skills coach or supervisor believe that you will be unable to successfully progress or complete the Programme, or you fail to respond adequately to the Ada's attempts to seek your reengagement with your Programme of study, Ada will be entitled to consider you withdrawn from your Programme and take steps to terminate your place on the Programme.

4.   Ada Rules and Regulations

4.1 As a condition of accepting an Offer, you agree to familiarise yourself with and abide by all of Ada's rules and regulations including but not limited to Ada's General Regulations for Programmes and Disciplinary Regulations for Students. Ada reserves the right to update its policies, procedures and regulations from time to time.

4.2 If your studies with Ada are terminated as a result of disciplinary action taken against you in accordance with the disciplinary procedures of these Conditions will end automatically without the need for any notice, unless Ada confirms otherwise in writing.

4.3 If you are dismissed by your employer , Ada will be entitled to terminate these Conditions immediately by written notice to you.

5.   Plagiarism Detection Software

Ada may use plagiarism detection software, such as Turnitin™, as a supportive teaching tool to aid development of good academic practice. Ada may also use such software as a detection tool to uncover cases of suspected plagiarism. By accepting these Conditions, you are giving permission for Ada to use plagiarism detection software when you submit written material for assessment purposes.

6.   Your Use of Ada Computer Equipment, Software and Electronic Resources

6.1 Whilst Ada will endeavour to ensure that computer equipment and software it makes available for your use has reasonable security and anti-virus facilities and protections, your use of such computer equipment and any software provided by Ada is at your own risk.

6.2 Use of software and electronic resources at Ada is subject to copyright and licence agreements that restrict your use to 'educational purposes' and place limitations on the re-use, copying or adapting of software and electronic resources by you. You may not share your Ada's username or password. By accepting these Conditions, you agree to be bound by them when using the resources.

7. Requirements on termination of these Conditions

7.1 If at any time Ada terminates these Conditions as a result of its rights under these Conditions, by any other permitted reason or if these Conditions terminate automatically:

7.1.1 Ada will be entitled to refuse to enrol you on the Programme, if at the date of termination, you have not already enrolled;

7.1.2 Ada will be entitled to require you to stop studying on the Programme, and to leave the College immediately, if at the date of termination, you have already enrolled;

7.1.3 you are required to immediately return the student card which was issued to you on enrolment.

8.   Data Protection

8.1 Ada adheres to data and privacy law and is transparent about how it processes personal data. Ada will only process personal data or information about you in accordance with the relevant privacy notice.

8.2 Ada has a policy on the recording of lectures and other teaching sessions by staff. Ada expects all staff to record lectures where it is appropriate to the learning experience. If such recording is inappropriate, the reasons why will be made to known to you.

9.   Complaints Procedure

If you wish to make a complaint, you can do so in accordance with Ada's complaints procedure. Students are also entitled to contact the Awarding Body , the Open University, if the internal complaints procedure has been exhausted.

10.   General

10.1 If any provision of these Conditions is or becomes illegal, invalid, void or unenforceable that will not affect the legality, validity or enforceability of the other provisions.

10.2 These Conditions are only enforceable by you and the University. No other person will have any rights in connection with these Conditions.

Personal Declaration

I acknowledge that I have read and understood these Conditions. I understand that I will need to confirm this acceptance when I enrol at the University. Please tick the box to confirm this.	☐