**Key Facts and Terms and Conditions for Students Accepting Course Offers**

**(September 2023 Applications for Cardiff University BEng Integrated Engineering Degree Apprenticeship)** – Updated July 2023

This document provides important information and terms and conditions related to the Course offer made to you by Gower College Swansea. Please ensure you have read and understood the following important Information:

**Costs:**

**Tuition Fees and Student Loans**

Degree apprentices don’t pay tuition fees, these will be covered by your employer. You won’t be able to apply for a student loan so you will need to cover your own living costs.

**Being an Apprentice and Employed Status**

As this programme is a Degree Apprenticeship you will be required to be in relevant employment. If your job role or status changes at any point during your studies you may not be able to complete your course and may be required to withdraw.

**Additional Course Costs**

Some Courses will have additional course costs which you need to be aware of before you accept this offer. Information on the additional course costs is available below:

[Cardiff University BEng Integrated Engineering Degree Apprenticeship](https://www.cardiff.ac.uk/engineering/courses/degree-apprenticeship)

**The Qualification You Will Study and the Award**

The award of the qualification will be made by Cardiff University.

**Responsibilities of the College and University:**

When you start on your course you will be required to enrol with both Gower College Swansea and Cardiff University.

**Academic Policies including Appeals,** **Malpractice and Complaints (Cardiff University)**

All academic policies are those of Cardiff University. The regulations for taught courses are available [here.](https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations)  Academic complaints and appeals procedures are available [here](https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations). Students are not able to make an academic appeal under Gower College Swansea policies as the award of the qualification and all relevant regulations are those of Cardiff University.

**Teaching and Day to Day Responsibilities including Complaints and Non-Academic Appeals**

Teaching and day to day responsibilities will be of Gower College Swansea, with the exception of any modules delivered at a Cardiff University campus. Complaints or appeals regarding issues related to non-academic matters will usually be dealt with under Gower College Swansea’s Complaints Procedure which is available [here.](https://www.gcs.ac.uk/sites/default/files/Complaints%20Procedure%20%282022%20-%202023%29%20V4.2.pdf) If you remain dissatisfied, you may invoke the Cardiff University Student Complaints Policy which is available [here](https://www.cardiff.ac.uk/__data/assets/pdf_file/0007/1560481/Student-Complaints-Procedure.pdf)

**Code of Conduct and Student Disciplinary Procedures**

When you enrol at the College and with Cardiff University you will be agreeing to abide by the codes of conduct of both institutions and may be subject to disciplinary action if you fail to do so. The Gower College Swansea Code of Conduct is available [here](https://www.gcs.ac.uk/sites/default/files/Learner%20Charter%20%282021%20-%202024%29.pdf). The Cardiff University Student Code of Conduct is available [here.](https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations)  The Gower College Student Disciplinary Procedure is available [here.](https://www.gcs.ac.uk/sites/default/files/Student%20Disciplinary%20Procedure%20%282022%20-%202024%29.pdf)  The Cardiff University Student Disciplinary Procedure is available [here.](https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations)

**Course Variations:**

**Courses Subject to Validation**

Courses advertised as Subject to Validation are required to go through the Cardiff University approval process before they can be delivered by Gower College Swansea. Although unlikely, it is possible that the course may not be approved for delivery. In this event the College will offer you an alternative course delivered by the College or work with you to find an alternative course with another provider. In some cases changes to Course Titles and Module Changes occur through validation, please see information below. The alternative course may not be a Degree Apprenticeship.

**Course Title, Qualification Type or Module Changes**

The College will inform you of any changes, or proposed changes, of course title, qualification or modules for the course you have applied for. If an applicant decides to withdraw their choice as a result of any changes which they were informed after the time at which their choice was made the College will work with you to find an alternative course with the College or another provider.

**Course Cancellations**

Whilst the College will make every effort to ensure the course you have applied for runs, all courses have a minimum number of enrolments required to be viable. If this is not reached Gower College Swansea or Cardiff University may make the decision to cancel the course. In this event the College will offer you an alternative course delivered by the College or work with you to find an alternative course with another provider. The alternative course may not be a Degree Apprenticeship.

**Other Information:**

**Graduation**

Attendance at any graduation events and ceremonies is optional. You are not required to attend in order to be awarded your qualification. You will be invited to attend both the Cardiff University and Gower College Swansea Graduation Ceremonies.