



TERMS AND CONDITIONS FOR ADMISSION TO MIUC

1. This document, together with the terms of any student offer, is the contract between Marbella International University Centre (MIUC) and its students (hereinafter referred to as “students”/“you”). The Student Contract comprises the entire understanding between you and MIUC about your course and replaces any other agreements or representations.

IMPORTANT RULES AND ADMISSION

2. Your admission to MIUC is subject to your adherence to the University’s procedures for registration and enrolment. You must comply with the terms and conditions set out in this document, including the Academic Regulations, the Student Code of Conduct, policies, and procedures located at <https://miuc.org/study-in-spain-in-english/student-contract/> as amended from time to time. Unless agreed upon to the contrary, you will be expected to comply with the latest versions are in force at the time. The duration of your contract with MIUC is the whole duration of your course of study.

3. Your rights and obligations during your academic life at MIUC can be found at the office of Student Administration. The Academic Regulations explain MIUC’s policy regarding issues such as attendance, student discipline, assessment criteria, academic misconduct (cheating, collusion and plagiarism), how to appeal against an academic decision and how to provide feedback or complaints if you are dissatisfied with your experience. To the extent there are any amendments to these rights and obligations, the University will ensure that you suffer no prejudice from these afore-mentioned changes.

4. The offer of a place at MIUC is usually only valid for the year specified in the University’s offer letter to you. Any fees and charges of which you are informed will be for the academic year for which you are to register. If the offer is conditional, this will be the date that you have fulfilled all of the conditions specified in our offer letter.

5. The University may withdraw or amend its offer to you or terminate your registration at the University, if it is discovered that you have made false statements or omitted significant information in your application to the University.

DELIVERY AND CHANGES

6. MIUC will provide you with tuition, learning opportunities and other related services, which will lead to the awarding of the appropriate degree or qualification, subject to your successful fulfilling of the requirements of your programme of study. Specific details relating to the delivery of your programme will be provided before or at the time of your registration as a student of the University. The latest information on your courses can be found in the Course Handbooks delivered at the beginning of each semester. You will be notified of any material changes to arrangements.

7. Information provided by MIUC such as in presentations, MIUC brochures and the MIUC website, is accurate at the time of first disclosure. However, courses, MIUC services and content of publications remain subject to change. Changes may be necessary to comply with the requirements of accrediting bodies or to keep courses contemporary, through updating practices



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WEB SITE www.miuc.org

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E-MAIL info@miuc.org

or areas of study. Circumstances may arise outside the reasonable control of the University, leading to required changes. Such circumstances include, industrial action, unexpected student numbers, significant staff illness (where a course is reliant upon a person's expertise), unexpected lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and serious concern with regard to the transmission of serious illness, making a course unsafe to deliver. After a student has accepted a place at MIUC, MIUC will ensure early notification of any changes is made and will try to minimise their impact, offering suitable alternative arrangements or forms of compensation where it believes there is a fair case to do so. Offers of a place to study at the University will provide up-to-date information on courses.

8. MIUC informs the applicant that MIUC is a private centre of foreign studies in Spain to provide higher education under and in accordance with the Bologna-accredited university system in Serbia, contractually linked to the University of Singidunum, Belgrade, offering studies within the parameters of the European Higher Education Area and the same are accredited by the Accreditation and Quality Assurance of Serbia (CAQA).

9. MIUC informs the applicant that MIUC offers Bachelor and Master degrees and complies with the standards as established by the Rules and Regulations which govern the Accreditation Standards and Procedures of Higher Education institutions introduced by the Bologna Process, through the University of Singidunum (Belgrade, Serbia).

MIUC is able to grant degrees issued by Faculty of Media and Communications of the University of Singidunum which are academically and professionally recognised as they are issued within the system of the European Higher Education Area (www.eees.es), notwithstanding that in Spain the aforementioned certificates may be subject to homologation by the Spanish academic authorities.

10. In addition to the aforementioned, subject to an additional registration, availability and fee MIUC is authorised to award degrees issued by the University of West London. In the aforementioned case, these degrees are granted according to the validation agreement with the University of West London under the UK Quality Code for Higher Education by UK Quality Assurance Agency for Higher Education (QAA).

Furthermore, MIUC and Moscow University of International Relations (MGIMO) jointly offer double Master and Bachelor degrees in International Relations and International Business, with students studying at this institute in their final year.

ENROLLMENT

11.- You are required to enrol with MIUC at the beginning of your studies. You must re-enrol at the beginning of each subsequent academic year of your course, in accordance with instructions issued by MIUC, in order to continue your course of study and maintain your student rights and privileges.

The enrolment process requires you to:

- ensure that the University has the correct personal details for you;
- provide proof of your identification and qualifications;
- where applicable, provide proof of your immigration and fee status;
- confirm your agreement to abide by the University's Rules, Regulations, Policies and Procedures, and pay your Tuition Fees/confirm who is paying your Tuition Fees.



You will be entitled to re-enrol for subsequent academic years provided that:

- you or your sponsor has paid the Tuition Fees by the due date;
- you have not been withdrawn from your course;
- you have met the relevant progression requirements for the previous years of your course.

You should note that once you have enrolled, you will incur a Tuition Fee <https://miuc.org/admissions/tuition-fees/> liability which is not normally refundable if you choose to withdraw. You should refer to the Tuition Policy to ensure that you are fully aware of this liability.

12. The applicant declares that he/she has been fully informed about the study programmes, academic offer, and requests enrolment in the following study programme:

13.- MIUC confirms that the educational components listed are in line within its course catalogue and are available to the student. In order to ensure that our courses remain current and relevant, they are subject to regular review. From time to time, MIUC may need to amend modules, course content or the delivery of same. Below is an indicative, but by no means exhaustive, list of changes that may be necessary:

- to alter the timetable, location, number of classes and method of delivery of your course,
- to suspend, discontinue or combine courses of study (for example, because a key member of staff is unwell or leaves MIUC or where there are insufficient students to make the course viable).

14.- The degree may be issued either by:

- Plan Bologna, through the University of Singidunum (FKM); or
- West London University (UK) and Plan Bologna, through the University of Singidunum (FKM). The aforementioned degree is subject to availability, additional registration and additional fees; or
- Moscow University of International Relations (MGIMO). The aforementioned degree is subject to availability, additional registration and additional fees

15.- The applicant hereby is obliged to:

1. Provide all the documents, original or apostilled, required for admission, all this being in order. Therefore, the following documents should be provided by the applicant:

UNDERGRADUATE APPLICATIONS	POSTGRADUATE APPLICATIONS
Copy of passport or ID	Copy of passport or ID
Passport-sized digital photograph	Passport-sized digital photograph
Statement of purpose (500 words)	Statement of purpose (500 words)



Proof of English Proficiency (If you are not from an English-speaking country or have not previously studied in English)* <ul style="list-style-type: none"> • IELTS - 6 • TOEFL iBT - 72 • Cambridge Certificate - B2 • MIUC English test - Pass 	Proof of English Proficiency (If you are not from an English-speaking country or have not previously studied in English)* <ul style="list-style-type: none"> • IELTS - 7 • TOEFL iBT - 95 • Cambridge Certificate - C1 • MIUC English test - Pass
High School Certificate	Bachelor Degree Certificate
High School Grade Transcripts	Bachelor Degree Grade Transcripts

*All supporting documents must be officially translated into English or Spanish

Students are informed that no official records or documents will be issued by MIUC unless all admission documents have been submitted in the appropriate format to the Admission Office in due time.

2. Make the payment of tuition for the chosen studies.
3. The applicant agrees that upon completing the chosen study programme, MIUC will only provide the corresponding certificate and degree, if the student has met the following accumulative criteria:
 - Provision of all the requested documents with the admission application.
 - Completion of the study programme.
 - Fulfillment of the enrolment requirements.

16.- The applicant acknowledges to have been informed of the study process and programmes offered by MIUC, as well as the certificates awarded by MIUC upon the successful completion of the programme. The applicant confirms receipt of a copy of study plans and programmes.

Enrollment Process

1. Application

The applicant by becoming MIUC Student becomes bound by MIUC Terms and Conditions.

2. Acceptance interview

Once the applicant has submitted the supporting documents MIUC will contact the applicant to arrange an interview with a member of the Admissions Office, in order to get to know you better as an individual and to facilitate the assessment of the application.

3. Acceptance letter



After the submission of all the documents, and MIUC considers that the candidate has successfully passed the acceptance interview, the application will be referred for a decision to the Admissions Department. If the applicant is accepted, MIUC will provide an "Acceptance Letter" together with a payment instruction.

4. Admission Letter

Once the security deposit payment is received, MIUC's Admission Department will issue an official admission letter, which, if applicable, is the document that the applicant may need to begin the visa application process.

The applicant is fully responsible for obtaining the visa required, if required, and MIUC undertakes to provide assistance if needed.

If you do not comply with immigration rules (including, but not limited to, providing false or misleading information/supporting documents in relation to your visa application), MIUC reserves the right to withdraw you from the course and to notify the Visa and Immigration department accordingly. In the aforementioned circumstances, you will not be entitled to a tuition fee refund. You must inform MIUC of any changes to your immigration status. If you are not able to provide evidence of your right to remain at any point, your enrolment may be terminated.

17.- You agree, as part of this contract, to abide by MIUC's regulations and policies (including, but not limited to, Statutes and Regulations, the Statements and Codes of Policy, Practice and Procedure, inter alia, MIUC's "Code of Conduct.") that are in force at the time of your enrolment and later as amended and published. Allegations of any breaches of the Student Code of Conduct shall be dealt with according to these Student Disciplinary Regulations. The Student Disciplinary Regulations apply in relation to any activities engaged in, or services and facilities enjoyed, as a student of the University, or in the vicinity of any premises owned, leased or managed by the University. Disciplinary action may also be taken against a student in respect of any alleged misconduct wherever and whenever it may have taken place, when deemed necessary to protect the interests and reputation of the University and its members. Penalties for breach of the Student Code of Conduct and the Student Disciplinary Regulations vary from oral reprimand to expulsion. The full range of penalties for breach of disciplinary regulations is discussed in more detail in the Student Disciplinary Regulations.

TUITION FEES AND PAYMENT

You are bound by MIUC's Fee Policy available at <https://miuc.org/admissions/tuition-fees/>, which sets out the requirements to pay tuition fees, refunds in the event of a withdrawal and the consequences of non-payment, as amended from time to time.

MIUC reserves the right to increase your tuition fees on re-enrolment in line with inflation.

The tuition fees do not include any fees payable for residential accommodation provided to you by any third party, nor do they include examination fees, travelling expenses, field trip expenses, course materials or other miscellaneous expenses which may be related to or required by part of your course, such as, for example, lab coats, or any additional course materials (this is not an exhaustive list).

ADDITIONAL PROVISIONS



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You are expected to enroll as notified in your Admission Instructions at the start of your course and then subsequently each academic year. Failure to enroll by the deadline stipulated may lead to the cancellation of your student status and all rights attached to that status, including attendance and the use of university facilities.

Disability Support

If you have additional support needs, you are responsible for contacting the Student Life Department at MIUC. Any information you provide will be treated as strictly confidential. Any delays in disclosing your disability will result in a delay in providing any appropriate support.

Criminal Convictions

When you apply to MIUC, you must disclose any unspent criminal convictions. MIUC will consider whether such convictions are compatible with membership of MIUC and, in particular, with a place on your course.

Failure to disclose any relevant criminal convictions could lead to the termination of this Agreement by MIUC. In the aforementioned circumstances you will not be entitled to a refund of your tuition fees.

Once enrolled as a student, you must inform MIUC immediately of any criminal convictions received. Consideration of the conviction will be undertaken according to the Student Disciplinary Regulations or the Fitness to Practise Regulations, if you are enrolled in a course leading to professional registration. In the aforementioned circumstances, you will not be entitled to a refund of your tuition fees.

Insurance

You are liable for insuring any and all personal property brought onto MIUC campus at your own risk. You may also be required to take out other types of insurance, for example, health insurance while on overseas placement.

Communication

When you enroll in MIUC, we will create a student email account for you. MIUC will use this account to communicate with you and it is important that you check your inbox regularly.

The University will communicate with you via a variety of channels including letter, email and online notices on Blackboard. Moreover, any amendments made by the University to the Contract will be made available on the University's website, which you should consult regularly.

Feedback and Complaints

We will regularly ask for your feedback on your course and our facilities and services through module evaluations, surveys and the Course Committee.

The University has established its Student Complaints Procedures to deal with legitimate complaints from students in a fair, prompt and efficient manner. If a student requires advice or wishes to discuss the matter before making a complaint, he/she should consult his/her personal tutor or the Complaints and Appeals Officer. If the student is dissatisfied with the outcome of this informal procedure, then they should follow the procedures described in the formal complaints procedure.

Advice on the complaints procedure may be sought from the Complaints and Appeals Officer.



MIUC's liabilities

MIUC (and its officers and employees) shall not be liable for:

- any loss, theft, misuse or damage to property, including without limit any motor vehicle, cycle, equipment or such other personal belongings whilst such property is on MIUC premises;
- any loss, expense or damage of any nature suffered by you as a consequence of any data processing undertaken by you or any other third party using any computer equipment belonging to MIUC;
- any loss that you would not have suffered if you had taken reasonable steps to avoid or reduce the loss.

MIUC shall not be liable for loss or damage suffered by you as a result of the use of any computer equipment or software provided or made available by MIUC, including any contamination of software or loss of files.

TERMINATION OF THE CONTRACT

This Student Contract will end automatically, subject to your rights of internal appeal, if your studies with MIUC are terminated as a result of:

1. action taken against you in accordance with MIUC's disciplinary or fitness to practise procedures;
2. a decision of the assessment board, based on your academic performance;
3. non-payment of fees, in accordance with MIUC's regulations on payment of fees.

If at any time this Student Contract terminates:

1. MIUC shall be entitled to refuse to enroll you in your course (if, at the date of termination, you have not already enrolled);
2. MIUC shall be entitled to require you to stop studying your course and to leave the MIUC premises immediately (if, at the date of termination, you have enrolled);
3. You are required to return to the school office your MIUC Student Identification Card issued to you on enrolment, together with all property owned by MIUC;
4. You must pay all outstanding fees immediately; any contract you have for third party accommodation will terminate in accordance with its written provisions.

COMPLEMENTARY CLAUSES

1.- DATA PROTECTION

The University needs to process your personal data for the purposes of administering and managing your educational course and all other services provided to you.

The signatory to this contract authorizes the personal data provided in this document, together with the data that will be obtained throughout the admission process, to be included in a closed file of which Marbella International Studies Center S.L. will be responsible. By agreeing to these terms and conditions and enrolling at the University, you are giving your consent for personal data relating to your enrolment, registration and ongoing participation in a course, to be collected, processed and used by MIUC, online learning and teaching services. By virtue of Article 15 and further of the Act 15/1999 Data Protection Law, of December 13th, and by the terms indicated in its Development Regulation approved by the 1720/2007 Royal Decree, of 21 December, the applicant may exercise his or her rights of access to rectify, change, cancel or oppose, at any time,



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via a written request that must be sent to Avenida Don Jaime de Mora y Aragón s/n Finca El Pinillo, 29601 Marbella, Málaga - España.

2.- FULL READ AND UNDERSTANDING OF APPLICATION

The applicant has read and fully understands this contract, recognized that a translator was offered to check the Spanish version of the document, has discussed any questions that he/she may have of MIUC, and agrees to the terms of this agreement.

3.- JURISDICTION AND APPLICABLE LAW

The present application form and agreement are ruled by Spanish Law. The Courts of Marbella and higher courts are competent to resolve any controversy or conflict derived from the present general conditions. The applicant/student renounces any other court.