



# Cambridge Interfaith Programme

Catalysing inter-religious inquiry since 2002

## Terms and Conditions

### Academic Summer School

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This document outlines some of the University of Cambridge and **Cambridge Interfaith Programme (hereinafter 'CIP')** terms, conditions, policies, rules and regulations pertinent to the Academic Summer School in Interfaith Relations 2022 (hereinafter 'Summer School'). By submitting an application to the Summer School, applicants acknowledge that they have read, understood and accepted these Terms & Conditions. For all concerns, applicants should feel free to contact the Summer School convenors at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk).

This document will be made available to download from the Summer School pages of the CIP website prior to the public call for applications.



## 1. Data protection

For information on the University's data protection policies and procedure please see [www.information-compliance.admin.cam.ac.uk/data-protection](http://www.information-compliance.admin.cam.ac.uk/data-protection).

If applicants express an interest in, and/or sign up for, the Summer School, they will be added to paper and email-based marketing mailing lists according to the preferences they express at the time of signing up. This is to keep them informed about upcoming courses, events and other activities at CIP and the Faculty of Divinity that may be of interest.

Applicants may opt out of receiving further marketing information at any time by emailing your request to the Communications & Programme Manager: [cip@divinity.cam.ac.uk](mailto:cip@divinity.cam.ac.uk).

## 2. Data retention

Applicants and students may request copies of personal data kept by CIP in accordance with the timetable stated below. At the end of the retention period, data are either destroyed or anonymised and used for statistical analyses, unless subject to an appeal or complaint.

All requests for copies of personal data held by CIP should be directed in writing to the Summer School team ([cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk)) in the first instance.

Release of data under this policy does not constitute a formal subject access request under data protection legislation. Requests for access to all other personal data should be directed to the University Data Protection Office at [data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk).

Data	Retention time
Student record (electronic and/or paper) including: <ul style="list-style-type: none"> <li>• Personal details</li> <li>• Application details</li> <li>• Registration details</li> <li>• Course(s) undertaken</li> <li>• Attendance and task completion data</li> <li>• Any supplementary information for accreditation (including assessment feedback for optional essay)</li> <li>• References</li> </ul>	Student course completion or departure + 6 years
Unsuccessful applications	Completion of admissions round + 1 year
All documents relating to students' appeals and complaints	Last action on complaint + 6 years



For further information, please see: <http://www.information-compliance.admin.cam.ac.uk/data-protection/subject-access-request>

### 3. Cancellations, Deposit and Refunds

#### a. Cancellation by you (the participant)

Termination of the contract and withdrawal from the Summer School is permitted within 14 days from the date on which the payment of the fee is made.

Refunds are likely to be made in UK Sterling. CIP is not liable for exchange rate fluctuations and potential bank charges. Refunds for online payments will normally be made onto the bank card used to make the payment.

CIP will make every effort to deliver the Summer School as advertised on its website, but the course may be cancelled under exceptional circumstances.

**Cancellations received within 14 days** from the date when the payment of the fee is made will receive a full refund.

**Cancellations received after the 14-day cancellation period** and earlier than 14 days before the start date of the course will receive a refund of any fees paid minus **the Deposit**. The Deposit is calculated as 15% of the total order value before any discounts.

**Cancellations received within 14 days of the start date** of the Summer School will not be eligible for a refund.

To cancel a course booking, you must inform us by emailing the CIP team at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk). You must clearly state your intention to cancel the booking. To meet the cancellation deadline, it is sufficient for you to send your communication concerning exercising the right to cancel before the cancellation period has expired.

#### b. Cancellation by CIP

Whilst every effort is made to avoid changes to our programme, CIP reserves the right to withdraw, cancel or change the content of the Summer School.

If, for any reason, CIP cancels the Summer School, all course fees will be returned in full (not counting any bank charges or exchange rate fluctuations).

### 4. Lecture recordings and videography

We request that all successful applicants record and share a short video to introduce themselves to the teaching team and to other participants. These videos are for the use of course tutors and participants only and should not be used or shown in any other setting. Individual videos will be compiled and shared with all participants via



the Virtual Learning Environment approximately 7 days before the Summer School begins. If you have any concerns about this request, please contact CIP to discuss this. You do not need to record a video until you have been offered a place and paid the registration fee.

Some or all Summer School lectures may be recorded with the prior consent of the lecturers. All recordings will be announced before the lecture begins.

Recordings may be provided for viewing to those registered on the course to facilitate distance learning via the Virtual Learning Environment.

Recordings should not be downloaded, or in any way copied and distributed without the prior consent of CIP.

Participants who do not wish to be recorded during the lectures should make sure that their cameras and microphones are off.

## 5. Dignity policy

The University of Cambridge, including CIP, is committed to maintaining a learning and working environment in which the rights and dignity of all members of the University community are respected.

The University of Cambridge expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of the University community have the right to expect professional behaviour from others and have corresponding responsibility to behave professionally towards others. This includes online activity.

Students are asked to respect other students' privacy, whether online or in the classroom. It is not acceptable to discuss the contributions of other students outside of the classroom. If you would like support from CIP, please contact the us at: [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk).

## 6. Disability Policy

The Equality Act 2010 makes it unlawful for educational institutions, such as the University of Cambridge, to discriminate against disabled students in relation to teaching, assessment and access to information. The Act defines disability widely, covering physical, mobility, visual or hearing impairments, medical conditions or mental health difficulties, and specific learning difficulties such as dyslexia and dyspraxia.

CIP welcomes applications from disabled students and makes every effort both to anticipate and to make reasonable adjustments to meet the needs of disabled



participants. The application process includes space for you to declare any specific needs.

If you wish to specify any additional requirements or raise queries, please contact us at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk). You can do this at any stage. To maximise the opportunity for CIP to address specific needs, we recommend you contact us as soon as possible.

For further information, please visit the Disability Resource Centre (DRC) pages: <https://www.disability.admin.cam.ac.uk>.

## 7. Equality and Diversity Policy

The University of Cambridge, which includes CIP, is committed in its pursuit of academic excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

For more information on Equality and Diversity at the University of Cambridge, please see <https://www.equality.admin.cam.ac.uk>.

It is the intention of CIP to create conditions in which students or applicants for admission as a student are treated solely on the basis of their merits, abilities and potential. Our aim is to create a learning environment which is free not only from unlawful discrimination, but also from intimidation and harassment of all kinds; that is, any behaviour which prevents students' full participation in, and enjoyment of, their studies.

We regard the Academic Summer School programme as an outreach activity that has potential to advance University policy in respect of increasing student recruitment among under-represented groups (including British persons of Pakistani, Bangladeshi, and Black Caribbean descent). Decisions about bursary eligibility are taken in light of institutional commitments to Widening Participation, as well as increasing opportunities for scholars and prospective scholars from the so-called Global South (following the economic definition of the Finance Center for South-South Collaboration, as endorsed by the United Nations).

## 8. Freedom of Speech

The University of Cambridge, which includes CIP, is committed to the principle and promotion of freedom of speech and expression, and has a long tradition of seeking to safeguard them. Under section 43 of the Education (No.2) Act 1986, universities are required to issue a Code of Practice.



The Code covers requirements and responsibilities for meetings on University premises. A copy of the Code and the Annex which contains the terms of the relevant Act is available at: <https://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/freedom-speech>.

## 9. Health and Safety

The University of Cambridge, which includes CIP, is subject to the Health and Safety at Work Act 1974. The University has a range of health and safety policies in accordance with section 2(3) of the Health and Safety at Work Act 1974. These policies cover all institutions in the University (except the University Press) and apply to all persons working in the University, including students.

For more information about Health and Safety, please see: [www.safety.admin.cam.ac.uk/](http://www.safety.admin.cam.ac.uk/).

If you are concerned about a health or safety issue, it should be reported to a member of CIP staff without delay.

## 10. Student Complaints Procedure

For detailed information, see the Student Complaints Procedure document at [https://www.studentcomplaints.admin.cam.ac.uk/files/student\\_complaint\\_procedure.pdf](https://www.studentcomplaints.admin.cam.ac.uk/files/student_complaint_procedure.pdf)

### a. Local Resolution

The purpose of the Complaints procedure is to resolve problems. It is therefore very important to voice concerns or to register the nature of a complaint as soon as possible, and normally within 28 calendar days of the issue, as it often enables the problem to be resolved quickly and informally.

In the first instance, students should contact the Summer School convenors at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk). The person the student contacts may be able to solve the problem directly or offer suitable advice about how to proceed or where to go for assistance or advice.

If, however, the student feels that a complaint has not been dealt with satisfactorily at the initial local level or if the problem is of a more serious nature, a formal procedure applies.

### b. Formal Resolution

Before making a complaint under the Formal Resolution stage of the Complaints Procedure, the student should have exhausted informal routes, unless the complaint is so serious that it cannot be resolved informally.



Where a Complainant is either dissatisfied with the outcome of the Local Resolution; or declines to engage with Local Resolution, or where Local Resolution is inappropriate as the issues raised are serious or systemic, the Complainant can raise a complaint under Formal Resolution with the Office of Student Conduct, Complaints and Appeals (OSCCA).

Complainants should raise a complaint by submitting the Formal Resolution form (available at <http://www.studentcomplaints.admin.cam.ac.uk>) within 28 days of either:

- (a) the Responsible Officer's response to the complaint; or
- (b) the matter of complaint first arising, where the Complainant reasonably considers Local Resolution is inappropriate.

## 11. CIP Admissions Complaints and Appeals

### a. Academic decisions

CIP may agree but is not obliged to provide feedback or give reasons for not offering admission to the Summer School. Likewise, CIP is neither obliged nor expected to advise you on how to improve your application. CIP will not consider an appeal against an academic judgement of the decision makers. However, if your application has been rejected then you may be able to appeal against the decision using the procedure set out below.

### b. CIP Admissions Complaints and Appeals Procedure

#### **Purpose**

An applicant who is dissatisfied with the admissions decision may submit a complaint on the following grounds:

- an error in the decision-making process or a procedural irregularity;
- bias or perception of bias in the decision-making process;
- extenuating circumstances, which, for good reason, the applicant did not inform CIP of in their application, which would have had a material impact on the admissions decision.

An admissions appeal cannot be made based on any other grounds, including the academic judgement of the decision-makers. If applicants have an informal query about the academic decision that was made, or wish to receive feedback, they should contact CIP directly at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk).

#### **Submitting a complaint or appeal**

If applicants have any queries over their application decision, they should raise this with CIP at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk).



If, following discussion, an applicant wishes to make a formal complaint or appeal, they should write a formal complaint within 28 working days of receiving the formal written admission decision. Formal complaints should be submitted by email to [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk). CIP team (or delegate) may choose to accept a complaint or appeal submitted after the 28-day deadline if there are exceptional reasons.

An applicant can withdraw a complaint or appeal at any time by emailing [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk). Once a complaint/appeal has been withdrawn it cannot be reinstated.

### **Responding to a complaint or appeal**

CIP team (or delegate) will acknowledge a complaint or appeal within 5 working days.

An admissions complaint or appeal can be declined to be considered if:

- it does not fall within the permitted grounds (outlined above);
- if it is trivial, vexatious or malicious;
- the remedy requested does not include amending the admission decision; or
- if the appeal has been submitted outside of the timeframe and there are not exceptional reasons for late submission.

If a complaint or appeal is not declined it will be investigated by the Complaints and Appeals Panel. The investigation is likely to include requesting responses from the staff involved in considering an applicant's course application. This will involve sharing a copy of the applicant's complaint/appeal with the relevant staff.

As part of the investigation, CIP's written documentation and legal obligations will be taken into consideration.

An applicant will normally receive a complaint/appeals decision letter within 20 working days of receiving the complaint/appeals acknowledgement. If the decision will take longer than 20 working days, the applicant will receive an update regarding the investigation.

The complaint/appeals decision letter will include a description of the investigation that took place; the decision; the reasons for the decision; and any actions being taken because of the decision.

The complaint/appeals decision letter confirms CIP's final decision in relation to an CIP Admissions complaint or appeal. The decision will be communicated to any staff involved in the investigation and the decision will be reported to the Faculty Board of Divinity.





## 12. Bursary scheme

The bursary scheme is offered at the discretion of CIP, to enable participation of individuals experiencing economic hardship and/or persons from groups under-represented within UK Higher Education.

As stated above in our Equality and Diversity policy, CIP regards the Academic Summer School programme as an outreach activity that has potential to advance University policy in respect of increasing student recruitment among under-represented groups (including British persons of Pakistani, Bangladeshi, and Black Caribbean descent).

Decisions about bursary eligibility are taken in light of institutional commitments to Widening Participation among the University's student body.

CIP will take steps to promote this opportunity (i.e., the bursary scheme) to relevant audiences, and welcomes the support of other relevant bodies in disseminating information.

There is a fixed minimum of bursary allocations (5 places), conditional only upon a similar number of eligible persons completing the specified application process. Additional bursary allocations may be made, subject to the existence of sufficient subsidy and the application of eligible persons.

The bursary scheme is not directly competitive. Rather bursaries are allocated (to eligible candidates who apply) on a first come, first served basis, conditional upon satisfactory completion of the required application task.

In the event that, all other places being allocated, there remain reserved bursary places that have not been filled, CIP may at our discretion review the information provided by general applicants to the Summer School to determine whether any in fact meet the eligibility requirements. In such cases, eligible candidates will be invited to declare their eligibility and complete the bursary application task, and in return may receive a partial refund of any registration fee previously paid. This provision is made to allow for all places to be filled, with the general places thereby made available to new applicants not eligible for bursaries.

If, at the end of the registration period, there are still bursary places remaining and an insufficient number of eligible applicants, the reserved places may be offered at the standard registration rate to general applicants on the waiting list. In that case, the extra monies received may be allocated to subsidise the attendance of eligible persons at future Summer Schools and/or other similar events.



### a. Complaints and Appeals concerning bursary decisions

An applicant who is dissatisfied with the bursary decision may submit a complaint on the following grounds:

- an error in the decision-making process or a procedural irregularity;
- bias or perception of bias in the decision-making process;
- extenuating circumstances, which, for good reason, the applicant did not inform CIP of in their application, which would have had a material impact on the bursary decision.

A bursary appeal cannot be made based on any other grounds, including the academic judgement of the decision-makers (with regard to the task). If applicants have an informal query about the bursary allocation decision that was made, or wish to receive feedback, they should contact CIP directly at [cipsummer@divinity.cam.ac.uk](mailto:cipsummer@divinity.cam.ac.uk).

## 13. Student Disciplinary Procedure

Disciplinary proceedings may be brought against a student who is suspected of having acted or behaved in a manner which unreasonably interferes with the functioning or activities of CIP or the Summer School. The following is a non-exhaustive list of examples:

- The use of plagiarised material or any unfair means in work submitted for assessment or in examinations. Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement; or, in the case of self-plagiarism, unless explicitly permitted by regulation, submitting one's own work that has already been submitted for assessment to satisfy the requirements of any other academic qualification, or submitted for publication without due acknowledgement. Unfair means shall include the possession in an examination of any book, paper or other material relevant to the examination unless such possession is authorised. No member of CIP or the University of Cambridge shall assist a student to make use of such unfair means. For further details please refer to the University of Cambridge's [plagiarism policy](#).
- The disruption or attempted disruption of the teaching or administration of the CIP's work or aggressive or harassing behaviour, either physical or verbal, towards any student, or person, such as a Tutor, acting on behalf of CIP.
- Other behaviour inconsistent with the University of Cambridge's General Regulations for Discipline (where applicable). University disciplinary regulations are given in full in the [Statutes and Ordinance](#).

Cambridge, 16 March 2022