The London Academy of Diplomacy is a member of Chatham House and the International Forum for Diplomatic Training. We also have close links with the UN and the EU.

Validated by University of Stirling from August 1st 2014

Thanks to DIPLOMAT Magazine for permission to reprint the photo on page 13.
Why study at LAD?

• An award winning Diplomatic Academy in the heart of the City of London

• An outstanding track record in the teaching of diplomacy, security studies, international relations and business and international trade

• Training in the UN working languages

• The opportunity to study for our unique Doctorate in Diplomacy

• A unique blend of academic studies and practical professional training

• The opportunity to engage with key figures in diplomacy and government through our weekly Diplomatic Forum

• An alumni network that includes ambassadors, diplomats, government officials and major thought leaders in all areas of global decision making

• Skills development through networking events

• Study tours to key European institutions, including the UN, the EU, the European Parliament and NATO

• Study in London and Rome and other global centres for diplomacy, international business and development

Natela Malishava, Georgia
Student of Diplomatic Studies
London Academy of Diplomacy
Welcome to the London Academy of Diplomacy in the heart of the City of London. Your presence at LAD, as we popularly call it, will be valuable both personally and academically and it will provide you with the opportunity to explore your ideas and experiences through interaction with other course participants, many of whom come from different countries. This interactive teaching experience will help you encounter new colleagues in a very supportive environment.

We offer a unique blend of academic studies and practical diplomacy in the key areas of diplomacy, politics, business and media. With our strong research teams as well as our prestigious group of visiting professors from decision-makers to industry heavyweights, together with an efficient administration team, we are well positioned to bring together multi-disciplinary academics and practitioners with a cross-fertilisation approach to support you throughout your study and in your personal career.

The work of our department was recognized in 2012, when the London Academy of Diplomacy was honoured at the DIPLOMAT magazine’s ‘Diplomat of the Year’ awards for Distinguished Contribution to Diplomacy in London. The award recognized the hard work of both academic and administrative staff in creating an outstanding innovative learning environment.

You will benefit from friendly and open discussions with our academic staff, and will also have the opportunity to interact with and learn from leading practitioners in the diplomatic field through our weekly Diplomatic Forum, where you will participate in simulations and project work, recreating real life diplomatic situations in which you will play a part.

Throughout your programme there are opportunities to visit leading European institutions in diplomacy and business, and we offer a number of internships to support you in your work and help you to find employment on graduation. The London Academy of Diplomacy also offers Certificate, Graduate Diploma, and Doctoral/PhD courses with its academic partner at the University of Stirling.

Our specialist staff wish you an enjoyable, enriching and above all academically successful course at the London Academy of Diplomacy.

Professor Joseph Mifsud
Director
The London Academy of Diplomacy

Although a more recent part of Scotland’s magnificent history, the University of Stirling, which is the new partner of the London Academy of Diplomacy, joins the heart of Scotland with the heart of London.

Stirling, a Scottish city about an hour north of the capital of Edinburgh, is the home of Stirling Castle and of Robert the Bruce, the 14th Century fighter for Scottish independence, who defeated the armies of Edward 11 in the Battle of Bannockburn in 1314.

As the second largest country in the Union, Scotland’s five million population has played a major part in British government, politics and security ever since the Act of Union in 1707.

My own university, the University of Stirling, founded in 1967, is part of that proud educational and civic tradition. Set in beautiful countryside and with world-recognised excellence in aqua-farming, ecology and conservation, it also has a strong reputation in civic and diplomatic studies. This is why we are particularly proud to be partnering the London Academy of Diplomacy.

The University of Stirling is no stranger to studies in international relations. As well as the MSc and doctoral courses we are offering with the London Academy of Diplomacy, our History and Politics group offer a masters in International Conflict and Cooperation, taking a thematic approach to conflict prevention and considering the role of such factors as natural resources and migration as potential causes of conflict.

The London Academy of Diplomacy’s and our courses offer gateways to employment in government agencies, the NGO sector and international organisations as well as into PhD study, research and academia. We are delighted to be partnering with LAD and we are anxious to build on common interests to build further programmes tailored to the needs of the diplomatic community.

Professor Douglas Brodie
Head of School of Arts and Humanities
The University of Stirling
The London Academy of Diplomacy

The London Academy of Diplomacy is the pre-eminent higher education institution for diplomats, NGOs and international organisations, as well as for those wishing to develop a career in the international field.

Based in the heart of the City of London with easy access to London’s financial and governmental institutions, it offers specialized courses in Diplomacy, Security Studies, International Business and Trade. (See pages 4–8)

It also offers opportunities for doctoral studies and the first taught doctorate ‘Doctorate in Diplomacy’ specially designed to meet the needs of the international diplomatic community. (See page 10)

For Diplomats in service, our curriculum and scheduling is adapted to their requirements. We accept students in September and January of each year and our MSc degrees can be completed in one academic year full time or two academic years part time. Our teaching is mainly done in the evenings and at weekends and we offer online course options so that students can partially complete their studies overseas, if required.

We also offer certificate bearing intensive executive courses (see page 13) which permit students to complete areas of specialist studies and gain credits which can be part of a later degree.

The London Academy of Diplomacy is proud to be in partnership with the prestigious University of Stirling in Scotland and to be a part of the INTO University Partnerships organisation.

“The vast range of subject experts at the London Academy of Diplomacy is both impressive and beneficial. It goes without saying that our lecturers do not only provide us with academic knowledge but also career advice, based on their experience. The mix of students from all over the globe guarantees that we don’t only get to share ideas in an international context but also build up contacts with future ministers, diplomats and world leaders.”

Belinda Murunya, Uganda
Student of International Diplomacy,
London Academy of Diplomacy

“The course was well designed to accommodate working diplomats interested in developing their careers, as well as professionals and other students interested in pursuing diplomatic careers.”

Jose R Dorce, US State Department
Graduate of the London Academy of Diplomacy
Masters in Diplomatic Studies

One of our three core Masters in the principles and practice of diplomacy, the programme aims to develop:

• the essential skills for the practice of diplomacy, with an emphasis on assessment of situations, negotiating skills, communication and persuasion
• the practical skills needed to evaluate the context of international political, economic and strategic relations where diplomacy takes place
• the managerial skills of diplomats in their working environment
• an understanding of diplomatic protocol
• the ability to critically analyse and evaluate events, situations and policies of states, international and regional organisations
• the ability to communicate conclusions intelligently and fluently
• the analysis of the structure, functions and decision-making processes of international institutions.

Diplomacy is a central and integral part of a variety of interactions between states, states and other actors and individuals acting in international society. The style of much modern diplomacy has changed significantly. It is distinguished above all by pace and elements of informality. Nevertheless, the essential tasks of diplomacy remain: the management of external relations and contribution to international order and stability.

In this Masters we offer a unique blend of academic studies and professional training supported by leading representatives from international organizations, such as the EU, the Commonwealth and senior officials from a variety of agencies as guest lecturers.

Programme structure
You will need to gain 180 credits in order to qualify for the Master’s degree.

Core modules
- Diplomacy and Statecraft (20 credits)
- International Law (20 credits)
- International Political Economy and Trade (20 credits)
- Research Methods and Dissertation (60 credits)

Elective modules
Students select three from the list below.
- Negotiating International Agreements (20 credits)
- Protocol and Conference Management (20 credits)
- Sports Diplomacy (20 credits)
- International Development Diplomacy (20 credits)
- Commonwealth Studies (20 credits)
- International institutions (20 credits)
- The EU in World Politics (20 credits)
- Discourse Analysis (20 credits)
- Foreign Policy (20 credits)

Language Unit
Intensive language preparation course
- Arabic
- Chinese
- French
- Russian
- Spanish

“The London Academy of Diplomacy offers a unique learning experience. The programme balances theory with practice, which provides a well-rounded education. The staff have great knowledge and are very approachable. Interaction between students and professors is encouraged, and classes are about more than just taking notes. LAD regularly brings in exceptional keynote speakers, it organises simulations and visits to further broaden our education outside the classroom.”

Natalia Filemonowicz, Canada
Student of International Diplomacy, London Academy of Diplomacy
Masters in Diplomacy and Security Studies

One of our three core Masters in the principles and practice of diplomacy. It aims to develop:
• in depth knowledge of the role of military and non-military security in policy and diplomacy
• the ability to analyse the changing influence of society and technology on intelligence
• the skills of intelligence evaluation
• the ability to balance the need for secrecy and the moral and ethical dimensions of intelligence work
• the understanding of conflict management in peacekeeping
• the understanding of organised crime.

International security and national security problems are important for one reason above all. Their human consequences can be staggering. Security is a powerful concept with tremendous social and political resonance. The question of how it is defined is a vital one because it is a crucial factor in determining how societies choose to allocate their scarce resources and what is deemed to be legitimate political discourse.

Programme structure
You will need to gain 180 credits in order to qualify for the Master’s degree.

Core modules
Diplomacy and Statecraft (20 credits)
International Law (20 credits)
International Security (20 credits)
Research Methods and Dissertation (60 credits)

Elective modules
Students select three from the list below.
International Conflict (20 credits)
Ethics and Security (20 credits)
United Nations and International Forces (20 credits)
Arms Control (20 credits)
Technology, Science and Security (20 credits)
Media Techniques and Strategy (20 credits)
The EU in World Politics (20 credits)
Defence Policy and Security (20 credits)
Intelligence Studies (20 credits)
Transnational Organised Crime (20 credits)

Language Unit
Intensive language preparation course
Arabic
Chinese
French
Russian
Spanish

“The London Academy of Diplomacy presents a diverse student environment for an enriching experience of various cultures and nationalities. I also appreciate the application of theory and practice, where students can interface with security experts and diplomats through organised diplomatic forums and study visits to international organizations to effectively improve their knowledge.”

Jermaine Grant, Guyana
Student of Diplomacy and Security Studies,
London Academy of Diplomacy

Dr Sameh Aboul-Enein, Ambassador and Deputy Foreign Minister, Egypt
Professor of Security Studies and Disarmament
Masters in Business, International Trade and Diplomatic Studies

One of our three core Masters in the principles and practice of diplomacy. It aims to develop:

- a comprehensive grounding in the theoretical and empirical knowledge of international business
- the management skills and business knowledge to meet the challenges of the global workplace
- the new dimensions of international business competence
- understanding of and practice in the role and application of diplomacy in international business development.

Global companies and the commercial sections of diplomatic missions need to be competitive internationally while at the same time showing dexterity in managing multiple stakeholders at home and abroad. Facing such challenges in a globalising economy, business leaders and diplomats need to develop a new set of relational competencies to deal with non-business counterparts, such as foreign governments, multiple domestic and foreign pressure groups or domestic civil society groups, from tribal leaders to NGO’s. This Masters builds organisational competency in Business Diplomacy Management. It will help build bridges and networks between diplomatic missions and global companies and the complex business landscapes in which they conduct business.

Programme structure
You will need to gain 180 credits in order to qualify for the Master’s degree.

Core modules
- International Business (20 credits)
- International Law (20 credits)
- International Trade and Political Economy (20 credits)
- Diplomacy and Statecraft (20 credits)
- Research Methods and Dissertation (60 credits)

Elective modules
Select two from the list below.
- International Trade Policy (20 credits)
- International Economics (20 credits)
- European Market Policy (20 credits)
- Economic Diplomacy (20 credits)
- Diplomacy and Cultural Awareness (20 credits)
- International Liaison (20 credits)

Language Unit
Intensive language preparation course
- Arabic
- Chinese
- French
- Russian
- Spanish

"An interesting part of the course is the opportunity to visit the European Parliament, NATO and the Hague to learn about global issues. We also had the chance to meet people who have over twenty years experience in diplomacy."

Rejoice Lukumba, Foreign Ministry, Zambia
Graduate in International Business and Diplomacy
Doctoral studies

The peak of a diplomatic education is an action-learning or research based programme leading to a doctorate. This is a two-year or longer research thesis prepared by you under the supervision of our research supervisors.

LAD will offer with its academic partner, the University of Stirling, three pathways leading to the doctoral degree.

- DDiplomacy (Doctorate of Diplomacy) (in preparation)
- MPhil (Masters in Philosophy)
- PhD (Doctorate of Philosophy)

**DDiplomacy (Doctor of Diplomacy)**

A highlight of our doctoral studies is the DDiplomacy (Doctor of Diplomacy) degree, the first of its type in the world. The DDiplomacy is specially designed for working professionals.

This three-year programme, devised by LAD in collaboration with its academic partner, the University of Stirling, is a taught doctorate. In other words, candidates attend the London Academy of Diplomacy on weekends throughout the academic year and engage in learning key concepts of diplomacy, security issues, strategic studies, research and development and work-based projects. Multiple venues will be available for the holding of the seminars associated with this study route around the world.

They also research and prepare in their third year a concise thesis on a subject agreed by the Academy/University and under the supervision of a personal tutor/s.

The programme normally takes two to three academic years. The first two years contain the taught element and the third the preparation of the thesis.

The DDiplomacy will be one of the leading educational qualifications for top diplomats around the world.

**MPhil (Masters in Philosophy)**

The MPhil (Masters in Philosophy) is the gateway to a full doctoral thesis. It involves a one year individual research programme on a topic agreed with the Academy and under the supervision of a personal tutor.

The aim of the MPhil is to provide a basis for major research and will normally lead to a full scale PhD (Doctor of Philosophy) degree.

**PhD (Doctor of Philosophy)**

The PhD degree is normally a two-year programme and is awarded on the completion of an original piece of research on a topic agreed by the Academy and under the supervision of a personal tutor.

Successful PhD theses may be accepted for publication by leading academic publishers and summarized in articles in leading world academic journals.

Examples of successful theses proposed by students at the London Academy of Diplomacy include:

- Emerging market economies and international relations
  - The case of China within the BRICS Group
- Violence and civil unrest: causes and resolution strategies
  - The case of Thailand
- Cyber security and national security – the case of Estonia
- International Trade and Soft Power: China and the UK

**Applications for Doctoral programmes**

Applications for doctoral programmes are open all year round. To apply, please contact the Manager at LAD (see page 16) or visit www.stir.ac.uk/лад.

Dr Biljana Scott, Senior Lecturer, London Academy of Diplomacy
Online and executive courses

Online courses
At the London Academy of Diplomacy we are committed to the most up to date approaches to diplomatic education. This is why we are committed to develop in collaboration with our academic partners, The University of Stirling and INTO University Partnerships, a programme of virtual academic courses and e-learning simulations which can be completed online.

These online courses will have exactly the same value as the equivalent module taught face-to-face at the Academy. The first courses will be available from January 2015 and other modules will follow during the year.

Our first online courses are:
- Learning Methods and Research
- International Law

They are especially suitable for students working and living abroad, who can only spend a limited time to study in the UK.

Each course will have 9 lessons of five modules each and will take about 36 hours to complete.

The teaching methodology will include video and audio presentations, articles and a guided reading list. There will be regular opportunities for Skype conferences and exchanges of information on the course in order to interchange with other students through the course WIKI.

We recognize that the key ingredient of successful online education is not just the quality of the teaching materials but the active engagement of the students and connection with the course tutor. That is why a key ingredient of the module is personal tutorial advice from the course tutor and personal support by phone, whenever needed.

Students registered on our MSc programmes have the flexibility to do some of their modules online to suit their personal schedule. The online courses are also available as certificated standalone executive courses. (See below).

Please see How to Contact us on page 16 for information on how to apply and visit www.stir.ac.uk/lad for information on our online courses.

Executive courses
Many of our busy diplomatic community are unable to commit to a full MSc academic programme but would like to do courses in individual topics. Our executive courses are designed to meet this need.

Each course involves about 30 hours’ work and both intensive and eight week options are available.

Our first LAD Executive Courses will be:
- Learning Methods and Research
- International Law
- Diplomacy and the Role of Locally Employed Personnel
- Diplomacy and the Law of the Sea
- Diplomacy and Cross Border Security Control
- Diplomacy and Cultural Awareness
- Diplomacy and International Communication
- Preparation for Diplomats in EU Engagement
- Training for Diplomats/Government Officials in EU Accession
- Diplomacy at the UN/NATO/OSCE/multilateral organisations
- Refresher courses for newly appointed diplomats
- Business Diplomacy in the City of London
- Diplomatic Etiquette

Each successful course student is awarded a LAD Certificate with 20 credits which can be used as partial completion of the 180 credits needed to achieve an MSc degree.

Many of our executive courses can be completed as part of our online courses. For more information and course details please visit www.stir.ac.uk/lad for more information. To apply for our executive courses please go to page 16 (How to contact us).
Our 4 P’s

These are the four key reasons why LAD is the first choice for diplomats, NGOs and students training to enter the diplomatic field. We call them the four P’s. They are our position, our professionalism, our practicality and our people.

POSITION
London is a leading world capital, centre of the world financial services industry and a thriving business and cultural axis, joining together the UK, the Commonwealth, the European Union and European countries, the Americas and the rest of the world. It is truly a world meeting point.

To study in London is to benefit from an experience you will find nowhere else.

LAD is situated right in the heart of London as part of London’s central business district, the City of London, and has excellent links with City institutions at both government and industry levels.

PROFESSIONALISM
Just look at the list of our professional contributors on the facing page, all eminent and experienced practitioners and educators in their chosen fields, representing the worlds of Diplomacy, Security Management and Business. Our weekly Diplomatic Forum invites experts from all over the world to lecture to and engage with our student body. It is a unique discussion forum.

Many of these presentations figure in our own professional and academic journal, Diplomacy, Business and Development, published three times a year in January, May and September.

PRACTICALITY
We do not just talk about diplomacy, security studies and international business – we do it. We arrange visits to the Houses of Parliament, the Commonwealth Secretariat and City banking and business organisations in London. We also arrange study tours to the Hague, the European Parliament, to NATO, the EU Headquarters and to the UN as part of your course.

We also offer opportunities for internships in companies and diplomatic organizations, including the European Parliament.

PEOPLE
Above all it is the people who make LAD. We have students from all over the world, ranging from Diplomatic Heads of Mission to Attaches to business leaders and to students. At the last count we had 59 nationalities and, in one course, speakers of 39 national languages.

It is this variety of international experience at different levels that makes LAD so exciting as a study environment. Small wonder that our students, coming from a professional background, are our colleagues and in many cases become our friends.
Language courses

Much of international diplomacy today is conducted in English or through interpreters and translators. Regional diplomacy, in contrast, uses the languages of the region. To respond to this need and as a gateway into the world’s leading cultures as a means of building good relations, knowing your interlocutor’s language is an important asset.

That is why at LAD we encourage our students to achieve a working knowledge of at least one other language apart from their own.

The languages we have chosen are the working languages of the United Nations. They are:

- Arabic
- Chinese
- French
- Russian
- Spanish

We can also provide advanced intensive English courses, if required.

Language courses will be offered at LAD by qualified practitioners two afternoons a week during term time. Courses will run for two hours.

Students will be able to take courses at beginners and intermediate level.

The language courses are an integral part of your MSc degree but will not form part of your formal assessment.

For more information please see How to apply on page 16.

Our staff

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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Director</td>
<td>Professor Joseph Mifsud PhD</td>
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<tr>
<td>Co-Director</td>
<td>Professor Charles Chatterjee PhD</td>
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<tr>
<td>Director of Research</td>
<td>Professor Riad Nourallah PhD</td>
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<tr>
<td>Programme Manager</td>
<td>Fatmah Lallmahamood</td>
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<tr>
<td>Administrative Assistant</td>
<td>Raquel Barker</td>
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<tr>
<td>Senior Lecturer</td>
<td>Dr Deborah Swallow PhD</td>
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<td>Senior Lecturer</td>
<td>Barry Tomalin MA</td>
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<td>Senior Lecturer</td>
<td>Dr Biljana Scott PhD</td>
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<td>Senior Lecturer</td>
<td>Hayet Bahri MA</td>
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<td>Senior Lecturer</td>
<td>Roger McNally</td>
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<td>Visiting Professors</td>
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<td>HE Professor Sameh Aboul Enein PhD</td>
<td>HE Ambassador Arif Havas Oegroseno</td>
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<td>HE Dr Kevin Isaac PhD</td>
<td>HE Ambassador Miomir Zuzul PhD</td>
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<td>HE Ambassador Dr Saad Elshlmani PhD</td>
<td>Hon Professor Michael Frendo</td>
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<td>Hon Professor Michael Frendo</td>
<td>Hon Jesmond Mugliett</td>
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<td>Visiting Fellows</td>
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<td>Professor Ilan Chet</td>
<td>Professor Mohamed Benhamou PhD</td>
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<td>Professor Dr Anastas Angjeli PhD</td>
<td>Dr Martyn Bond PhD</td>
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<td>Professor Dr Michel Massih QC</td>
<td>Dr Gianni Pittella</td>
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<tr>
<td>Dr Nawaf Obaid PhD</td>
<td>Claire Smith</td>
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<tr>
<td>Dr Stephen Roh</td>
<td>Professor William Lawrence</td>
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<tr>
<td>Visiting Lecturer</td>
<td>Mr Mohammed el Ansari</td>
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</table>

Maha Assiri, Saudi Arabia; Nasreen Omer, Sudan.
Graduates of the London Academy of Diplomacy
How to apply

Who to contact
Manager
London Academy of Diplomacy
102, Middlesex Street, London, E1 7EZ
t: +44 (0) 20 7059 4400
e: f.lallmahamood@stir.ac.uk
e: diplomacy@stir.ac.uk
w: www.stir.ac.uk/lad

Key MSc course facts
Start date
September and January

Programme length
Full-time: one academic year or approximately 12 months
Part-time: two academic years or approximately 24 months

Academic requirements
A minimum of a second-class Honours degree (2.1 preferred) or equivalent in a relevant subject. Applicants without these formal qualifications but with significant, appropriate or relevant work/life experience are encouraged to apply.

English language requirement
If English is not your first language, you must provide evidence of your proficiency such as a minimum IELTS score of 6.5 (with a minimum of 5.5 in all subskills) or equivalent.

Tuition fee
International: £14,000
UK/EU: £9,500

Doctoral studies and Executive courses
Please contact the Manager at LAD for details.

Application form 1 of 2
MSc Diplomatic Studies and MSc Diplomacy and Security Studies

Please complete all relevant sections of this form in BLOCK CAPITALS and in BLACK INK. You should return your application pack to your local representative or directly to the LAD Admissions Office at least one month before your intended start date.

Please send to: London Academy of Diplomacy, 102 Middlesex Street, London
T: +44 (0) 20 7059 4500, F: +44 (0) 20 7247 9083, E: LADadmissions@into.uk.com

Section 1 Student details (You must complete this section accurately otherwise your visa application may be affected)

Title (Mr/Mrs/Ms) ____________________________

Family name ________________________________

Other names ________________________________

Gender □ M □ F

Date of birth __/__/____ (dd/mm/yy) Current age __

What type of visa do you intend to apply for?

□ Adult student visa □ Student visitor visa □ No visa

Name as written on passport ____________________________

Passport number ________________________________

Passport expiry date __/__/____ (dd/mm/yy)

Student’s nationality ________________________________

Section 2 Parent/Guardian or Sponsor details (to be completed by parent or guardian for students under 18. Sponsored students should provide full details of their sponsor)

How do you intend to fund your studies?

□ Self □ Family □ Employer* □ Sponsor*

*Name of employer/sponsor:

Title (Mr/Mrs/Ms) ________________________________

Family name ________________________________

Other names ________________________________

Relationship to student ________________________________

Section 3 INTO course selection

Academic programmes

Postgraduate degree programmes

□ MSc Diplomatic Studies

□ MSc Diplomacy and Security Studies

□ Full time □ Part time

□ Oct 2014 □ Jan 2015
Section 4  Student's education history

Please give details of your current or most recent school, college or university. Please ensure official institution transcripts, latest available results or forecast results are attached in English.

Institution name

Dates of study __ / __ / __ to __ / __ / __ (dd/mm/yy)

Date you received (or will receive) your certificate __ / __ / __ (dd/mm/yy)

Highest educational qualification name

Language of instruction

Institution city/town

Postcode

Country

Email address

Have you ever studied in the UK?  

Yes  No

If yes, please provide details of study durations. Please also include a copy of your previous visa (must be completed for visa purposes).

From __ / __ / __ to __ / __ / __ (dd/mm/yy)

Have you ever been refused a visa for the UK?  

Yes  No

Section 5  Current English language proficiency

Please tick and enter details of your most recent English language test.

Note: students will be assessed upon arrival and study plans WILL be altered if there is any discrepancy. Please provide a copy of your certificate.

IELTS  PTE  Other (please specify)

Have you arranged to take any other English language test(s) before starting your INTO course?  

Yes  No

Name of exam

Date due to be taken __ / __ / __ (dd/mm/yy)

Section 6  Welfare

Do you have any medical conditions?  

Yes  No

Completion and signing of this form gives INTO permission to administer first aid by trained staff first aiders if required.

Do you consider yourself to have a disability?  

Yes  No

Have you been convicted of a relevant criminal offence?  

Yes  No

If you have answered yes to any of the above, please provide full details with your application on a separate sheet.

Section 7  Accommodation options

Please note that INTO aims to provide the highest preference requested but, if this is not available, INTO reserves the right to provide or suggest alternative accommodation.

Confirming your accommodation early gives you the best chance of getting the building and room type you want.

Please indicate the building and room type you would prefer by ticking 3 boxes opposite to indicate your 1st, 2nd and 3rd choice of accommodation.

Do you require homestay during the holiday periods?  

Yes  No

Do you envisage that you will have any specific requirements in student accommodation as a result of a disability/medical condition?  

Yes  No

Dietary requirements

Please give details of special dietary requirements e.g. halal, vegetarian, no pork, any food allergies.

Section 8  Airport pickup

Flight details including arrival date and flight number should be emailed to ukarrival.details@into.uk.com as soon as possible.

Do you require an airport pickup?  

London Heathrow (£130)  London Gatwick (£150)  London Stansted (£160)

Section 9  Declaration

I declare that the information I have supplied on and with this form is complete and correct

I have read and understood and agree to abide by the terms and conditions

I agree to abide by the Cancellation and Refund Policy

I agree to pay all tuition and accommodation and sundry expense fees as they become due

I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of my enrolment

I agree that copies of my academic progress and performance reports can be supplied to parents, sponsors or education counsellors without further notification  

Yes  No

Signed  

Date __ / __ / __ (dd/mm/yy)

(Student)

LAD degrees are validated by the University of Stirling
Terms and conditions of enrolment

1. Application of the Terms and Conditions

a. By applying for a place on a Course, Students should comply with their acceptance of these Terms and Conditions.

b. For the purposes of these Terms and Conditions, “the Student” is defined as any individual who applies to LAD for a course of study and who is accepted by LAD.

c. By accepting the offer of a place on a course, the Student is deemed to agree to be bound by the terms and conditions of enrolment as determined by LAD or any other LAD courses (the “Course”).

2. Application to the Course and Confirmation of Acceptance

a. To apply for a place on a course, Students should complete their application and submit it to the LAD Admissions Office.

b. LAD may accept or reject applications in the absolute discretion. If LAD accepts the application, LAD will issue a written offer of a place on a Course to the Student in the form of a Student’s Offer Letter (together with an acceptance form for the Student to confirm their acceptance of the offer of the place).

c. In order to accept the offer, the Student must:
   i. complete and return the acceptance form confirming acceptance of the offer of the place indicated in the Offer Letter.
   ii. pay a deposit as described in the Offer Letter which will be used towards the relevant tuition fees.
   iii. pay the Uniplan Insurance premium (details of which are set out in this brochure) in full to LAD or provide proof of an acceptable alternative insurance cover.

3. Tuition fees and payment

a. The Student must make payment of the following tuition fees:
   i. application fee
   ii. enrolment fee
   iii. academic programme fees

b. The Student must provide proof of identity, either by checking their banker’s draft, bank transfer, credit card or debit card.

c. If the Student fails to pay fees as set out above, the Student will be required to provide a sufficient explanation of the reasons for non-payment.

d. TheStudent must pay all tuition fees by the first day of the Course, or by the date stated in the Offer Letter.

4. Overdue fees

a. In the event of non-payment of any of the fees set by the Student, LAD reserves the right to cancel or suspend the Student’s place, and to charge interest on the outstanding fees at a rate of 2% per annum above the base rate of Barclays Bank per month or part thereof.

b. For the avoidance of doubt, the date stated in the Offer Letter will be taken to be the date of receipt of the fees.

5. Cancellation charges

a. Subject to paragraphs 6 and 7 below, if the Student wishes to cancel their place on the Course prior to the Course commencing, they may withdraw from the Course as follows:

1. Cancellation charge on or before the start date of the Course

   i. Tuition fees will be refunded provided that:
      a. the Student cancels the Course within the first week of the Course.
      b. the Student cancels the Course prior to the start date of the Course.

2. Cancellation after course commencement: cancellation fee of £1000 or 50% of the tuition fees.

6. Leaving a Course early

a. If the Student wishes to withdraw from the Course, they must notify LAD in writing as described above in the section ‘Cancellation charges’. Once a Student has withdrawn in this manner and commenced any part of their courses in the centre there will be no refund of fees. You may be required to give details of your departure from the UK for immigration purposes.

b. Accommodation cancellation charges will apply as outlined at paragraph 7 below.

7. Contracts made by distance communication

a. If a Student is accepted for a place on the Course by the Student solely by means of distance communication (i.e. if the Student is not previously face-to-face or in-person contact with the Student/Admissions Office of LAD’s representative) then the contract will be as follows:

   i. The Student is accepted to enter into a Distance Contract at any time up to the earlier of:
      a. 7 days from the date when the Distance Contract is concluded; or
      b. the date on which the Student starts the Course.

   ii. In order to cancel the Distance Contract, the Student must inform LAD in writing at the LAD Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA. Once a Student has accepted an offer of a place on a course, they may be required to provide evidence to LAD in writing and provide any information that LAD requires.

b. If the Student fails to pay fees as set out above, the Student will be required to provide a sufficient explanation of the reasons for non-payment.

8. Cancellation or deferral because of Visa refusal/Visa delays

a. If a Student is accepted for a place on the Course by the Student solely by means of distance communication (i.e. if the Student is not previously face-to-face or in-person contact with the Student/Admissions Office of LAD’s representative) then the contract will be as follows:

   i. The Student is accepted to enter into a Distance Contract at any time up to the earlier of:
      a. 7 days from the date when the Distance Contract is concluded; or
      b. the date on which the Student starts the Course.

   ii. If the Student fails to pay fees as set out above, the Student will be required to provide a sufficient explanation of the reasons for non-payment.

9. Cancellation because conditions of offer are not met

a. If LAD’s offer to the Student is conditional upon the Student meeting the requirements set out in the Offer Letter LAD reserves the right to withdraw the offer to the Student if the Student fails to meet the conditions of offer (details of which are set out in section 9 below).

b. Any deposit and/or tuition fees paid by the Student to LAD will be refunded in full to the Student where these conditions have been incurred through no fault of LAD, these conditions being that:
   i. the Student meets the conditions of the Offer Letter and completes the actions required in the Offer Letter.
   ii. the Student remains in good health.
   iii. the Student is in the UK to for the purpose of studying.

10. Schools

a. For all Courses, classes will mainly be held Monday to Friday between the hours of 12:00 and 17:00 from Monday to Thursday between the hours of 10:00 and 17:00.

b. No regular classes will take place at LAD on recognized UK public holidays.

11. Academic criteria and attendance

a. Students are accepted onto the Course on the strict understanding that they students must meet the academic criteria for successful completion of the Course.

b. Progression through the Course and successful completion of the Course is conditional upon satisfactory attendance and successful attainment of grades.

12. English language admissions criteria

a. The English language proficiency standard required for successful completion of the Course is English at level B1 (B1 is the 3rd level of the Common European Framework of Reference for Languages, which specifies the levels of English that are appropriate for students and teachers of English as a foreign language)

13. Behaviour, welfare and attendance

a. If a Student fails to attend classes for any reason other than good cause (such as illness, death in the family or other personal circumstances) the Student must inform LAD in writing and provide any information that LAD requires.

b. If the Student fails to attend classes for any reason other than good cause (such as illness, death in the family or other personal circumstances) the Student must inform LAD in writing and provide any information that LAD requires.

14. Cancellation charges

a. If a Student is accepted for a place on the Course by the Student solely by means of distance communication (i.e. if the Student is not previously face-to-face or in-person contact with the Student/Admissions Office of LAD’s representative) then the contract will be as follows:

   i. The Student is accepted to enter into a Distance Contract at any time up to the earlier of:
      a. 7 days from the date when the Distance Contract is concluded; or
      b. the date on which the Student starts the Course.

   ii. In order to cancel the Distance Contract, the Student must inform LAD in writing at the LAD Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA. Once a Student has accepted an offer of a place on a course, they may be required to provide evidence to LAD in writing and provide any information that LAD requires.

b. If the Student fails to pay fees as set out above, the Student will be required to provide a sufficient explanation of the reasons for non-payment.

15. Holidays

a. No regular classes will take place at LAD on recognised UK public holidays.

b. Students are accepted onto the Course on the strict understanding that they students must meet the academic criteria for successful completion of the Course.

16. Arrivals

a. Students must arrive on or before the scheduled start date.

b. Students must attend all classes and attend the Orientation Day.

17. Accommodation

a. Students are accepted onto the Course on the strict understanding that they students must meet the academic criteria for successful completion of the Course.

b. Students are accepted onto the Course on the strict understanding that they students must meet the academic criteria for successful completion of the Course.
20. Airport pickups
a. Airport pickups may be booked as specified earlier in this brochure. The airport pickup will be for the passenger named on the application form only or for named Students if Students agree in advance (and notify LAD) that any other passenger may share the airport pickup.

b. Additional family or chaperones accompanying the named passenger will be charged additional fees.

c. The first 30 minutes of waiting time is included in the fee as specified in this brochure. Additional fees may apply for waiting periods longer than 2 minutes.

d. Fees will only be recharged for “missed pickup” if the Student informs LAD, by telephoning the LAD emergency telephone number (as publicised in the pre-departure guide), that their pickup will not be required or that they will be delayed. If they leave the departure airport, or if they have arrived at their destination airport and the transfer is no show, they telephone the LAD emergency telephone number (as publicised in the pre-departure guide), that their transfer is no show before they leave the arrival airport.

21. Travel to LAD
a. LAD expects Students to assist LAD with its Green Travel Plan, as maybe necessary, to reduce carbon emissions.

b. Students may not bring cars to campus unless otherwise agreed in advance (and notify LAD and the accommodation provider for further details of car Green Travel Plan).

22. Medical treatment and accident insurance
a. Acceptance by the Student of a place to study at the LAD Centre indicates that the Student:

i. gives permission for the administration of first aid and appropriate non-prescription medication to the Student if required; and

ii. All Students must maintain a valid and comprehensive medical and accident insurance policy for the duration of their stay. Students unable to provide evidence of adequate cover at the time of application are required to take up the Uniplan Insurance cover as a condition of enrolment.

23. Student information
a. Students agree that copies of their regular reports on their academic progress and performance can be supplied to parents, sponsors or agents without notice by completing the student record section of the application form.

b. Students agree that if LAD has serious concerns about their welfare, LAD can contact their parents or family members without notification. Consent is family given by the Student to be used until formally withdrawn by writing.

c. Students hereby consent that the Student’s records and achievements, images and sound may be used for promotional purposes, by completing the student record section of the application form.

d. LAD shall have the right to make variations to the contents and methods of delivery of the Courses and services, to discontinue, Courses and services, to combine and merge Courses, if such action is reasonably considered to be necessary by LAD.

24. Liability
a. Subject to the following, LAD (including its staff and/or representatives) shall have no liability to the Student for any loss, damage, costs or expenses arising under or in connection with these Terms and Conditions except where such loss or damage is directly caused by LAD (or its staff or representatives).

25. Disclaimer
a. This brochure is prepared in advance of the academic year to which it relates. The information correct at the time of going to press and the Courses and services described herein are those which LAD is planning to offer. However, LAD reserves the right, to amend, add or remove any Course and/or services set out in this brochure and/or the timetable, delivery, content, syllabus and assessment of such Courses. LAD therefore strongly recommends that immediately prior to making any application to LAD or accepting any offer from LAD, Students should refer to the most up-to-date version of the Course descriptions and specifications and the regulations on the LAD website.

26. Equal opportunities
a. LAD operates an equal opportunities admissions policy. It aims to ensure that no applicant will receive less favourable treatment on the grounds of age, sex, marital status, race, colour, national or ethnic origin, religious or political inclination, sexual orientation, or physical or religious belief.

b. LAD welcomes applications from candidates with disabilities.
Application form 1 of 2
MSc Business, International Trade and Diplomatic Studies

You should return your application pack to your local education counsellor or directly to the INTO Admissions Office at least one month before your intended start date.

Please send to: INTO University of Stirling London Campus Admissions, One Gloucester Place, Brighton, East Sussex, BN1 4AA, UK
T: +44 1273 876040 | F: +44 1273 328595
For Master’s degrees and Pre-sessional English: intodirect@stir.ac.uk
For Graduate Diploma and English for University study
Education counsellors: ukadmissions@into.uk.com | All other enquiries: ukes@into.uk.com
You can also apply online at www.intohigher.com/stirling–london/apply

Section 1 Student details
(You must complete this section accurately otherwise your visa application may be affected)

Title (Mr/Mrs/Ms)
Family name
Other names
Gender ☐ M ☐ F
Date of birth ______ / ______ / ______ (dd/mm/yy) Current age ______

What type of visa do you intend to apply for?
☐ Student Tier 4 visa ☐ Student visitor visa ☐ No visa

Name as written on passport
Passport number
Passport expiry date ______ / ______ / ______ (dd/mm/yy)

Nationality / citizenship

Do you have or are you applying for permanent residence in the UK? ☐ Yes ☐ No
Are you a US citizen or a US permanent resident? ☐ Yes ☐ No
Do you have dual nationality status? ☐ Yes ☐ No

If yes, please provide full details
Permanent country of residence
Student’s home address (you must complete this accurately as it may affect your visa application)

City
Postcode
Country
 four

Student’s telephone numbers in country of residence (inc. intl. code)
Tel
Mobile telephone

Student’s email address

Section 2 Parent/Guardian or Sponsor details
(to be completed by parent or guardian for students under 18. Sponsored students should provide full details of their sponsor)

How do you intend to fund your studies?
☐ Self ☐ Family ☐ Employer* ☐ Sponsor*

*Name of employer/sponsor:
Title (Mr/Mrs/Ms)
Family name
Other names
Relationship to student

Section 3 INTO course selection

Academic programmes
Postgraduate degree programmes
☐ MSc Business, International Trade and Diplomatic Studies

Please specify start date
☐ Jan 2015 ☐ Sep 2015 ☐ Jan 2016
Section 4 Student’s education history

Please give details of your current or most recent school, college or university. Please ensure official institution transcripts, latest available results or forecast results are attached in English.

Institution name

Dates of study ___ / ___ / ___ to ___ / ___ / ___ (dd/mm/yy)

Date you received (or will receive) your certificate ___ / ___ / ___ (dd/mm/yy)

Highest educational qualification name

Language of instruction

Section 5 Current English language proficiency

Please tick and enter details of your most recent English language test. Note: students will be assessed upon arrival and study plans will be altered if there is any discrepancy. Please provide a copy of your certificate.

☑ IELTS ☐ PTE ☐ Other (please specify)

Section 6 Welfare

Do you have any medical conditions? ☐ Yes ☐ No

Completion and signing of this form gives INTO permission to administer first aid by trained staff first aiders if required.

Do you consider yourself to have a disability? ☐ Yes ☐ No

Have you ever been convicted of a relevant criminal offence? ☐ Yes ☐ No

If you have answered yes to any of the above, please provide full details with your application on a separate sheet.

Section 7 Accommodation options

Please note that INTO aims to provide the highest preference requested but, if this is not available, INTO reserves the right to provide or suggest alternative accommodation.

Confirming your accommodation early gives you the best chance of getting the building and room type you want.

Please indicate the building and room type you would prefer by ticking 3 boxes opposite to indicate your 1st, 2nd and 3rd choice of accommodation.

Do you require homestay during the holiday periods? ☐ Yes ☐ No

Do you envisage that you will have any specific requirements in student accommodation as a result of a disability/medical condition? ☐ Yes ☐ No

Dietary requirements

Please give details of special dietary requirements e.g. halal, vegetarian, no pork, any food allergies.

Section 8 Airport pickup

Flight details including arrival date and flight number should be emailed to ukarrival.details@into.uk.com as soon as possible.

Do you require an airport pickup? ☐ Yes ☐ No

London Heathrow (£130) ☐ London Gatwick (£150) ☐ London Stansted (£160)

Section 9 Declaration

I declare that the information I have supplied on and with this form is complete and correct ☐ Yes ☐ No

I have read and understood and agree to abide by the terms and conditions ☐ Yes ☐ No

I agree to abide by the Cancellation and Refund Policy ☐ Yes ☐ No

I agree to pay all tuition and accommodation and sundry expense fees as they become due ☐ Yes ☐ No

I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of my enrolment ☐ Yes ☐ No

Signed ☐ Yes ☐ No

Signed Date ___ / ___ / ___ (dd/mm/yy)

(Student)
Terms and conditions of enrolment

1. Application of the Terms and Conditions

a. These terms and the offer letter (together the “Terms and Conditions”) set out the contractual terms which apply between INTO Stirling LLP (“INTO Centre”) and the Student (including any condition relevant to the offer) (“the Offer Letter”) together with an acceptance form for the Student to confirm their agreement.

2. Application to the Course and Confirmation of Acceptance

a. To apply for a place on a Course, Students should complete their application form and submit it to the INTO Admissions Office.

b. Into University may reject applications in its absolute discretion. If into University accepts the application, into University will issue a confirmation of acceptance for studies (”CAS”).

c. Any variation to standard payment terms will only be made by prior written confirmation from acceptance of the offer of place indicated in the Offer Letter.

d. If a Student does not meet the conditions of the Offer Letter (Academic or English Language) and the student is not eligible to fall under the circumstances described in paragraph (a) above provided that the Student advises INTO that they have not yet received the relevant visa from the UK Embassy in their country of origin (including in any event no later than two weeks after the proposed Student start date or day of the Course) nor any other exceptional circumstance which would allow INTO to offer the Student a deferral – INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged on any outstanding fees at the rate of 3% above the base rate of Barclays Bank plc on or after the due date (later in the event Students commence course after commencement of the due date) of unpaid fees.

3. Tuition fees and payment

a. The balance of the tuition fees payable for the course and any insurance fees (if applicable) payable must be paid in full in pounds sterling by cheque, banker’s draft, credit card or debit card.

b. Late arrivals – INTO expects all Students to arrive and start their Course on or before the published start date for academic Courses and up to one week after the published start date for pre-sessional courses. Where exceptions are made (including for students studying on a Tier 4 visa) a late arrival form should be completed and returned to the INTO Admissions Office at least six weeks before the Course start date (or the earlier of:

   i. The date when the due fees have been paid to the INTO Centre;

   ii. If the English Language level is below the level for visa entry purposes then the date when the Student advises INTO that they have not yet received the relevant visa from the UK Embassy in their country of origin (including in any event no later than two weeks after the proposed Student start date or day of the Course) nor any other exceptional circumstance which would allow INTO to offer the Student a deferral – INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged on any outstanding fees at the rate of 3% above the base rate of Barclays Bank plc on or after the due date (later in the event Students commence course after commencement of the due date) of unpaid fees.

3. Tuition fees and payment

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   i. The date when the due fees have been paid to the INTO Centre;

   ii. If the English Language level is below the level for visa entry purposes then the date when the Student advises INTO that they have not yet received the relevant visa from the UK Embassy in their country of origin (including in any event no later than two weeks after the proposed Student start date or day of the Course) nor any other exceptional circumstance which would allow INTO to offer the Student a deferral – INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged on any outstanding fees at the rate of 3% above the base rate of Barclays Bank plc on or after the due date (later in the event Students commence course after commencement of the due date) of unpaid fees.

4. Other fees

a. Cow色素rollment – any Students who pay the full tuition fees under the offer by INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. In the event Students cancellations are made for any reason other than as a result of the full payment which will become non-refundable and the total of all claims, damages, losses (including legal and indirect costs) and expenses incurred in any such event will be considered by the Student to be full and final and an explanation of the reasons for the request, is presented in writing and reaches the INTO Admissions Office in the UK at least six weeks before the Course start date or the earlier of:

   i. The date when the due fees have been paid to the INTO Centre;

   ii. If the English Language level is below the level for visa entry purposes then the date when the Student advises INTO that they have not yet received the relevant visa from the UK Embassy in their country of origin (including in any event no later than two weeks after the proposed Student start date or day of the Course) nor any other exceptional circumstance which would allow INTO to offer the Student a deferral – INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged on any outstanding fees at the rate of 3% above the base rate of Barclays Bank plc on or after the due date (later in the event Students commence course after commencement of the due date) of unpaid fees.

5. Changes to Confirmation of Acceptance for Studies (“CAS”)

a. INTO will issue a CAS, no more than six months before the Student’s first day of study.

b. Changes to Confirmation of Acceptance for Studies (”CAS”)

5. Changes to Confirmation of Acceptance for Studies (“CAS”)

a. INTO will issue a CAS, no more than six months before the Student’s first day of study.

b. Changes to Confirmation of Acceptance for Studies (“CAS”)
20. Accommodation fees

a. All accommodation fees for the entire duration of the accommodation booked must be paid in advance. The payment is non-refundable and any changes in the pre-payment paid by the Student will be deducted from the pre-payment payable by the Student to INTO for all accommodation and the pre-payment remains non-refundable when the Student arrives.

b. Full accommodation charges will apply during any notice period as outlined in the pre-payment paid by the Student. INTO will invoice the Student for the amount due within 30 days of the date of the invoice.

21. Change of accommodation or cancellation when a Student has arrived at his accommodation

a. Residential/hostel accommodation – In all cases except visas refusal, Students who wish to cancel their accommodation booking will be subject to a fee of £150 of full accommodation charges if the request is made before the Student has arrived at his accommodation. If the request is made after the Student has arrived at his accommodation, INTO will refund the full accommodation charges if the Student has vacated and moves into his residential accommodation within 10 days of the date of the invoice.

22. Airports pickup

a. Airports pickup will only be included as stated earlier in this brochure. The airport pickup will be for the passenger named on the application form or for the Person on whose behalf the Booking has been made and INTO will make no additional charge for any other passenger(s) accompanying the named passenger will be charged an additional fee.

b. Additional fee of £150 will also be included in the fee as specified in this brochure. Additional fees may apply for waiting periods longer than 30 minutes. If the airport pickup will not be made as stated on the application form or for the Person on whose behalf the Booking has been made and INTO will make no additional charge for any other passenger(s) accompanying the named passenger will be charged an additional fee.

23. Travel to the INTO Centre

a. INTO expects Students to assist INTO with its Green Travel Plan, as it is reasonably practicable.

b. Students may bring cars to campus unless otherwise agreed in advance by INTO. Please contact INTO for further details of our Green Travel Plan.

24. Record keeping duties under TI4 Immigration rules (P5)

a. INTO is required to maintain a copy of national or United Kingdom immigration status and Students’ UK contact details.

b. Under the TI4 immigration rules (P5) the sponsor licence holder will report to the Home Office in the following circumstances:

i. if the Student fails to enrol on the Course within the enrolment period;

ii. if the sponsor licence holder stops being the Student’s immigration sponsor;

iii. if the Student has been given permission for the admission of first aid and appropriate non- emergency attendance without notice.

25. Medical treatment and accident insurance

a. Acceptance by the Student (or by his/her parent/legal guardian if the Student is under 18) of a place to study at the INTO Centre indicates that the Student (or the Student’s under 18 parent/legal guardian) agrees to the Student’s provision of accident and medical insurance as set out on the fees page within this brochure.

b. The INTO Centre reserves the right to recover costs for damages or exceptional cleaning from Students. ANY DAMAGE TO PROPERTY caused by Students and/or their guests resulting in any costs or charges being incurred by INTO will be invoiced at the full accommodation rate. Any damage discovered during occupancy or an inspection has taken place will be invoiced at the full accommodation rate, within 30 days of the Student’s final day of accommodation.

26. Students

a. Into strongly recommends that parents appoint a UK based guardian for international Students under 18 years of age.

b. If a parents appoints a Guardian for their Student (or other guardianship services), the Guardian will remain responsible for the Student’s welfare and any medical, legal or insurance arrangements during their stay. Students unable to provide evidence of adequate cover at the time of their application are required to take out an insurance cover as a condition of enrolment.

27. Student information

a. Students agree that copies of their regular reports on their academic progress and performance can be passed to parents, sponsors or agents without notification. Consent is hereby given by the Student to the sending of Student record section of the application form.

b. Students agree that INTO has serious concerns about their welfare, INTO can contact their parent or family members without notification. Consent is hereby given by the Student to the sending of Student record section of the application form.

28. Liability

a. INTO’s liability shall, subject to the following, be limited to 150% of all fees paid or payable by the Student to INTO. INTO shall not be liable for (i) personal injury or death resulting from theft or damage to Students’ personal belongings, (ii) the loss or damage of Students’ personal belongings, (iii) Students’ liability for death or personal injury resulting from its negligence or fault (whether the loss or damage is caused directly or indirectly by INTO or its agents, subcontractors or representatives).

b. Students must bear the cost of failure to notify the INTO Centre and/or any service contemplated by these Terms and Conditions due to circumstances beyond its reasonable control.

29. Disclaimer

a. This brochure is prepared in advance of the academic year in which it relates. The information is correct at the time of going to press and the Courses and services described herein are those which INTO intends to offer however INTO reserves the right, to amend or remove any, Courses and/or services set out in the brochure and/or the timetable, delivery, content syllabus and assessment of such Courses. The University (where applicable) also reserves the right to amend course information in the University’s prospectus. INTO therefore strongly recommends that you make your own arrangements to make any application to INTO on the basis of the information set out in this brochure. Students should refer to the most up-to-date version of the Course descriptions and specifications and the regulations on the INTO website.

b. INTO also reserves the right to make variations to the contents and methods of delivery of the Courses and services, to discontinuate, Courses, and to create and merge Courses if such action is reasonably considered to be necessary by INTO.

c. INTO reserves the right to make changes to the Brochure as it sees fit as an accommodation of any student’s wishes and for the purposes of improving the course description, content, services, and any other information which may be required by or on behalf of any other authority or at the request of any other authority.

30. Equal opportunities

a. INTO operates an equal opportunities admissions policy. It aims to ensure that no applicant will be disadvantaged on the grounds of race, sex, marital status, colour, nationality, ethnic origin, sexual orientation, or religious belief.

b. INTO welcomes applications from candidates with disabilities.

31. Entire agreement

a. These Terms and Conditions and the Offer Letter constitute the entire agreement between INTO and the Student for the provision of English Language Courses and/or academic Courses and any other INTO Courses. These Terms and Conditions supersede any prior representations, promises, warranties – whether written or oral – made by or on behalf of any other party to the Student.

32. Changes to these Terms and Conditions

a. INTO reserves the right to vary these Terms and Conditions without the consent of the Student at any time prior to entering into a contract with the Student. If such changes are made, INTO will provide a revised set of Terms and Conditions.

33. Transfer of these Terms and Conditions

a. INTO may assign, transfer, or sub-contract in whole or in part some or all of its obligations and/or parts of these Terms and Conditions, however INTO will not assign, transfer, or sub-contract in whole or in part some or all of its obligations and/or parts of these Terms and Conditions, however INTO will not assign, transfer, or sub-contract in whole or in part some or all of its obligations and/or parts of these Terms and Conditions to any third party.

34. Severance

a. If any court or competent authority finds that any provision of these Terms and Conditions (or part of any provision) are illegal, invalid, unenforceable, that provision or part provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of these Terms and Conditions shall not be affected.

35. Governing law and jurisdiction

a. The formation, existence, construction, performance, and validity of any dispute and any dispute or difference arising by reason of or in connection with the subject matter or formation of these Terms and Conditions shall be governed by the laws of England and Wales and subject to the jurisdiction of the English Courts.

b. The English Courts will have exclusive jurisdiction to settle any dispute arising under or connected with these Terms and Conditions, save that Students and INTO agree to submit to the exclusive jurisdiction of the English Courts.

36. Other fee

Due to General Data Protection and appropriate Course material will be supplied to Students on enrolment for Graduate Diploma, English for University Study, £75 for the 12-week Pre-sessional English course and £35 for the 5-week Pre-sessional English course.
Want to find out more?

If you would like to find out more about any of our courses or services, please visit our website. You can also contact the Centre via email or phone, or visit one of our educational representatives in your home country.

Contact

Manager
London Academy of Diplomacy
102, Middlesex Street, London, E1 7EZ
t: +44 (0) 20 7059 4400
e: diplomacy@stir.ac.uk
w: www.stir.ac.uk/lad