

2017 AGREEMENT

between
**Escuela Técnica Superior de Ingeniería de Topografía, Geodesia y Cartografía
at the Universidad Politécnica de Madrid (Spain)**
and
The Language Centre, University of Leeds (UK)

This agreement is made between the Escuela Técnica Superior de Ingeniería de Topografía, Geodesia y Cartografía at the Universidad Politécnica de Madrid (hereinafter referred to as 'Topografía') and The Language Centre, University of Leeds (UK) (hereinafter referred to as '[the] LC') and concerns collaboration in the placement of a number of Topografía students on a LC programme in the period July – September 2017.

Topografía will inform the LC promptly if anything in this Agreement is unclear, and the possibility for negotiation of details is expressly stated at certain points.

0. The Language Centre (Background)

The LC is a constituent of the School of Languages, Cultures & Societies (LCS) at the University of Leeds. The LCS is the largest and most diverse of its kind in the UK, and its academic departments teach about 2000 language-specialist students at any one time. The LC offers courses in a range of foreign languages for students on degree programmes at the university and it provides general and academic English courses to international students. It has large, high quality and technologically well-resourced facilities on the university campus.

1. The LC Programme, July – September 2017

The programme on which the Topografía students will be placed is the Summer General English Programme. The programme is taught in the period 3rd July – 8th September 2017. Topografía students can enrol on the Summer General English programme for a minimum of 3 weeks with specific study periods, which are as follows:

3 rd July 2017 – 8 th September 2017	10 weeks
3 rd July 2017 – 28 th July 2017	4 weeks
3 rd July 2017 – 4 th August 2017	5 weeks
17 th July 2017 – 4 th August 2017	3 weeks
31 st July 2017 – 8 th September 2017	6 weeks
7 th August 2017 – 8 th September 2017	5 weeks

Students must start classes on either Monday 3rd, 17th, 31st July or 7th August 2017 and complete their studies on 28th July, 4th August or 8th September 2017.

The Topografía students will receive 21 hours (full-time) of classroom tuition per week. The morning schedule, Monday-Friday, is in the period 0900-1300. The afternoon schedule, Monday-Thursday is in the period 1400-1600. All students will be able to use the Language Centre's Language Zone for independent language learning during the course.

The Summer General English Programme is promoted internationally, and is therefore open to students other than Topografía students, permitting mixed nationality groups. The maximum group size in a class is 16 students.

The LC and its programmes are accredited under the British Council's *Accreditation UK* Scheme for the teaching of English as a foreign language.

The LC will endeavour to ensure a safe environment for the Topografia students during programmed hours. It must be clear, however, that students are responsible for their own actions outside these hours.

The LC will organise the registration of the students and staff at the University of Leeds to permit access to the Language Centre, the Library, and other facilities. Access to sports facilities will also be available, subject to payment of a small user fee, in accordance with standard University of Leeds procedures. Topografia will draw the attention of its group of students to the fact that attendance on the LC course involves registration as a University of Leeds student, which in turn entails acceptance of the University regulations currently in force.

With regard to medical treatment during the visit, the Registry of the University of Leeds issues the following statement:

"Visitors to the University of Leeds

*Overseas visitors to the University of Leeds (including those from EU member countries) are reminded of the necessity to check they have appropriate **insurance cover** for medical treatment. Visitors from countries (EU and elsewhere) with which the UK has reciprocal arrangements for medical treatment should note that such agreements are generally limited to treatment the need for which arises during the visit. Treatment for pre-existing conditions is not normally included. The University is unable to accept responsibility for making the checks required. Any costs incurred for treatment required during a visit to the United Kingdom will be solely the responsibility of the visitor."*

The Topografia students will be responsible for all their own travel arrangements to and from the University of Leeds. Students must advise the Language Centre of their travel arrangements at least one week before arrival in Leeds with their expected arrival date and time in Leeds. This is so that the Language Centre can prepare to meet students on arrival at their accommodation.

2. Assessment

Each student will be asked to complete a short English language placement test on arrival at the Language Centre. Students will be placed into a group corresponding to their level. At the end of the programme each student will receive a certificate of attendance, subject to minimum 90% attendance at classes during the course.

3. The Topografia students

The Topografia students will be of 'university age' (normally 18+) and students should have reached a pre-intermediate level of English (minimum A2 or above on the Common European Framework). The applicants will take a level test; the Topografia staff will only send to the LC the applications from those students who have met this requirement.

The Topografia staff should also inform the LC two months in advance of the course start date, if any Topografia student is known to have special needs which, for example, would require the support of Disability Services.

4. Notice of the number of participating students

For summer 2017, the number of Topografía students is to be confirmed.

Topografía should inform the LC of the number of participating students by 13th May 2017.

5. Tuition Fees for the Programme as specified

The scheduled tuition fee for 2016 -17 academic year is 300 GBP per week. However, we are pleased to offer students from Topografía a discount. Hence the weekly programme tuition fee per student will be **255 GBP** per week. Tuition costs would be as follows:

Course dates	Course length	Tuition fee GBP
3 rd July 2017 – 8 th September 2017	10 weeks	2550.00
3 rd July 2017 – 28 th July 2017	4 weeks	1020.00
3 rd July 2017 – 4 th August 2017	5 weeks	1275.00
17 th July 2017 – 4 th August 2017	3 weeks	765.00
31 st July 2017 – 8 th September 2017	6 weeks	1530.00
7 th August 2017 – 8 th September 2017	5 weeks	1275.00

6. Accommodation: description and costs

Accommodation will be available to all applicants in a University self-catering residence for a minimum period of 3 weeks. Students must apply for accommodation after they have received their Offer letter for a place on a course at the Language Centre and before 14 June 2017. Students should complete an application form, which can be found on the Accommodation Office website at: http://accommodation.leeds.ac.uk/info/200127/current_students/28/summer_accommodation/2

The Topografía staff should inform students that accommodation decisions need to be made when their place on a course is confirmed by the receipt of an acceptance letter. It is not usually possible to switch accommodation once an option has been selected.

University accommodation

Accommodation will be provided to the students in a self-catering hall of residence. Students will be provided with a single study bedroom in a flat with 5 other students, where they will share a bathroom and a kitchen. It is recommended that bedding packs (pillow, sheets, duvet) are requested for an additional charge of 35 GBP. Students will be responsible for providing their own crockery and kitchen utensils.

The University of Leeds self-catering accommodation available for Summer 2017 will be at Montague Burton residence. The nightly charge at Montague Burton Residence will be 15.50 GBP.

Rent includes all utility bills (gas, electricity, water), wireless internet, IPTV and contents insurance.

Details & Application forms of University of Leeds accommodation can be found at: http://accommodation.leeds.ac.uk/info/200127/current_students/28/summer_accommodation/2

Students will be able to arrive at their accommodation on the Saturday or Sunday before the start date of their course and they will be required to vacate the accommodation by 10.00 am on the Saturday after the end of the course. All students will be required to vacate University accommodation on the morning of 9th September 2017.

7. Payment schedule

7.1 The tuition fee for the programme, should be paid by the student in advance of arrival in Leeds using the online payment system which accepts credit and debit card payments. Payment can be made up to two weeks in advance of the course start date. An e-mail will be sent to the student with an invoice and instructions about how to pay using the online system. Alternatively, students can pay via bank transfer. Students who arrive in Leeds having not paid the tuition fees will be unable to register at the University or start their studies.

7.2 Students will be sent an e-mail from the Accommodation Office containing room allocation details. Accommodation fees should be paid at the University Cash office by the student during the first week of the programme after arrival in Leeds. Topografia students will be responsible for the payment of all accommodation fees and associated costs.

8. Application procedure

8.1 Topografia students should complete an application form and submit it to the Language Centre not later than 26th May 2017. The application form is available at:
http://www.leeds.ac.uk/arts/info/125008/english_language/1330/applications

Students should clearly state the course start and end dates on the application form.

8.2 Topografia students e-mail the following documents to the Coordinator at Topografia:

- A completed Language Centre Course Application form.
- A scanned / photocopy of the ID page in his/her passport.
- English language test score or certificate

8.3 Topografia should send to the Language Centre via e-mail all the students' applications and supporting documents by **26th May 2017**, at the latest.

Please send the pack of applications via e-mail to:

elapplications@leeds.ac.uk

The Admissions Tutor,
The Language Centre,
University of Leeds,
Leeds,
LS2 9JT
UK

For queries about applications, please contact the Language Centre's Admissions Team lanac@leeds.ac.uk

8.4 The LC will send a letter of acceptance to students (sent via e-mail and the Coordinator at Topografía) for those students who are accepted onto the Programme by the LC. Any discussions about a student's linguistic suitability for the taught programme should be had with the Admissions Tutor before students apply for a place on the course.

9. Cancellation

Tuition fees, if paid in advance via the online payment system, will be refunded minus 10% to cover administration charges.

Refunds of tuition fees are not normally given after a student has started a course.

A 25 GBP administration fee is payable per alteration of accommodation. A late payment fee of 20 GBP for accommodation charges will be applied on a monthly basis. Lost or the late return of keys will be subject to additional administration fees. For further details please refer to the Terms and Conditions of the University of Leeds Summer Accommodation 2017 booking form, which is available at: http://accommodation.leeds.ac.uk/info/200127/current_students/28/summer_accommodation/2

10. Emergency Contacts

Topografía will contact the LC and vice versa in the first instance.

The 24-hour emergency contact person is the Duty Security Manager and the telephone number is 00 44 113 343 5495. During course excursions when students are away from the University of Leeds, students will be provided with an emergency mobile phone contact number of the course excursion leader.

Students will be required to notify the LC of their preferred emergency contacts after arrival.

11. Signatures

This Agreement is signed on behalf of the two institutions by the following and is effective from the date of the second signature:

Signed for ETSI Topografía, Geodesia y Cartografía at the Universidad Politécnica de Madrid

Name:
Director

Signature:

Date: 1-3-17

Signed for the University of Leeds Language Centre

Name: Melinda Whong
Director

Signature:

Date: 8/03/2017

