



The Institute of Ismaili Studies

**Secondary Teacher Education Programme (STEP)**

**Agreement of Terms and Conditions**

**2023-2025**

**This Agreement is divided into four parts:**

- PART 1:** IIS STEP Scholarship Terms and Conditions
- PART 2:** General Student Information
- PART 3:** Student Consent and Acceptance of Terms
- PART 4:** Witness and Guarantee



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### Part 1: IIS STEP SCHOLARSHIP TERMS AND CONDITIONS

#### 1.1 Overall Scholarship Aims

The Institute of Ismaili Studies (IIS) offers a Scholarship to Ismaili students who have been accepted onto the Secondary Teacher Education Programme (STEP). This two-year academic programme of study is delivered in London and leads to two post graduate qualifications: a Master of Arts (MA) in Muslim Societies and Civilisations awarded by SOAS University of London, and a Postgraduate Diploma (PGDip) in Teaching and Reflective Practices awarded by UCL. The STEP award is only valid if both the qualifications mentioned above are awarded. Students who do not graduate from the Secondary Teacher Education Programme will not be eligible for IIS Alumni privileges or to begin employment with ITREB as STEP teachers.

The Scholarship promotes the broad aim of STEP including but not limited to:

- *Evolving and sustaining a cadre of Ismaili Muslim teachers who are acquainted with the content informing the IIS Secondary Curriculum and who will implement the curriculum;*
- *Developing teachers' reflective and critical stances and professional capacities informed through field-based practice, foundational educational training, and contemporary educational principles, theories and literature;*
- *Developing within the teachers a critical understanding of curriculum implementation, evaluation, and assessment, particularly in relation to the IIS' Secondary Curriculum;*
- *Enhancing and fostering educational leadership skills and qualities amongst the teachers;*
- *Addressing the needs of the Ismaili Tariqah and Religious Education Boards (ITREB) by professionally training teachers.*

#### 1.2 Scholarship Details

The IIS agrees to grant the IIS STEP Scholarship (the "Scholarship") to the student (the "Recipient") on successful acceptance onto the STEP for the academic cycle of 2023 – 2025.

The Scholarship award covers:

- All direct tuition costs in relation to the Scholarship for the duration the Recipient remains enrolled on the course and in accordance with these terms and conditions;
- Programme related costs as appropriate (pre-sessional, travel to religious education centres, study excursions and teaching practice);
- A monthly living allowance of £540 (the "Stipend") will commence at the start of the programme or on arrival to the United Kingdom, whichever is later. The scholarship will also



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be paid if the student is required to attend an IIS led pre-sessional programme (IPREP) prior to start of the programme. The Stipend is to cover reasonable living expenses in compliance with UKVI thresholds and will only be paid to recipients when they are residing in London.

- The pre-sessional course at UCL will be held virtually and students will attend the Preparation for Academic Studies in Higher Education (PASHE) course online from their own countries. A monthly allowance equivalent to £540, calculated according to the World Bank's Purchasing Power Parity (PPP) will be provided to students. Details of how this payment will be made will be shared with students at a later date.
- Whilst on Field Teaching Practice (FTP), students will be paid a stipend based on the World Bank's Purchasing Power Parity (PPP) model. This is generally less but, in some cases, may be more than the normal monthly stipend payments.
- The stipend shall be paid to the Recipient in GBP (UK Pounds Sterling) via bank transfer. Payments can be made only into a UK-based bank account although exceptions to this will be made in the event of a Virtual Learning period: it is the Recipient's responsibility to inform the IIS in writing of all the account details necessary to process such payment. It is the Recipient's responsibility to ensure that the IIS holds up-to-date account details. In the event of any change to the bank account details, the Recipient must inform the IIS immediately, and in any case at least one month in advance of payment of the upcoming stipend. The IIS accepts no responsibility or liability for any delay in the payment of any stipend where the Recipient has failed to promptly notify any changes to bank account details.
- Single accommodation at the Student Halls of Residence will be provided to all enrolled students. When students are travelling for holidays or teaching practice, the IIS reserves the right to temporarily re-allocate the room for other uses during such periods. In this case, students will be provided with boxes and asked to pack their rooms. Their belongings will be stored on-site until their return.
- The Recipient's economy class flight to London at the start of the course and repatriation flight following the successful completion of the two-year programme. The scholarship does not include the following (not limited to):
  - Any medical expenses or charges for dental clinic or optician/glasses
  - Visa fee and associated costs (e.g. travel, TB-Polio tests etc)
  - Costs of renewing a passport
  - Airline fees for extra baggage beyond the standard allocation
  - Any costs associated with bringing dependants to the UK.

### 1.3 Scholarship Terms and Conditions

The Scholarship is subject to the terms and conditions below and the Recipient's eligibility will be reviewed twice a year as well as under special circumstances detailed in the following sections.



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The Recipient is required to be registered full-time and enrol in all programmes of study constituting STEP (MA and PGDip) within 2 weeks of the programme's published start date, and to remain enrolled for the duration of the scholarship. Failing to enrol after 2 weeks (without reasonable justification) following the programme's published start date will lead to the withdrawal of the Scholarship. For students who hold a Student Route visa, this will also mean the IIS will have to withdraw their UKVI sponsorship.

### **Eligibility and Data Protection**

In accepting the Scholarship, the Recipient hereby grants the IIS express permission to gather the data necessary to evaluate the Recipient's continued eligibility and to share this data with regulatory bodies. The Recipient agrees to promptly update the IIS in the event that there is any change to any relevant personal and academic circumstances that may affect the Recipient's eligibility. Such data including but not limited to grades, submission and attendance records, general and academic misconduct, can also be shared with sponsoring ITREBs for the purpose of ascertaining the Recipient's continued eligibility and suitability for work, as well as to provide regular progress updates.

The IIS reserves the right to withdraw the Scholarship in cases where the Recipient is found to have purposely misinformed or falsified information provided to the IIS regarding any aspect of their eligibility.

### ***Academic Performance and Code of Conduct***

1. The Scholarship is meant to support students displaying good academic ability, maintaining a consistently positive academic performance across all elements of the programme, while upholding the IIS values and code of conduct as well as those of our partner institutions, UCL and SOAS. The IIS reserves the right at its sole discretion to withhold the Scholarship if, in the absence of any pertinent and evidence-based mitigating circumstances, it considers the academic progress of the Recipient to be unsatisfactory. Please refer to the relevant sections of the Student Handbook for more details about maintaining satisfactory progress.
2. For the duration of the Scholarship, the Recipient will be required to submit a progress report twice a year, following the protocol set out in the Student Handbook. Failure to submit the aforementioned report by the due date will result in the automatic suspension of the Scholarship, followed by investigation that may lead to termination of Scholarship and enrolment in case a satisfactory report is not submitted within 2 weeks from the due date. A late submission penalty will be applied to all reports submitted after the due date.
3. The IIS reserves the right to indefinitely withhold the Scholarship in case of serious breach of good conduct by the Recipient. The IIS and UCL codes of conduct are clearly stated in the Student Handbooks and affect all aspects of the programme including lectures, seminars, workshops, meetings with academic staff and supervisors, study excursions and all face-to-face activities. Should a Recipient be suspended on a disciplinary basis, Scholarship payments will be immediately suspended as well.

Reinstatement of payment is at the absolute discretion of IIS and will be dependent on the outcome of any disciplinary procedure as set out in the Student Handbook. In case the outcome



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of the disciplinary procedure leads to expulsion from the programme, the scholarship will be withdrawn and the IIS has the discretionary right to seek appropriate redress for any proportion of the Scholarship already paid out to the Recipient. In case the outcome of the disciplinary procedure does not lead to expulsion, the IIS nonetheless reserves the right to withdraw the scholarship when the breach of conduct is of such nature as to permanently jeopardise the fiduciary relationship between the Recipient and the IIS and/or the pertinent ITREB(s).

4. The Recipient will be expected to complete his/her studies within the 2-year period, commencing at the start of the academic term in September 2023 and ending 31 August 2025, except in cases when the Recipient's studies have been deferred or interrupted to a later date due to extenuating circumstances supported by adequate evidence. In these cases, students are expected to complete his/her studies within a further 2 years. In total, the student will be expected to complete his/her studies within 4 years of commencement.

The cumulative period of the Scholarship cannot exceed the two years. Failure to complete the programme within two years of Scholarship (whether continuous or cumulative) will not lead to any extension of the Scholarship, even in the presence of extenuating circumstances. After a period of 2 years of scholarship (cumulative or continuous) the IIS will not be responsible for any associated costs with deferral (including but not limited to flights, visas and IELTS or other accepted Academic English language skills test).

5. The Recipient agrees to comply with the rules and procedures set out in the Student Handbook, and to the pertinent regulations and procedures of the IIS, SOAS, and UCL. Failure to do so may result in the IIS withdrawing the Recipient's Scholarship, UKVI sponsorship, and enrolment as a STEP student.

#### ***Withdrawal, Expulsion and Non-Completion***

6. The Recipient's entitlement to the Scholarship will be governed by the conditions and procedures for withdrawal, expulsion, and non-completion of the academic programme as governed by IIS policies and regulations. In case of divergence between the present terms and conditions and such UCL policies and regulations, the present terms and conditions shall prevail. If the recipient breaches policies of either institution they may lose their scholarship, be subject to UKVI sponsorship withdrawal and enrolment withdrawal on STEP.
7. Receipt of the Scholarship is dependent on enrolment on the programme. Any changes to the Recipient's enrolment status leading to suspension, deferral, withdrawal, or expulsion will lead to the automatic suspension or termination of the scholarship, UKVI sponsorship withdrawal and enrolment withdrawal from STEP, as appropriate.
8. In case the outcome of the disciplinary procedure does not lead to expulsion, the IIS nonetheless reserves the right to withdraw the Scholarship when the breach of conduct is of such nature as to permanently jeopardise the fiduciary relationship between the Recipient and the IIS and/or the pertinent party.
9. If the Recipient ceases study without completing the qualification for which the Scholarship was paid (voluntarily or where the Scholarship is deemed to be withdrawn under these terms and



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conditions, or otherwise terminates in accordance with these terms and conditions), the IIS has the discretionary right to seek appropriate redress for any proportion of the Scholarship already paid out to the Recipient and/or indefinitely withhold any further payments otherwise due to the Recipient.

10. In any of the above cases, when the Scholarship is withdrawn or terminates early, the Recipient may receive an overpayment, for instance when the IIS is unable to cancel an upcoming payment, or when a change of circumstances leading to interruption or withdrawal occurs shortly after a payment has been made. In the event of an overpayment, the Recipient may be required to repay all overpaid amounts within 3 months following direct invoice by the IIS. The IIS also reserves the right to deduct any overpayment from any sum at that time due to the Recipient. The reimbursement of overpayments might be waived, at the sole discretion of the IIS, under exceptional circumstances to be ascertained by a review conducted by the relevant committee.
11. The Scholarship is awarded to Recipients who have received a conditional contract of employment from their respective national ITREB, which is subject to the successful completion of the two-year academic programme (STEP) i.e. both the MA and the PGDip and have agreed to the terms and conditions of the contract.
12. The Recipient understands that after successful completion of the academic programme in London, he/she will be governed directly by the terms and conditions set out in the contract of employment issued by his/her national ITREB.
13. In the event that the Recipient does not commence employment or fulfil all contractual obligations as per the conditional contract of employment provided by the sponsoring ITREB, the IIS reserves the right to seek appropriate redress for any paid-out portion of the Scholarship from the Recipient and/or indefinitely withhold any further payments otherwise due to the Recipient.

#### **1.4 Mediation**

In the event of conflict arising from the observance and enforcement of these Terms and Conditions, the Recipient and the IIS agree to seek mediation with one of the Conciliation and Arbitration Boards.

#### **1.5 Governing Law and Jurisdiction**

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the law of England and Wales.

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction over any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims). Nothing in this clause shall limit the right of the IIS to take proceedings against the Recipient in any other court of competent jurisdiction, nor shall the taking of proceedings in any one or more jurisdictions preclude the taking of proceedings in any other jurisdictions, whether concurrently or not, to the extent permitted by the law of such other jurisdiction.



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### **PART 2: GENERAL STUDENT INFORMATION**

#### **2.1 Student Visas**

Students from a country outside of the UK will be required to obtain a Student Route student visa from a UK Visa Application Centre in their home country, before their arrival in London. Payment of the visa fee and associated costs (e.g. travel, TB-Polio tests etc.) will not be reimbursed by the IIS or UCL.

At the time of visa application, the recipient will be required to submit original copies of their certificates/diplomas to UKVI as listed below:

- University degree(s) (originals and certified translation in English if applicable);
- Transcripts(s) (originals and certified translation in English if applicable);
- Proof of English level, IELTS or other accepted Academic English Language Skills test (if applicable);
- Passport valid for international travel;
- Confirmation of Acceptance to Study (CAS) letter issued by the Institute following your acceptance of the Scholarship (see below);
- Any other documents that may be required by the UKVI or the IIS. Express requests for such document(s) will be made if required.

**The recipient must submit the original copies of these documents to the IIS Student Services upon arrival in London**

#### **2.2 Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate**

It is a statutory requirement that any individual who will be teaching in a UK school or works with children or young people must be in receipt of a satisfactory Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS). A Disclosure and Barring Service check (DBS check) will be arranged by UCL in line with the UK regulations. The teaching placements will place students in a 'position of trust', as set out in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974.

Recipients will need to supply a criminal record check (Police Report) from the relevant authorities in their home country, and from every other country in which they have previously spent 12 months or more. This document should contain details of any cautions, convictions, reprimands, warnings or bind overs recorded against their name, or confirm that there are none.

If this information is not in English, an official certified translation of the document will be required. The original document(s) and the translation(s) will need to be brought to UCL on the day that recipients officially enrol onto the programme.

Failure to submit and pass the criminal record check will jeopardise enrolment.



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### 2.3 Attendance

As the financial sponsor, the IIS expects students to attend **100%** of all scheduled activities at the IIS including lectures, seminars, workshops, fieldwork, field trips and all face-to-face activities, except in documented cases of medical or personal emergencies.

Students must abide by the Attendance Policy as outlined in the Student Handbook. In case ill health prevents students from attending any of the aforementioned contact points, they are required to immediately contact the appropriate person following the protocol detailed in the Student Handbooks, and to supply appropriate medical evidence within a week of the absence. This may include a GP note, specialist assessment or diagnosis etc.

In case personal or close family emergencies prevent students (or will prevent them in the foreseeable future), despite proven best intentions and goodwill, from attending any of the aforementioned contact points, students are required to immediately contact the IIS (for MA) and UCL (for PGDip related activities) and supply appropriate evidence documenting the case.

Where attendance is impeded for a period exceeding two continuous weeks, the Academic Management Committee will deliberate whether to grant a concession or to propose a different course of action based on the nature and likely outcome of each specific case. This may in turn affect enrolment status and eligibility to continue to receive payment of the scholarship.

### 2.4 Carrying out paid or unpaid work in the UK

Under current UKVI policy, students are entitled to seek paid or unpaid employment while staying in the UK as a student enrolled on STEP. *However, the IIS Policy in relation to employment is that no student is allowed to work whilst enrolled on STEP.*

### 2.5 Bringing dependents to the UK

We recognise that most of our students are recruited from outside the United Kingdom (UK) and may want to invite dependents to live with them in the UK at some point during their study. Current UKVI regulations allow STEP students to bring dependents with them. Should students decide to do so, they are strongly advised to ensure that they make the necessary enquiries about the financial resources required for living in the UK with dependent(s). London is an expensive city and students should not underestimate the cost of living. Further note that under the scholarship terms, recipients will be provided with a single occupancy room at the halls of residence and the IIS tenancy agreement for the accommodation runs from September to August. Students are not allowed to terminate the agreement before the end of the academic year. Should students wish to opt out of housing at the halls of residence in the first year, they must inform IIS Student Services by the 30<sup>th</sup> June, 2023. If recipients did decide to bring dependent(s), they would have to wait until the agreement comes to an end before moving out of the accommodation. Should recipients decide to bring dependents, the IIS will not be able to provide any support, financial or otherwise. Only the Recipient is permitted to live in the single accommodation provided at the IIS halls of residence. Should the Recipient wish to opt out of housing at the halls of residence in the first year, they must inform IIS Student Services by June 30<sup>th</sup> of the year the programme begins.





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### 2.6 Induction

Induction is mandatory and all students are required to attend each session. Details will follow, prior to the commencement of the programme. Please note that recipients must attend the two-week induction and need to ensure that they are in London before orientation. Attendance of all pre-sessionals, where applicable, is mandatory.

### 2.7 Term dates

The term dates for the Academic Year 2023/2025 are listed below.

These can be found in the academic calendar, which is also included in the Student Handbook.

Induction (IIS):	18/09/2023 – 29/09/2023
Term 1 (IIS):	02/10/2023 – 22/12/2023
Reading week T1:	23/10/2023 – 27/10/2023
Mainstream placements T1:	25/09/2023 – 15/12/2023
Term 2 (IIS):	08/01/2024 – 28/03/2024
Reading week T2:	12/02/2024 – 16/02/2024
Mainstream placements T2:	02/01/2024 – 29/03/2024
BAI T2:	06/01/2024 – 31/03/2024
Term 3 (IIS):	15/04/2024 – 12/07/2024
Reading week T3:	28/05/2024 – 31/05/2024
Mainstream placements T3:	15/04/2024 – 12/07/2024
BAI T3:	01/06/2024 – 14/07/2024

### 2.8 Living in London

Information on living in London can be found in the pre-arrival guide which will be distributed to students electronically prior to arrival in the UK.

#### **The IIS, UCL and SOAS University of London**

While studying at the IIS, students will be governed by the policies of the IIS, including but not limited to policies relating specifically to the Department of Graduate Studies (DGS) and the Aga Khan Centre (AKC) and for those in IIS accommodation, the policies of Victoria Hall. In some cases, these may be superseded by



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policies of our validating partners, SOAS University of London and UCL; where this is the case, information will be provided in IIS policy documentation (please see the IIS portal for IIS policies).

#### **PART 3: STUDENT CONSENT AND ACCEPTANCE OF TERMS**

If you agree to the terms and conditions, please initial each page of this document and complete and sign as per the below instructions

1. Initial each page (all ten pages);
2. Complete this student consent section;
3. Request a guarantor to complete part 4;
4. Scan and upload the fully completed agreement to the admissions portal;
5. Bring a copy of the original signed agreement to London with you to submit to IIS Student Services.

**I hereby accept this offer of admission onto the Secondary Teacher Education Programme and agree to the IIS STEP Agreement of Terms and Conditions 2023 – 2025.**

**Signature:**

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**Name:**

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**Date:**

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Once you have accepted your offered place and signed and returned a copy of the terms and conditions you will receive detailed information about the Student Route visa process.



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### **PART 4: WITNESS AND GUARANTEE**

In consideration of the IIS making the Scholarship available to the Recipient, I guarantee to assist the IIS in seeking appropriate redress, whenever:

- (I) the Recipient does not comply with the terms of the contract as set out in Part 1, clause 1.3 (in particular paragraphs 9, 10 or 13) or
- (II) the Recipient fails to complete the course or decide not to join the national ITREB in their home country professionally, following completion of the Secondary Teacher Education Programme.

I agree to be bound by Part 1, clause 1.4.

This guarantee has been executed as a deed and is delivered and takes effect on the date stated below.

**Guarantor's Full name:**

**Relationship to student:**

**Guarantor's address:**

**Phone number(s):**

**Guarantor's Signature:**

**Date:**

**In the presence of:**

**Witness' Full name:**

**Witness' Address:**

**Phone number(s):**

**Witness' Signature:**

**Date:**