



The Institute of Ismaili Studies

# **STEP TERMS & CONDITIONS**



The Institute of Ismaili Studies

## **Secondary Teacher Education Programme (STEP)**

### **Agreement of Terms and Conditions**

**2020 - 2022**

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 in Muslim Societies and Civilisations awarded by SOAS and a Postgraduate Diploma in Teaching and Reflective Practices awarded by University College London. 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 begin employment with ITREB as STEP teachers.

The Scholarship promotes the broad aims of the 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 2020 - 2022.

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 travel costs as appropriate (pre-sessional, religious education centres, study excursions, and teaching practice in UK and home contexts).



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- A monthly living allowance of £490 (the “Stipend”) will commence at the start of the programme or on arrival to the United Kingdom, whichever is later. The scholarship will also cover expenses if the student is required to attend a pre-sessional programme 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. During the duration of the
- Students on Teaching Practice in their home contexts will be paid a stipend based on the World Bank 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: 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 fieldwork, the IIS reserves the right to temporarily re-allocate the room for other uses during such periods.
- The Recipient’s economy class flight to London at the start of the course and repatriation flight following the successful completion of two year programme. *Please note that tickets for travel to the UK will not be purchased prior to the student visa being issued. Recipients should not resign from any employment, cancel any contracts of work or offers of alternative study until a visa confirming eligibility to enter the UK for study has been issued and is in the recipient’s possession.*

The scholarship does not include the following (not limited to):

- Any private 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



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### **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.

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 Tier 4 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. 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. The IIS reserves the right 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 in its sole discretion. 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 an investigation that may lead to the Scholarship's termination, UKVI sponsorship withdrawal and enrolment as a STEP student will be withdrawn. If a satisfactory report is not submitted within two weeks from the due date, a late submission payment may be applied.



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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, fieldwork, field trips and all face to face activities. Should a Recipient be suspended on disciplinary basis, Scholarship payments would 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 Handbooks. In case the outcome of the disciplinary procedure leads to the 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 September 2020 and ending 31 August 2022, except in cases when the Recipient's studies have been deferred 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 two years. In total the student will be expected to complete his/her studies within four years of commencement.

The cumulative period of the Scholarship cannot exceed the two years. Failure to complete the programme within two year 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 two 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).

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 institutions they may lose their scholarship, be subject to UKVI sponsorship



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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. 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 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.

9. 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 STEP Oversight Group.

10. 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.

11. The responsibility of the IIS in this agreement is limited to providing the necessary support (through Scholarship, academic support and pastoral care) to allow the Recipient to fulfil their obligations in regard to the pursuit and achievement of their graduate level degrees awarded by SOAS and UCL.

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.



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- 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 European Union will be required to obtain a Tier 4 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:

- University degree (s) (originals and certified translation in English if applicable)
- Transcript(s) (originals and certified translation in English if applicable)
- Proof of English level, IELTS for UKVI Academic (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.

Original copies of these listed documents should be taken to the ITREB who will verify them and send a copy of the originals to the IIS.

#### **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 practicum fieldwork 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 a 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 Handbooks. 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 confirming inability to attend. This may include a GP note, specialist assessment or diagnosis etc. The IIS will consider accepting retrospective evidence in extenuating circumstances and at its absolute discretion.

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 IIS and UCL and supply appropriate evidence documenting the case.

In both cases, 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 to UCL, 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.

Depending on the nature of each case, the IIS may deliberate whether to:

- Produce a strategy to support your studies during the absence period, while maintaining your enrolment and scholarship payments;
- Defer your studies to a later set date, thus suspending your enrolment status and scholarship payments;
- Suspend your enrolment and scholarship indefinitely;
- Propose a voluntary withdrawal. In case you accept this withdrawal, any proportion of the scholarship paid or overpaid to you until that point will be waived and no reimbursement will be sought. You will be permitted to re-apply for the STEP Programme in the future.

### **2.4 United Kingdom Visas and Immigration (UKVI) Policy in relation to carrying out paid or unpaid work in the UK**

Under current UKVI policy, you will not be entitled to seek any paid or even unpaid employment while you are staying in the UK as a student enrolled on STEP.

### **2.5 United Kingdom Visas and Immigration (UKVI) Policy in relation to bringing dependants to the UK**



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We recognise that most of our students are recruited from outside of the United Kingdom (UK) and the European Economic Area and may want to invite dependants to live with them in the UK at some point during their study. Please note that current UKVI regulations do not allow students of private higher education institutions such as the STEP students to bring any dependants to the United Kingdom. For more information, please refer to the [UKVI's website](#).

### **2.6 IIS Policy in relation to bringing dependants to the UK**

Should student dependants enter the UK on an alternative visa they are strongly advised to ensure that they make the necessary enquiries about the financial resources required for living in the UK with dependant(s). London is an expensive city and students should not underestimate the cost of living. The IIS is a UKVI Tier 4 Sponsor Licence Holder and our licence requires us to adhere to UKVI regulations. 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 academic year. If they then did decide to bring dependants, they would have to wait until the agreement comes to an end before moving out of the accommodation.

### **2.7 Enrolment**

In order to receive the Scholarship, the Recipient is required to fully register and enrol onto STEP the within two weeks of the programme's published start date, and to remain enrolled for the duration of the Scholarship. Failing to enrol after two weeks following the Programme's published start date without acceptable justification will lead to the withdrawal of the Scholarship.

### **2.8 Orientation**

Orientation 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 Orientation Week and need to ensure that they are in London before orientation. Attendance of all pre-sessionals, where applicable, is mandatory.

### **2.9 Term dates**

The term dates for the Academic Year 2020/21 will be sent to you in due course.

### **2.10 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.



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### **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). In some cases, these may be superseded by policies of our validating partners, SOAS University of London and University College London; where this is the case, information will be provided in IIS policy documentation.



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### **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 email the fully completed agreement to [studentservices@iis.ac.uk](mailto:studentservices@iis.ac.uk)
5. Bring a copy of the original signed agreement to London 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 2020 – 2022.**

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 and submitted the original copies of the documents outlined in section 2.1 to ITREB for verification, you will receive detailed information about the Tier 4 visa process. Please note that you are required to submit the original documents outlined in section 2.1 to Student Services Unit on the first day of the Orientation week



## **PART 4: 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:**