



The Institute of Ismaili Studies

Graduate Programme in Islamic Studies and Humanities Scholarship

Terms and Conditions

The following terms and conditions are specific to the Scholarship attached to the Graduate Programme in Islamic Studies and Humanities (the “Graduate Programme”).

General

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.

Eligibility; and data protection

1. 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.
2. The IIS reserves the right to withdraw the Scholarship and suspend or terminate the Recipient’s enrolment in cases where the Recipient is found to have misled the Institute about any aspect of their eligibility, and to seek appropriate redress in respect of any sums already paid, at the sole discretion of the IIS.

Enrolment

In order to receive the Scholarship, the Recipient is required to fully register and enrol in the Graduate Programme 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 following the Programme’s published start date without acceptable justification will lead to the withdrawal of the Scholarship.

Visas and Immigration

I. Student Visas

1. Students from countries 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



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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.

2. At the time of your visa application, you will be required to submit original copies of your certificates/diplomas to UKVI as listed:
 - a) University degree(s) (originals and certified translation in English, if applicable);
 - b) Transcript(s) (originals and certified translation in English, if applicable)
 - c) Proof of English level (if applicable);
 - d) Passport valid for international travel;
 - e) Confirmation of Acceptance to Study (CAS) letter issued by the Institute following your acceptance of the Scholarship (see below);
 - f) Any other documents that may be required by the UKVI or the IIS. Express requests for such document(s) will be made if required.
3. You will be required to take the original documents (a) to (e) either the ITREB Chairman, Honorary Secretary or Executive Officer who will verify them and send a verified copy to the IIS.
4. Please note that tickets for travel to the UK will not be purchased prior to your student visa being issued. You should not resign from any employment, cancel any contracts of work or offers of alternative study until a visa confirming your eligibility to enter the UK for study has been issued and is in your possession.

II. United Kingdom Visa and Immigration (UKVI) Policy in relation to bringing dependants to the UK

We recognise that most of our students are recruited from outside the UK 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 enrolled on the Graduate Programme to bring any dependants on a Tier 4 dependent visa to the United Kingdom. For more information, please refer to the UKVI's website: <https://www.gov.uk/government/publications/guidance-for-dependants-of-uk-visa-applicants-tiers-1-2-4-5/>

III. Institute Policy in relation to bringing dependants to the UK

The Institute is a Tier 4 Sponsor and our licence requires us to adhere to UKVI's policies. In the unlikely event that the regulations change whilst you are studying at the Institute and you are allowed to bring dependants, the Institute will provide you with guidance on how to find suitable private accommodation, although responsibility for finding the accommodation itself (and all related paperwork) will rest entirely upon you. Further note that under the scholarship terms, you will be provided with a single room and the Institute tenancy agreements for the



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accommodation runs from September to August. If you then did decide to bring dependants, you will have to wait until your agreement comes to an end before moving out of the Institute accommodation. At the end of the tenancy agreement, you would then be provided with a monthly housing allowance which you could utilise to pay for suitable private accommodation. You would also need to demonstrate to UKVI that you and your dependants meet all their relevant criteria. Most importantly, you should ensure that you make the necessary enquiries about the financial resources necessary for you and your dependant to live in the UK before you make a decision. London is an expensive city and you should not underestimate the cost of living.

IV. 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 students enrolled on the Graduate Programme.

Academic Performance and Code of Conduct

The Scholarship aims to support students displaying good academic ability, maintaining a consistently positive academic performance across all elements of the Graduate Programme, while upholding the IIS's values and code of conduct. The IIS reserves the right to withhold the Scholarship and terminate enrolment if, in the absence of any pertinent and evidence-based mitigating circumstances, it considers, in its sole discretion, 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.

1. For the duration of the Scholarship, the Recipient will be required to submit a progress report twice a year to the Programme Leader, 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.
2. The IIS reserves the right to indefinitely withhold the Scholarship and terminate enrolment in case of serious breach of code of conduct by the Recipient. The IIS code of conduct is clearly stated in the Student Handbook, and affects all aspects of the programme, including lectures, seminars, workshops, meetings with academic staff and supervisors, field trips, language immersions and all face to face activities. Should a Recipient be suspended on disciplinary grounds, Scholarship payments would also be immediately suspended. Reinstatement of payment, at the absolute discretion of the IIS, will be dependent on the outcome of any disciplinary procedure as set out in the Student Handbook. Cases in which the outcome of the disciplinary procedure leads to the



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expulsion from the Graduate Programme, the Scholarship will be withdrawn and, in the case of any overpayment, the IIS will seek appropriate redress at their sole discretion.

3. The Recipient will be expected to complete his/her studies within the three year period, commencing **September of his/her first year and ending 31st August three years later**, except in cases when the Recipient's studies have been deferred, with the consent of the Institute, to a later starting or finishing date due to extenuating circumstances supported by adequate evidence. The cumulative term of the Scholarship cannot, in any case, exceed three academic years. Failure to complete the Graduate Programme within three academic years (whether continuous or cumulative) will not lead to any extension of the Scholarship, even in the presence of extenuating circumstances.
4. It is the Recipient's responsibility to secure admission to a Master's programme approved by the Institute at a UK higher education institution for their third year and to fulfil all admissions criteria of the relevant UK University. The Institute cannot be held responsible for any Recipient's failure to gain admission to such Master's programme. If the Recipient fails to secure admission to such a Master's programme, the Institute reserves the right at their sole discretion to seek appropriate redress for any paid-out portion of the Scholarship for the first two years.
5. The Recipient will, during the third year of studies, provide the Institute with termly attendance and progress reports in an agreed form as directed by the Institute. Failure to comply with this requirement will result in an indefinite suspension of the Recipient for the following term(s).
6. Upon completion of, or withdrawal from the Graduate Programme, the Recipient is required to:
 - a) Submit a copy of the third Year Master's Degree Certificate and transcript to the IIS Student Services unit. (Note: Submission deadline for the Transcript is 1st December following completion whilst the submission deadline for the Master's Degree Certificate is 1st June following completion.). Also in the case of unsuccessful completion of the Master's Degree, the Recipient is required to submit a transcript as above.
 - b) Provide the Institute with up to date contact details (telephone number, email address and residential address) and maintain contact with the Institute with regard to his/her employment and career plans.
 - c) Failure to comply with sections a) and b) of this clause 6 will result in the Institute:
 - Refusing to provide references, transcripts, visa extension letters or other relevant documentation;



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- Withdrawing alumni privileges.
7. The Recipient agrees to comply with the rules and procedures set out in the IIS Student Handbook, and to the pertinent regulations and procedures of the IIS. Failure to do so may result in the IIS withdrawing the Recipient's Scholarship.

Attendance

1. As a financial sponsor, the IIS expects students to attend 100% of all scheduled activities held at the Institute as well as elsewhere, including lectures, seminars, workshops, meetings with academic staff and supervisors, placements, field trips and all face to face activities, except in documented cases of medical or personal emergencies.
2. Accumulating more than seven unauthorised absences across all taught modules per academic year will lead to the termination of the Scholarship.
3. In the event ill health prevents you from attending any of the aforementioned contact points, you are required to immediately contact the Academic Administrator following the protocol detailed in the Student Handbook, and to supply appropriate medical evidence confirming your inability to attend. This may include a doctor's note from your General Practitioner or an Accident and Emergency's doctor or nurse; a specialist assessment or diagnosis etc. The IIS will consider accepting retrospective evidence in extenuating circumstances and at its absolute discretion.
4. In case personal or close family emergencies prevent you (or will prevent you in the foreseeable future), despite your proven best intentions and goodwill, from attending any of the aforementioned contact points, you are required to immediately contact the Academic Administrator and supply appropriate evidence documenting your case.
5. In both cases, where your attendance is impeded for a period exceeding two continuous weeks, the IIS, Academic Management Committee will deliberate whether to grant a concession or devise a different course of action, based on the nature and likely outcome of each specific case. This may in turn affect your enrolment status and your eligibility to continue to receive payment of your 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;



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- 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 Graduate Programme in the future.

Withdrawal, Expulsion and Non-Completion

1. The Recipient's entitlement of the Scholarship will be governed by the conditions and procedures for withdrawal, expulsion, and non-completion of the Graduate Programme as governed by the IIS's policies and regulations.
2. Receipt of the Scholarship is dependent on enrolment in the Graduate 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, as appropriate.
3. In any academic year, if the Recipient fails to meet a specified course requirement as set by the academic policies and procedures of the IIS, where it is compulsory to attend classes or submit work or participate in field-based activities, he/she will be deemed to have withdrawn from the Graduate Programme for which the Scholarship has been awarded, and he/she will have no further entitlement to the Scholarship.
4. 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 portion of the Scholarship paid out to the Recipient and/or indefinitely withhold any further payments otherwise due to the Recipient.
5. 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 three 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 competent committee of the IIS.
6. The IIS may wish to publicise the Scholarship scheme and promote achievement of students from time to time. By accepting this Scholarship you specifically agree that



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the IIS may use your personal data and photographs for the purposes of publicising and promoting the Institute's services and activities, as well as fundraising and alumni relations.

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.

Governing law and jurisdiction

This agreement and any dispute or claim arising out of, or in connection with, it, 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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I hereby agree to abide by the terms and conditions stated in this letter and the Institute's Terms and Conditions.

Signature:

Name:

Date:

Please return one copy of the completed form to:

Admissions
Graduate Programme in Islamic Studies and Humanities Programme
The Institute of Ismaili Studies
210 Euston Road
London NW1 2DA
United Kingdom

If you have any queries please contact Student Services on +44 (0)20 7756 2674 or by email at studentservices@iis.ac.uk