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, 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 The UN, NATO, and key European Institutions, including the EU and the European Parliament
- Study in London and Rome and other global centres for diplomacy, security studies and international business and diplomacy

Natela Malishava, Georgia
Student of Diplomatic Studies
London Academy of Diplomacy
Welcome

Welcome to 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 Academy was recognized in 2012, when 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. 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 London Academy of Diplomacy.

Professor Joseph Mifsud
Director
London Academy of Diplomacy

Although a more recent part of Scotland’s magnificent history, the University of Stirling, which is the new partner of 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 II 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-recognized 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 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 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.

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
London Academy of Diplomacy

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.

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

“The vast range of subject experts at 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 London Academy of Diplomacy
Masters in Diplomatic Studies

One of our three core Masters programmes in the principles and practice of diplomacy, it 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 capacity to analyse 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

“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

“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
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 local 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 (Master of 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 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 (Master of Philosophy)**

The MPhil (Master of 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 would 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 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/lad.
Online and executive courses

Online courses
At London Academy of Diplomacy we are committed to the most up to date approaches to diplomatic education. This is why we are committed to developing 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 also 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 Apply 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).

Thanapol Supachaiveerakul, Thailand, Student of Diplomacy and Security Studies, London Academy of Diplomacy

Nadia Turki, journalist, Asharq Al-Awsat newspaper
HE Abdulla Ali Al-Radhi, Yemeni Ambassador to UK
Professor Joseph Mifsud, Director, London Academy of Diplomacy
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 next 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

Director
Professor Joseph Mifsud PhD

Co-Director
Professor Charles Chatterjee PhD

Director of Research
Professor Riad Nourallah PhD

Programme Manager
Fatmah Lallmahamood

Administrative Assistant
Raquel Barker

Senior Lecturer
Dr Deborah Swallow PhD

Senior Lecturer
Barry Tomalin MA

Senior Lecturer
Dr Biljana Scott PhD

Senior Lecturer
Hayet Bahri MA

Senior Lecturer
Roger McNally MA

Visiting Professors
HE Professor Sameh Aboul Enein PhD
HE Ambassador Arif Havas Oegroseno
HE Dr Kevin Isaac PhD
HE Ambassador Miomir Zuzul PhD
HE Ambassador Dr Saad Elshlmani PhD
Hon Professor Michael Frendo
Hon Jesmond Mugliett
Professor Janice McCormick PhD
Professor Mohamed Benhamoud PhD
Dr Martyn Bond PhD
Dr Gianni Pittella
Claire Smith
Professor William Lawrence PhD
Professor Alan Charlton CVO, MA, BLing, PGCE, FRSA
Francois Gordon CVO, CMG

Visiting Fellows
Professor Ilan Chet
Professor Dr Anastas Angjeli PhD
Professor Michel Massih QC
Dr Nawaf Obaid PhD
Dr Stephen Roh
Rudi Guraziu MA
Michael Reinprecht

Visiting lecturer
Mr Mohammed el Ansari

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

Representative’s stamp

diplomacy@stir.ac.uk
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.

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Dates of study ______ / ______ / ______ to ______ / ______ / ______ (dd/mm/yy)</th>
<th>Date you received (or will receive) your certificate ______ / ______ / ______ (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest educational qualification name</td>
<td>Language of instruction</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>IELTS</th>
<th>PTE</th>
<th>Other (please specify)</th>
</tr>
</thead>
</table>

Have you arranged to take any other English language test(s) before starting your INTO course? [ ] Yes [ ] No

<table>
<thead>
<tr>
<th>Name of exam</th>
<th>Date due to be taken ______ / ______ / ______ (dd/mm/yy)</th>
</tr>
</thead>
</table>

Section 6 Welfare

Do you have any medical conditions? [ ] Yes [ ] No

Do you consider yourself to have a disability? [ ] 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 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.

<table>
<thead>
<tr>
<th>1st preference</th>
<th>2nd preference</th>
<th>3rd preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scape East – Studio</td>
<td>Scape East – Studio+</td>
<td>Scape East – Studio++</td>
</tr>
<tr>
<td>Homestay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>London Heathrow (£130)</th>
<th>London Gatwick (£150)</th>
<th>London Stansted (£160)</th>
</tr>
</thead>
</table>

Do you require an airport pickup? [ ] Yes [ ] No

Section 9 Declaration

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

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

Signed [Student] Date ______ / ______ / ______ (dd/mm/yy)

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

LAD degrees are validated by the University of Stirling
1. Application of the Terms and Conditions

a. The introductory paragraphs ("the Terms and Conditions") set out the contractual terms which will apply between London Academy of Diplomacy ("LAD") and the student ("Student") in relation to any academic programmes and any other LAD courses ("the Course").

b. By accepting and/or confirming their application, Students will be deemed to have read the Terms and Conditions very carefully before agreeing and submitting their application for admission to LAD.

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. The offer ("Offer Letter") together with an acceptance form for the Student to confirm their acceptance of the offer of the place.

   i. In order to accept the offer, the Student must:
      a. complete and return to LAD the acceptance form confirming acceptance of the offer of the place indicated in the Offer Letter;
      b. pay as described in the Offer Letter which will be used to cover tuition fees for the corresponding academic year;
      c. pay the Uniplan insurance premium (details of which are set out in this brochure) in the form of a bank transfer or to provide proof of an acceptable alternative insurance cover.

   ii. After acceptance, the Student must inform LAD in writing at the Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA, within the times periods set out in paragraph 1(b) above.

   iii. If any payment has been made by the Student to LAD under these Terms and Conditions prior to the date of cancellation then a refund will be provided by LAD using the same payment type as soon as possible in accordance with any deadlines set within 30 days of receipt of the Student's notification of cancellation.

3. Tuition fees and payment

   a. The following charges apply:
      1. Enrolment fee:
      2. Tuition fees:
      3. Tuition fees and payment

     a. To apply for a place on a Course, Students should complete their application to the LAD and pay a deposit as described in the Offer Letter. If LAD accepts the application, LAD will issue a written offer of a place on a Course to the Student. The offer ("Offer Letter") together with an acceptance form for the Student to confirm their acceptance of the offer of the place.

     b. As such, Students should ensure they read the Terms and Conditions of the Course and accepts the application, LAD will issue a written offer of a place on a Course to the Student.

     c. In order to confirm the Offer Letter, the Student must inform LAD in writing at the Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA, within the times periods set out in paragraph 1(b) above.

     d. If any payment has been made by the Student to LAD under these Terms and Conditions prior to the date of cancellation then a refund will be provided by LAD using the same payment type as soon as possible in accordance with any deadlines set within 30 days of receipt of the Student's notification of cancellation.

4. Overdue fees

   a. Students are entitled (provided such refusal / delay is not the result of any fraud or defalcation by either the Student or the University) to a refund of any tuition fees as outlined above in paragraph 7d) will be refunded by LAD.

   b. If a Student fails to receive the relevant information from any University school, service or centre concerning the Student's behaviour, welfare, attendance, and academic performance, the Student will be deemed to have withdrawn from the Course.

5. Class times

   a. Lessons will take place in the form of classes, seminars, workshops and practical sessions. Details of indicative class dates and times are provided in the Student Handbook.

6. Examinations

   a. Examinations may be held in the evening, on weekends and public holidays.

7. Holidays

   a. Holidays are sometimes delayed for unavoidable reasons (these would include, for example, cancellations of or delays to flights on other transport), in exceptional cases, LAD will allow Students to arrive up to three weeks after the published start date for academic Courses. Unavailable late arrivals must be approved in advance by the Student. The Student will be required to provide clear evidence of satisfactory alternative study arrangements which may involve additional time and expenditure.

8. Behaviour, welfare and attendance

   a. If the Student has been expelled from the Programme for any reason, including any academic or other attainment failures, the Student will be excluded from the Programme.

9. Cancellation

   a. Students are entitled (provided such refusal / delay is not the result of any fraud or defalcation by either the Student or the University) to a refund of any tuition fees as outlined above in paragraph 7d) will be refunded by LAD. The Student is entitled to submit a formal written notification of cancellation of the Student's enrolment at any time up to the earlier of:
      i. 7 days from the date when the Distance Contract is concluded; or
      ii. the date on which the Student starts the Course.

b. In order to cancel the Distance Contract, the Student must inform LAD in writing at the Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA, within the times periods set out in paragraph 1(b) above.

   c. Where a Student does not meet the conditions of the Offer Letter (Academic or English language), the Student shall be deemed to have withdrawn from the Programme for the purposes of section 11c.

10. Deferrals

   a. If LAD has made its offer for a place on the Course and the offer has been accepted by the Student solely by means of distance communication (i.e. if the offer is made by e-mail or internet or by phone) then the Student must provide clear evidence of the refusal / delay to the Director of LAD.

b. Where 12a applies, Students may not be allowed to proceed with their studies without completing an application for formal admission to LAD's programme and may be required to undergo an interview. The Director of LAD reserves the right to refuse the request if deemed inappropriate.

11. Academic criteria and attendance

   a. Students are accepted onto the Course on the strict understanding that progression through the Course and successful completion of the Course are conditional upon satisfactory attendance and successful attainment of grades.

b. Students are accepted onto the Course on the strict understanding that they attend all classes. By signing the application form the Student accepts that if they fail to attend classes without legitimate excuse, without the permission of the Director of LAD or his deputy, they may be deemed to have withdrawn from the Course or be required to leave the Course.

c. During the Course, all Students will be made aware of the criteria for successful completion of the Course. The assessment of student performance may take consideration coursework, internal centre examination results, attendance, effort in class and homework.

d. Students are not entitled to fail the course for any reason other than the student's own failure, as defined by the Director of LAD.
21. Travel to LAD

a. LAD expects Students to assist LAD with its Green Travel Plan, as maybe necessary by charging any reasonable travel fees.

b. Students may not bring cars to campus unless otherwise agreed in advance by LAD (Policies for further details of our 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 valid and comprehensive medical and accident insurance provision 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 Unilink 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 notification, 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 the above until formally withdrawn in writing.

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

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 (or part of any provision) are invalid, unenforceable, or any enactment; public interest by any person i.e. necessary for legitimate purposes and any enactment.

b. Where such loss or damage is directly caused by LAD (or its staff or representatives), LAD’s liability shall, subject to the following, be limited to 100% of all fees paid or payable by the Student to LAD.

c. Nothing in these Terms and Conditions shall exclude or restrict LAD’s liability for death or personal injury resulting from its negligence or fraudulent misrepresentation or in any other circumstances where liability may not be excluded or restricted under any applicable law.

d. LAD shall have no liability for failure or delay to supply the Course and/or any service contemplated by these Terms and Conditions due to circumstances beyond its reasonable control.

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 on the website, 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.

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

c. Applicants to LAD Courses will be notified as soon as practicable of any material changes likely to have a bearing on their application or such cancellation of, or major modification to Courses offered, changes to accommodation provision or fees and charges to be levied by the university partner where applicable.

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, nationality, ethnicity, sexual orientation, or political or religious belief.

b. LAD welcomes applications from candidates with disabilities.

27. Entire agreement

a. These Terms and Conditions and the Offer Letter constitute the entire agreement between LAD and the Student for the provision of English language Courses and/or academic Courses and any other LAD Course.

b. These Terms and Conditions supersede any promises, representations, warranties – whether written or oral – made by or on behalf of one party to the other.

28. Changes to these Terms and Conditions

a. LAD reserves the right to vary these Terms and Conditions with the consent of the Student at any time prior to entering a Contract with the Student. In such circumstances, LAD will provide a revised set of Terms and Conditions.

29. Transfer of these Terms and Conditions

a. LAD may assign, transfer, or sub-contract in whole or in part some or all of the benefit and/or burden of these Terms and Conditions.

30. Severance

a. If any court or competent authority finds that any provision of these Terms and Conditions (or part of any provision) are invalid, illegal or 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.

31. Governing law and jurisdiction

a. The formation, existence, construction, performance and validity of any dispute (including non-contractual disputes) arising out of or in connection with the subject matter or formation of these Terms and Conditions shall be governed by and construed in accordance with English law.

b. The English Courts will have exclusive jurisdiction to settle any disputes (including non-contractual disputes), which may arise out of or in connection with these Terms and Conditions. Students and LAD agree to submit to the exclusive jurisdiction of the English Courts.

32. Other fees

a. Textbooks – Textbooks and/or appropriate course materials will be supplied to Students.
**Section 1 Student details** (You must complete this section accurately otherwise your visa application may be affected)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (Mr/Mrs/Ms)</td>
<td></td>
</tr>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Other names</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M/F</td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Current age</td>
<td></td>
</tr>
<tr>
<td>What type of visa do you intend to apply for?</td>
<td>Student Tier 4 visa, Student visitor visa, No visa</td>
</tr>
<tr>
<td>Name as written on passport</td>
<td></td>
</tr>
<tr>
<td>Passport number</td>
<td></td>
</tr>
<tr>
<td>Passport expiry date</td>
<td></td>
</tr>
<tr>
<td>Nationality / citizenship</td>
<td></td>
</tr>
<tr>
<td>Do you have or are you applying for permanent residence in the UK?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Are you a US citizen or a US permanent resident?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Do you have dual nationality status?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Permanent country of residence</td>
<td></td>
</tr>
<tr>
<td>Student’s home address (you must complete this accurately as it may affect your visa application)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Student’s telephone numbers in country of residence (inc. intl. code)</td>
<td></td>
</tr>
<tr>
<td>Tel</td>
<td></td>
</tr>
<tr>
<td>Mobile telephone</td>
<td></td>
</tr>
<tr>
<td>Student’s email address</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do you intend to fund your studies?</td>
<td>Self, Family, Employer*, Sponsor*</td>
</tr>
<tr>
<td>*Name of employer/sponsor:</td>
<td></td>
</tr>
<tr>
<td>Title (Mr/Mrs/Ms)</td>
<td></td>
</tr>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Other names</td>
<td></td>
</tr>
<tr>
<td>Relationship to student</td>
<td></td>
</tr>
</tbody>
</table>
<| Contact address              |         |
| City                         |         |
| Postcode                     |         |
| Country                      |         |
| Telephone (inc. intl. code)  |         |
| Email address                |         |

**Section 3 INTO course selection**

<table>
<thead>
<tr>
<th>Academic programmes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate degree programmes</td>
<td></td>
</tr>
<tr>
<td>☐ MSc Business, International Trade and Diplomatic Studies</td>
<td></td>
</tr>
<tr>
<td>Please specify start date</td>
<td>Jan 2015, Sep 2015, Jan 2016</td>
</tr>
</tbody>
</table>
Application form 2 of 2
MSc Business, International Trade and Diplomatic Studies

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 full 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.

1st preference:  2nd preference:  3rd preference:
Scape East – Studio
Scape East – Studio+
Scape East – Studio++
The Craft Building – Classic en suite
The Craft Building – Premium en suite
The Craft Building – Premium Studio
Homestay

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 my records and achievements may be used for promotional purposes, without further notification

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

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
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 conditions relevant to the offer letter) (“the Offer Letter”) together with an acceptance form for the Student to confirm their agreement.

b. In order to accept the offer, the Student must:
   i. complete and return to INTO the acceptance form confirming acceptance of the offer of place indicated in the Offer Letter.
   ii. pay the non-refundable reservation deposit as described in paragraph 7.1 above.
   iii. pay the Uniplan Insurance premium (details of which are set out in this brochure) and submit the completed Uniplan form to INTO or provide proof of payment.

2. Application to the Course and Confirmation of Acceptance

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

b. A student who accepts an offer of admission for a specific intake must read and accept the Terms and Conditions in full. Failure to accept the offer will result in automatic withdrawal and all fees paid will be forfeited.

c. In order to accept the offer, the Student must:
   i. complete and return to INTO the acceptance form confirming acceptance of the offer of the place indicated in the Offer Letter.
   ii. pay the non-refundable reservation deposit as described in paragraph 7.1 above.
   iii. pay the Uniplan Insurance premium (details of which are set out in this brochure) and submit the completed Uniplan form to INTO or provide proof of payment.

3. Tuition fees and payment

a. The balance of the tuition fees payable for the Course and any insurance fees (if applicable) will be due within two weeks of the Student’s Offer Letter date and must be paid with the Student’s accommodation fees.

b. Fee payments may be made by credit card or bank transfer.

4. Other fees

b. Cancellations must be made in writing to the INTO Admissions Office, One to One, 123-124, University Park, Edinburgh, EH10 4DQ, Scotland.

5. Changes to the Terms and Conditions

a. Any variation to these terms and conditions may be made by INTO or the Student at any time without notice. If any variation is considered material, INTO will notify the Student in writing of the changes and the Student must follow the new terms within thirty days of the notice.

b. INTO and the Student will be governed by these terms and conditions unless varied in writing by both parties.

6. Cancellation charges

a. Subject to paragraphs 8 and 9 below, if the Student wishes to cancel their place on the Course prior to Course commencing, then, unless such cancellation is due to in-state refusal or, and academic or English language modules on academic Courses. However, where appropriate, class sizes may vary depending on the learning context.

b. If, due to late arrival, a new CAS has to be issued, there will be a charge for the issuing of the new CAS (as set out in paragraph 7.6 above).

c. The onus is on the Student to show that they have cancelled their place due to circumstances beyond their control.

7. Disclaimers

a. These terms and conditions are subject to change without notice. If any variation is considered material, INTO will notify the Student in writing of the changes and the Student must follow the new terms within thirty days of the notice.

b. The onus is on the Student to show that they have cancelled their place due to circumstances beyond their control.

8. Deferrals

a. A student may defer the start of a Course if the Student has been prevented by external events from starting the Course, up to a maximum of two occasions. A written deferral must be requested in writing after deferred payments after INTO has submitted the details to the Home Office and a deferral fee of £500 will be charged to the Student.

b. If the Student requests any changes to the information on the Offer Letter (other than name changes) it is at the discretion of INTO whether to make the change and the Student will be charged a fee of £50.

9. Contracts made by distance communication

a. If INTO has made or proposes to make an offer of a place for a Course and the Student has accepted such an offer of admission, the Student must

b. The Student must ensure that they have received the relevant visa from the Home Office in the UK at least six weeks before the Course start date. If the Student fails to attend classes without good reason, or without the permission of the Academic Director, the Management Team, they may be deemed to have withdrawn or be required to leave the Course in the case of students studying on a Tier-Visa, the Centre may also report the situation to the Home Office.

11. Cancellation charges

a. A student may decline an offer of admission to a Course within four weeks of the date on which INTO has submitted the details to the Home Office and a deferral fee of £500 will be charged to the Student.

b. If the Student requests any changes to the information on the Offer Letter (other than name changes) it is at the discretion of INTO whether to make the change and the Student will be charged a fee of £50.

12. Deferrals

a. A student may defer the start of a Course if the Student has been prevented by external events from starting the Course, up to a maximum of two occasions. A written deferral must be requested in writing after deferred payments after INTO has submitted the details to the Home Office and a deferral fee of £500 will be charged to the Student.

b. If the Student requests any changes to the information on the Offer Letter (other than name changes) it is at the discretion of INTO whether to make the change and the Student will be charged a fee of £50.

13. Academic criteria and attendance

a. Students are accepted onto the Course on the strict understanding that they will attend all classes. By signing the application form, the Student accepts that if they fail to attend classes without good reason, or without the permission of the Academic Director, the Management Team, they may be deemed to have withdrawn or be required to leave the Course in the case of students studying on a Tier-Visa, the Centre may also report the situation to the Home Office.

b. The onus is on the Student to show that they have cancelled their place due to circumstances beyond their control.

14. English language admissions criteria

a. Offers are made to students for both English language and academic courses on the basis of the certificate provided by the Students that they meet the minimum English language requirements. If the Student is not meeting the attainment criteria for progressions from an English language programme, INTO reserves the right to offer alternative study plans which may include further study on the English language courses. INTO may also report the situation to the Home Office.

15. Behaviour, welfare and attendance

a. By signing the application form, the Student consents to INTO requesting and using such personal information and marketing data as are necessary for the purpose of meeting the minimum English language requirements. If the Student is not meeting the attainment criteria for progressions from an English language programme, INTO reserves the right to offer alternative study plans which may include further study on the English language courses. INTO may also report the situation to the Home Office.

6. Cancellation charges

a. INTO reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged on any outstanding balance at the rate of 2.5% above the base rate of Barclays Bank per month or part thereof.

b. If the Student is prevented from attending classes due to circumstances beyond their control, INTO will invoice the Student for the outstanding balance and the Student must pay the invoice within thirty days of the date of the invoice.

9. Contracts made by distance communication

a. If INTO has made or proposes to make an offer of a place for a Course and the Student has accepted such an offer of admission, the Student must

b. The Student must ensure that they have received the relevant visa from the Home Office in the UK at least six weeks before the Course start date. If the Student fails to attend classes without good reason, or without the permission of the Academic Director, the Management Team, they may be deemed to have withdrawn or be required to leave the Course in the case of students studying on a Tier-Visa, the Centre may also report the situation to the Home Office.

11. Cancellation charges

a. A student may decline an offer of admission to a Course within four weeks of the date on which INTO has submitted the details to the Home Office and a deferral fee of £500 will be charged to the Student.

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12. Deferrals

a. A student may defer the start of a Course if the Student has been prevented by external events from starting the Course, up to a maximum of two occasions. A written deferral must be requested in writing after deferred payments after INTO has submitted the details to the Home Office and a deferral fee of £500 will be charged to the Student.

b. If the Student requests any changes to the information on the Offer Letter (other than name changes) it is at the discretion of INTO whether to make the change and the Student will be charged a fee of £50.

13. Academic criteria and attendance

a. Students are accepted onto the Course on the strict understanding that they will attend all classes. By signing the application form, the Student accepts that if they fail to attend classes without good reason, or without the permission of the Academic Director, the Management Team, they may be deemed to have withdrawn or be required to leave the Course in the case of students studying on a Tier-Visa, the Centre may also report the situation to the Home Office.

b. The onus is on the Student to show that they have cancelled their place due to circumstances beyond their control.

14. English language admissions criteria

a. Offers are made to students for both English language and academic courses on the basis of the certificate provided by the Students that they meet the minimum English language requirements. If the Student is not meeting the attainment criteria for progressions from an English language programme, INTO reserves the right to offer alternative study plans which may include further study on the English language courses. INTO may also report the situation to the Home Office.

15. Behaviour, welfare and attendance

a. By signing the application form, the Student consents to INTO requesting and using such personal information and marketing data as are necessary for the purpose of meeting the minimum English language requirements. If the Student is not meeting the attainment criteria for progressions from an English language programme, INTO reserves the right to offer alternative study plans which may include further study on the English language courses. INTO may also report the situation to the Home Office.
19. Accommodation

a. At the time of the application to theCourse, Students are invited to select their preferred accommodation. INTO aims to provide the accommodation as requested by Students; however, in some cases, a different accommodation may be an alternative type of accommodation. This will be charged at the published rate in the course fees and not the rates shown above.
b. Accommodation is allocated per the instructions on the application form and not the order of receipt of booking. INTO reserves the right to adjust the payment of the appropriate accommodation rent pre-payment (as evidenced by the Student’s invoice).

c. Students will be sent a copy of the accommodation terms and conditions with their offer letter and are required to agree to them when returning the signed acceptance form.

d. The accommodation rent pre-payment is described in the Offer Letter. Accommodation rent pre-payment once the accommodation rent pre-payment has been paid, the student has returned a signed and inked Accommodation Acceptance Form, and the Student has read and the information that the type of room they have requested is available.

e. INTO reserves the right to allocate the available rooms to Students who are registered on the full-time INTO Courses.

f. Accommodation is guaranteed for family members of Students (unless they are also registered on full-time Courses at INTO).

g. Where a Student holds a periodic pre-payment, fees will be charged for those periods.

1) Direct and/or pre-arrival pre-payment – All Students will be required to pay a deposit and/or pre-arrival pre-payment of £150 which will be included in the tuition fees and will be held for at least six weeks prior to the start of the Course. This pre-payment is refundable within the closing date minus any costs not already paid in Centre for any damages, exceptional cleaning or fines which have been incurred due to the misuse of accommodation or the premises and/or facilities which are available during occupancy or an inspection has taken place after the date of the pre-payment within the six weeks prior to the start of the Course.

2) Where such loss or damage is directly caused by INTO (or its staff or agents) the Student shall remain liable for the full accommodation payments invoiced or reserved at the time of the Student’s departure. The INTO Centre will repay any monies owing within 30 days of the Student’s Final Course end date.

h. Into students are responsible for payment of any damage caused by them to property owned or occupied by the University (where applicable) or to other University students. Individual accommodation normally comprises a student’s room and common area and is rented to the Student on the basis that the Student will enter into a tenancy agreement with the University. Students will be required to sign an inventory on arrival and departure. The INTO Centre reserves the right to recover costs for damage or exceptional cleaning from Students. All Students are required to pay for repairs resulting from or incidental to the misuse of the accommodation or the premises and/or facilities which are available during occupancy or an inspection has taken place after the date of the pre-payment within the six weeks prior to the start of the Course.

20. Accommodation fees

a. All accommodation fees for the entire duration of the accommodation booked are described in the brochure. INTO reserves the right to charge Students for any unused portion of their accommodation rent pre-payment after departure will be deducted from the pre-payment payable by the Student. The amount due will also be taken into account when the transfer payment is made.

b. INTO reserves the right to allocate the available rooms to Students who are registered on the full-time INTO Courses.

21. Accommodation change or cancellation when a Student has arrived following the accommodation

a. Residential/family accommodation – In all cases except visas refused, Students who wish to cancel their accommodation booking will be subject to the conditions relating to the cancellation of a full fee due to non-arrival. Once the Student arrives into the Student’s account that INTO receives the payment in full.

b. Change of accommodation after arrival is only allowed once exceptions are granted in advance of the Student’s arrival. INTO’s student records and/or of the accommodation contract which is the agreement of the accommodation contract or once the student has arrived into the student’s and INTO receives the payment in full.

22. Airports pickup

a. Airport pickup will be bisided as soon as feasible. This brochure is prepared in advance of the academic year to 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 is planning to offer. INTO reserves the right, to amend, edit or remove any course and/or service 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 the INTO accommodation terms and conditions; INTO reserves the right to amend the INTO accommodation terms and conditions.

b. INTO strongly recommends that immediately prior to making any application to INTO, make any other offers from INTO. Students should refer to the most up-to-date version of the Course descriptions and specifications and the regulations on the INTO website.

c. INTO also reserves the right to make variations to the contents and methods of delivery of the Courses and services, to discontinue, Courts and services, and to condense or merge Courses if such actions are reasonably considered to be necessary by INTO.

23. Record keeping duties under Tier 4 Immigration rules (PRS)

a. INTO is a registered Tier 4 sponsor. Students may study in the UK on a Tier 4 visa if they have received an offer of enrolment from INTO and to study in the UK on a Tier 4 visa. INTO will provide and maintain the Student’s Tier 4 visa details to the student and their family members.

b. INTO will notify Students of their Tier 4 visa numbers on their student portal.

24. Medical treatment and accident insurance

a. Acceptance by the Student (or by his/her parent/legal guardian if the Student is under 17) of a place to study at the INTO Centre indicates that the Student (or the Student’s parent/legal guardian) is responsible for the full accommodation payments, where these charges have been incurred through no fault of INTO, these will be re-invoiced to the Student’s account so that INTO receives the excess amount. The Student shall pay any such amounts to INTO within 30 days of the invoice date.

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

c. The Student (or in the case of the Student being under 18, the Student’s parent/legal guardian) must ensure that the Student is adequately covered by insurance at all times (including when studying outside of the UK) and that the Student’s insurance policy must be entered into the Student’s account that INTO receives the payment in full.

25. 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 notification; consent is hereby given by the Student to the University for the purposes of the provision of these services and for the University to be considered to be acting in the Student’s best interests in facilitating the progress of the Student.

26. Governing law and jurisdiction

b. 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. In such circumstances, INTO will provide a revised set of Terms and Conditions.

35. Governing law and jurisdiction

b. INTO welcomes applications from candidates with disabilities.

c. INTO may assign, transfer, or sub-contract in whole or in part some or all of its rights and/or obligations under these Terms and Conditions.

d. INTO reserves the right to make variations to the contents and methods of delivery of the Courses and services, to discontinue, Courses and services, and to condense or merge Courses if such actions are reasonably considered to be necessary by INTO.

27. Changes to these Terms and Conditions

b. Students which have applied for and been allocated a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18), of a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18), of a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18), of a place to study at the INTO Centre (including non-contractual disputes) arising out of or in connection with the Student’s relationship with INTO or in connection with these Terms and Conditions and any other University entry requirements.

28. Changes to these Terms and Conditions

b. 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. In such circumstances, INTO will provide a revised set of Terms and Conditions.

29. Transfer of these Terms and Conditions

b. INTO may assign, transfer, or sub-contract in whole or in part some or all of its rights and/or obligations under these Terms and Conditions.

c. INTO reserves the right to make variations to the contents and methods of delivery of the Courses and services, to discontinue, Courses and services, and to condense or merge Courses if such actions are reasonably considered to be necessary by INTO.

30. Equal opportunities

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

c. INTO warmly recommends that the Student is adequately covered by insurance at all times (including when studying outside of the UK) and that the Student’s insurance policy must be entered into the Student’s account that INTO receives the payment in full.

31. Entire agreement

b. 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. In such circumstances, INTO will provide a revised set of Terms and Conditions.

32. Changes to these Terms and Conditions

b. Students which have applied for and been allocated a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18), of a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18), of a place to study at the INTO Centre indicates that the Student (or parent/legal guardian if the Student is under 18), of a place to study at the INTO Centre (including non-contractual disputes) arising out of or in connection with the Student’s relationship with INTO or in connection with these Terms and Conditions and any other University entry requirements.

33. Governing law and jurisdiction

b. 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. In such circumstances, INTO will provide a revised set of Terms and Conditions.

34. Severance

b. 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. In such circumstances, INTO will provide a revised set of Terms and Conditions.

35. Governing law and jurisdiction

b. 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. In such circumstances, INTO will provide a revised set of Terms and Conditions.
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.

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