



London School
of Jewish Studies

Participation Agreement

By accepting the offer of a place on the chosen LSJS programme, you agree that:

- a) You will notify the main office at LSJS of any changes to the information which you have submitted on application or enrolment; for example, if you change your address;
- b) You will participate fully in those activities which are described in each module as essential;
- c) You will inform the Module Leader if circumstances oblige you to miss any of those essential activities and give details of the relevant circumstances to the Module Leader;
- d) You wish to have your performance assessed according to the approved procedures;
- e) You will observe and meet the deadlines and timetable prescribed for each module; and
- f) Failure to participate adequately in the essential activities may lead to termination of your enrolment on your programme of study. You will be invited to explain your failure to participate before termination on the programme occurs. Failure to engage in this process will be considered to be withdrawal.

1. Fees & Payment

1.1 It is the student's responsibility to make sure tuition fees and all other expenses relating to the programme are paid before the academic year begins.

1.2 The tuition fees will be as stated in relevant documentation and online and are reviewed and revised each academic year. You are bound by the LSJS regulations on the payment of fees, refunds in the event of withdrawal from your studies and the consequences of non-payment, as amended from time to time.

1.3 LSJS reserve the right to increase the fees each academic year.

2. Cancellation & Refund Policy

2.1 You are entitled to cancel your enrolment by giving notice to LSJS within the period set out in the table below.

2.2 If LSJS is unable to run a module or offer a suitable alternative all fees paid will be refunded in full.

2.3 In all other cases, for any refund or reduction in fees payable, notice of withdrawal must be in writing. In such cases, a portion of the tuition fee will be chargeable (the withdrawal fee).

2.4 You are deemed to have enrolled on a module if you have done any of the following:

- Attended any classes for that module
- Completed the enrolment process for a module.

2.5 Table of Withdrawal fees

Withdrawal date	Fee payable
More than 28 days before the start of the year (or the module, where applicable)	20% of the costs of the year (or each module you have enrolled on, where applicable)
Between 28 days before the start of the year (or the module, where applicable)	50% of the costs of the year (or each module you have enrolled on, where applicable)
15 days or more after the start of the year (or the module, where applicable)	100% of the year (or each module you have enrolled on, where applicable)

3 Exceptional Circumstances

In certain extreme circumstances outside your control, it may be possible to transfer to another module, or transfer fees to the next academic year.

3.1 The reasons for the circumstances must be discussed with the Programme Leader at the earliest opportunity, and appropriate evidence will usually need to be submitted.

3.2 Interrupted Studies

In certain situations, students may choose to interrupt their studies for up to a year.

Examples may include:

- changes in family circumstances
- pregnancy/maternity/paternity/fostering/adoption
- serious illness
- bereavement
- Emigration

This list is not exhaustive. If a student wishes to interrupt their studies, they must, in the first instance, speak to the programme leader, who will advise them accordingly.

3.3 Time Limits

Please see *Appendix 1* for Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

3.3.1 Maximum Time Limits

The maximum time allowed for a part time Bachelor (Hons) degree is twelve years.

The maximum time allowed for a part time Master's degree is five years.

LSJS applies the regulations from Middlesex University below:

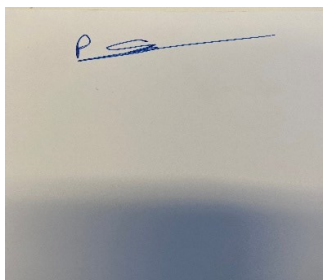
https://www.mdx.ac.uk/_data/assets/pdf_file/0040/577687/Regulations-2020-21.pdf

The following circumstances are examples of situations that would not normally be regarded as falling within the above category:

- a) Workload (whether due to your studies or to your employment). Please make sure that you understand the level of commitment required before you enroll.
- b) Employer no longer allowing study leave/no longer paying your fees.
- c) Changing job/moving house.
- d) Short-term or minor illness.
- e) Inability to arrange childcare.
- f) Failure of an exam.
- g) Exceeding the deadline for application to the professional body for registration/exemptions/exam entry.

You are required to notify the Programme Leader of your withdrawal from any module (even where no reduction in fees or transfer applies)

Signed on behalf of LSJS:

A rectangular area containing a handwritten signature in blue ink. The signature is stylized and appears to be 'P. Gould'.

(Paul Gould, on behalf of senior leadership team, LSJS).

Date: August 2023

To be reviewed in August 2025

Appendix 1

Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

Source: Middlesex University, University Regulations 20/21 (pg 9)

Table A2: Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

Requirement	Foundation Certificate	Certificate	Diploma	Advanced Diploma/ Graduate Certificate	Foundation Degree	Cert HE	Dip HE	Ordinary Degree	Honours Degree	4YR S/ WICH Degree	Integrated Masters Degree	Higher Diploma	Graduate Diploma
Indicative length of registration: F/T	1 year	1 term	1 term	1 term	2 years	1 year	2 years	3 years	3 years	4 years	4 years	1 year	1 year
Indicative length of registration: P/T	2 years	1 year	1 year	1 year	4 years	2 years	4 years	6 years	6 years		8 years	2 years	2 years
Maximum length of registration: F/T	2 years	1 year	1 year	1 year	4 years	2 years	4 years	6 years	6 years	8 years	8 years	2 years	2 years
Maximum length of registration: P/T	4 years	2 years	2 years	2 years	8 years	4 years	8 years	12 years	12 years		12 years	4 years	4 years
Minimum total credits for	120	40	40	60	240	120	240	300	360	480**	480***	120	120
Minimum number of credits by level	3+	120											
	4+		40			240	120	240	300	360	480	120	
	5+			40	20	90		90	150	210	210	330	90
	6+				40				60	120	120	240	90
	7+											120	
Minimum number of credits given above which must be acquired under the control of this University**	3+	40											
	4+		20			80	40	80					
	5+			20		40		40	90	120	120	40	
	6+				20				60	80*	80	160	40
	7										120		
Standard distribution of credits by level for each award	3	120											
	4		40			120	120	120	120	120	120		
	5			40		120		120	120	120	120	120	
	6				60				60	120	120	120	120
	7										120		