

Policy for students under the age of 18 Years on entry to London Metropolitan University

Introduction

London Metropolitan University is committed to equal opportunities and all applications are considered on their individual merits.

Occasionally the University admits students who are under the age of 18 years. These students and their parents/guardians should understand that the University predominantly admits students who are over the age of 18 years and that they will be entering into an adult environment. The University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

The usual personal and academic support arrangements will apply to students who are under 18 years. However, the University acknowledges that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have additional needs in relation to their wellbeing.

Parental responsibilities

The University is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under the age of 18 years.

It is a condition of admission to the University that the parent or legal guardian of any student who is under the age of 18 years, on enrolment, confirms, by providing a signed copy of the consent form, their acceptance of the arrangements set out in this policy.

Where the parent or legal guardian of any student who is under the age of 18 years on enrolment is not resident in the UK, the University requires details of a guardian who is based in the UK.

The University will only be able to register a student once they have provided details of their UK based guardian. If, however they do not have a contact in the UK, who is willing and able to act as a guardian then there are agencies who will, for a fee, make arrangements for them. The Association of Educational Guardians for International Students (AEGIS) inspects and provides accreditation to guardianship organisations in the UK in line with current UK legislation. www.aegisuk.net

Additional guidance for students under 18 and outside the UK

International students who require a Tier 4 (General) student visa to study in the UK must also be able to demonstrate that they meet the requirements of the UK Immigration Rules and Tier 4 guidance documents, including any specific requirements relating to 16 and 17 year olds. The immigration conditions apply to all applicants who will be aged 16 or 17 at the time they apply for a Tier 4 visa, irrespective of the age they will be at the point of enrolment at the University. Note, the University does not hold a Tier 4 (Child) licence but is able to sponsor 16 and 17 year old students under the Tier 4 (General) route to study at the University.

Contracts

As a general rule, those under the age of 18 years are unable to enter into legal contracts. Where contracts are required, e.g. for tuition fees or accommodation, the University requires a parent or guardian to act as guarantor and to honour all obligations under any contracts, with the University, that the student enters into prior to their 18th birthday. The parent/guardian agrees to this by signing the consent form for students under the age of 18 years.

Field trips

Programmes may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, by signing the consent form, parents give consent for the student to take part in these activities on that basis.

Programme content

Academic programmes are designed and validated to be delivered to students over the age of 18 years. Therefore, they may contain teaching materials that are 18-rated. If students and their parents/guardians are concerned about the content of the programme that they wish to enrol on, they are advised to discuss the content of the programme with the Programme Leader.

Evening lectures

Like most universities, we operate extended teaching hours so lectures and contact time with tutors could be anytime between 9am and 9pm. The University cannot undertake to supervise any student travelling home during these extended hours.

Alcohol and tobacco

It is illegal for alcohol or tobacco to be sold to or bought by individuals who are under the age of 18 years. The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise any individual student.

Holding office

Students who are under the age of 18 are encouraged to join University or Students' Union clubs and societies but are not able to hold office until after their 18th birthday (this is because Officers carry legal responsibilities). Their participation in certain activities may be limited.

Student Accommodation

London Metropolitan University does not own or manage any halls of residence or accommodation. All halls and accommodation featured on the London Met site are privately owned. Students under the age of 18 years, choosing to reside in halls of residence, are likely to be sharing a flat with students over the age of 18 years, and would need to contact the Hall providers directly for their policies on this.

Relationships with staff

London Metropolitan University believes the professional relationship between a student and a member of staff is an important part of the student's educational development. To ensure that students maximise their learning experience, it is vital that trust and confidence exist between staff and students and this could be jeopardised if a member of staff has a romantic/intimate relationship with a student.

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which includes members of University staff) to engage in sexual activity with someone who is under 18 years. It is the University's view that any sexual relationship with a student under the age of 18 years would constitute gross misconduct by the member of staff.

Safeguarding

As a matter of law, a person under the age of 18 years is a child. The University has a responsibility to protect those under the age of 18 years from abuse and is obliged to report any suspicions or allegations of abuse of children to the appropriate Children's Social Care service. Any such suspicions or allegations will be reported to the University's appropriate designated person, who will contact the appropriate authorities.

Health

Students who are under 18 should ensure that they are registered with a GP if they are living away from home. Parents or guardians are responsible for ensuring that the University has been informed of any special needs or requirements.

Notification

The relevant Head of School will be notified, prior to enrolment, of any student within their department who will be under the age of 18 years on entry to the University. The Head of School will be responsible for ensuring that the Academic Mentor and any relevant teaching staff are notified. Other staff may be notified at the discretion of the designated safeguarding officer.

Parental involvement

It is the University's usual policy to communicate with students (with whom it has a contractual relationship) and not with parents or guardians and this approach will apply equally to students who are under the age of 18 years. The University will therefore correspond with students, and not normally with parents or guardians without the student's explicit consent. However, if the student fails to pay any sums agreed on contract (see Contracts above) then it will be necessary to disclose this to the guarantor.

Emergency Contact

It is particularly important that emergency contact details are provided for students under the age of 18 years and such students and/or their parents are required to supply this information prior to their arrival at the University. If a medical emergency arises these emergency contact details will be provided to the appropriate statutory services. You must inform the University straight away if there are any changes to any of the contact details provided.

Provision of IT services

The University offers email and unregulated internet services for all its students. These services are provided on an unsupervised and unmonitored basis. When using these facilities, students are expected to act in an adult and responsible manner and to abide by the University's IT Acceptable Use Policy.

General Data Protection Regulations

Although those under 18 years of age are regarded as children under the law, they still have the right, under the General Data Protection Regulation Act, for information about them not to be

disclosed without their consent. This means that the University is not able to give information to parents regarding the student's progress, results or any other personal circumstance unless the student has given their specific consent or in the circumstances outlined above. However, if the student fails to pay any sums agreed on contract, then it will be necessary to disclose this to the guarantor and possibly to a debt collection agency.

Why we need the 'Consent Form'

We ask that parents/guardians fill in the consent form having read the document above so that the University can offer appropriate support and safeguarding for students who are under 18 and may be either more vulnerable or not have the same rights older students. In signing the form the parent or guardian will be accepting the arrangements outlined and responsibilities on of the student, themselves and the University.

Consent Form

RETURN TO THE ADMISSIONS OFFICE



Admission of students under 18 years of age

Name of student	
Date of birth	

1. I have read and understood the letter from London Metropolitan University outlining its policies and procedures in relation to students who are under 18 years of age.
2. I understand that London Metropolitan University is not *in loco parentis* and that in cases of emergency the University will always endeavour to contact the appointed guardian of the above student while they remain a minor.
3. I accept that the University cannot and will not provide consent to emergency medical treatment.
4. I understand that a university is an adult environment and that [name] will generally be treated as an adult. I confirm that I have reminded [name] of the laws relating to the sale of alcohol to under 18's
5. I understand that London Metropolitan University cannot release personal data relating to [name'] (including information regarding their academic progress or personal life) without their express permission.
6. If I am not usually resident in the UK then I have provided full name and contact details of the person living in the UK who will act as a guardian in the case of an emergency.
7. I understand that enrolment of [name] is dependent on my having signed and returned this consent form to the University.
8. In consideration of admission of the Applicant, **I unconditionally and irrevocably guarantee** that the Applicant will honour all obligations under any contracts with the University and **I also (as a separate obligation) unconditionally and irrevocably agree to indemnify** the University in respect of any losses, costs, expenses, damages or liabilities suffered or incurred

by the University as result of any breach of any contracts between the University and the Applicant.

I (name) _____ Parent/Guardian (please delete as appropriate) of the above declare that I have read and accept the above conditions.

Signed: _____ Date: _____

Agreement to act as a guardian and emergency contact

I _____ agree to act as guardian to
_____ until they reach the age of 18

I agree to act as the emergency contact for the above student. My contact details are

Name: _____

UK address: _____

_____ Postcode _____

Telephone: Home _____ Work _____

Mobile: _____ email: _____

Signed: _____ Date: _____