



## **TERMS & CONDITIONS FOR SHORT COURSES DELIVERED UNDER THE ‘ESF MEETING SMART SPECIALISATION BUSINESS NEEDS THROUGH HIGHER LEVEL SKILLS’ PROJECT**

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*These Terms and Conditions are in addition to the University’s standard Short Course Terms & Conditions and should be read in conjunction with those Terms and conditions. [Click here to view the standard Short Course Terms and Conditions.](#) Therefore, participants engaged with a course being offered under the ‘ESF Meeting Smart Specialisation Business Needs Through Higher Level Skills’ project, and their employers (the “employer”), agree to the following Terms & Conditions as well as definitions outlined in the standard Short Course Terms & Conditions too.*

It is important that Participants and Employers have read and understood these Terms as they will be deemed to have accepted them when payment for the course is made to the University.

For the purposes of these Terms, the following definitions will apply:

### **1. Funding**

- 1.1.** The European Social Fund (ESF) Meeting Smart Specialisation Business Needs through Higher Level Skills project is part funded by the European Social Fund, administered by the Department for Work and Pensions (DWP)

### **2. Eligibility**

- 2.1.** Due to the nature of the funding restrictions of the project only participants employed by UK-based eligible Small and Medium Enterprises (SME) can be supported.

### **3. Fees and payment**

- 3.1.** Employers must pay for the Short Course before the Participant commences on the Short Course and a place on a Short Course will not be confirmed until payment has been received. Employers will receive an acknowledgement of payment and the participant/s’ acceptance to the course within 3 working days from payment being made.

### **4. Data Protection**

- 4.1.** This collaborative project is led by the University of Exeter and delivered by Falmouth University, Truro and Penwith College, the University of Plymouth and The Cornwall College Group.

**4.2.** *Subject to the University's Short Course Terms and Conditions in respect of Data Protection you agree that the information you provide to Falmouth University will be shared with the University of Exeter as lead partner and the Department for Work & Pensions (DWP) and used to evaluate this project and to report to the University of Exeter and European Social Fund for monitoring purposes, in line with European Commission regulatory requirements.*

**4.3.** Employers and Participants' information will also be shared with research organisations working on behalf of the Department for Work & Pensions who may contact Employers/Participants to discuss their involvement in the project for research purposes. Participation in research is voluntary and Employers/Participants will be asked to consent before taking part in any research activity they may be contacted about.

**4.4.** *For the purposes of the United Kingdom General Data Protection Regulation (UKGDPR), the DWP is the data controller in respect to information processed which relates to all participation in the European Social Fund. ESF grant beneficiary organisations are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.*

## **5. Variation of Conditions**

**5.1.** We may, by written notice, vary these terms and conditions as may be necessary to comply with the laws and regulations of England and Wales or amendment thereof.

**5.2.** We additionally reserve the right, upon giving written notice of such change to all affected participants, to make an addition, amendment, or alteration to these conditions as is deemed necessary by us. You may cancel your agreement with us, and receive a full refund, if you do not agree to amendments made under this clause.