

# RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

RLUS is a non-profitmaking company limited by guarantee. Company No. 2867380 Registered Charity No. 1028482

Patron: Sir Rodric Braithwaite G.C.M.G.

Web site: [www.rlus.co.uk](http://www.rlus.co.uk)

## STATEMENT OF INFORMATION

1. RLUS Ltd is a non-profit-making company with charitable registration which places students of Russian in higher education in Britain in HE centres in Russia on language courses of various durations. RLUS is managed by a Chair and Executive Committee representing a wide range of British Slavists. The implementation of its policies is carried out by an Operations Consultant, supported by the RLUS accountant. RLUS liaises with British institutions through Liaison Officers in each department and deals directly with its Russian centres. It arranges pastoral care for all students and conducts pastoral visits to each centre twice a year.
2. As early as possible in the Autumn Term RLUS sends to departmental Liaison Officers details of the courses which it will be offering in the following academic year. We request Liaison Officers to pass these details on to the relevant student cohort(s) for application. Student application forms are normally forwarded to RLUS by the Liaison Officer.
3. Following payment of a non-returnable £50 deposit (deducted from the final invoice) and confirmed registration for a course, RLUS arranges the course. It passes on to the relevant course organisers requests for accommodation. Travel if required is arranged by Study in Russia. Students will be provided with documentation from the Russian course organiser to enable students to obtain a visa and instructions on how to do this. Briefing information specific to each centre is provided, together with guidance on finance, health and other matters on an up-to-date basis as is reasonably possible, given the rapidly changing circumstances in Russia.
4. RLUS also:
  - a) Arranges and communicates a satisfactory academic programme by direct liaison with the Russian centres and with home institutions as necessary;
  - b) Passes on information about travel and accommodation requirements.
  - c) Deals with students' individual special case requirements to the best of its ability, responds to inquiries of parents/relatives in case of emergency and acts as communication channel in such instances.
5. RLUS advises students to ensure before departure that they are fit to travel and live in Russia by consultation with their general practitioner and by reference to current Foreign Office and medical travel advice. This is particularly important in the case of pre-existing medical conditions. RLUS reserves the right to deny a place to any student who, in RLUS's absolute opinion, is not fit to undertake the placement.
6. Given present circumstances in Russia, it is also essential for RLUS to require students to sign to confirm that they have read a Terms and Conditions document before departure. This enables RLUS to take immediate measures in an emergency of an individual or general nature to move, regroup or withdraw students as necessary. In doing so, RLUS is guided by its judgement of the well-being of the students involved, based on its long experience.
7. While in Russia students are allowed a very wide degree of freedom in their personal conduct and travel. At the same time, behaviour which, in the absolute judgement of RLUS or its group representatives, is likely to prejudice the well-being of individuals or groups will be subject to verbal or written warnings as required and may result in withdrawal from the course and repatriation at the expense of the individuals concerned.
8. RLUS is assured that all teaching and hostel accommodation provided by the course organisers complies with local fire and safety laws. RLUS is also assured that all homestay accommodation is inspected by the host organisation. Few countries are as stringent as the UK in setting general standards for safety, hygiene and fire precautions and the local authorities in Russia may not have adequate resources to monitor and enforce standards. We suggest that you familiarise yourself with the lay-out of hostel and teaching buildings and means of escape in the event of an emergency. In particular it is common practice for fire exits in Russia to be kept locked with a key being available with a nominated official. This is to alleviate the serious security threat posed by emergency exits being left open. In homestay accommodation, please obey all safety instructions given to you by your host family.
9. It is expected that students will attend classes regularly, unless absent for good cause. By arrangement with the Russian centres and with the UK departments a formal record of every student's attendance is returned by the Russian centre to RLUS at the end of each course. RLUS forwards this record to the

student's department, where it may be taken into account in assessment of the student's fulfilment of requirements.

10. To facilitate cultural familiarisation and provide time for private study while abroad, RLUS has instituted a number of "reading weeks" within each course, when classes are suspended. Travelling involving absence from classes outside of these agreed periods is regarded as unjustifiable absence and recorded as such.

11. RLUS operates the following refund policy:

- A student who withdraws either before or after departure because of serious illness shall not, unless the conditions set out below are met, be entitled to any refund. The student should, however, be able to make an insurance claim.
- A student who withdraws voluntarily will, only if prior written notice of withdrawal is given personally by the student to RLUS, receive the following refund of fees already paid, if the notice is received by RLUS.

More than 2 months prior to departure    Any fees paid, less £50 deposit. Students will also be liable for any charges passed on to RLUS Ltd by the Russian course provider.

Less than 2 months prior to departure:    No refund.

- But otherwise the student shall not be entitled to any refund. Time shall commence the day after notice is received or deemed to have been received by RLUS.
- There is no refund if a student decides to leave the course early or fails to attend all the classes provided.
- A student who has registered for a course and wishes to change to another course may request a change: the request must be received by RLUS in writing from the Liaison Officer. RLUS will make a charge for such changes. No changes of institution are possible after May 1<sup>st</sup> for autumn term courses and November 1<sup>st</sup> for spring term courses.

12. Invoices are rendered normally to institutions via Liaison Officers before departure. They consist of itemised charges. RLUS reserves the right to withdraw a student from the course if payment has not been received before departure.

13. Before departure students should normally liaise with RLUS through their departmental Liaison Officer. When direct contact between a student and RLUS is necessary, this should be with the Operations Consultant of RLUS. All communication with RLUS must be in writing and be sent to "The Operations Consultant, RLUS Ltd, Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW phone and fax: 01366 501445, e-mail: roy.bivon@rlus.co.uk.

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Please retain this document for reference, but make sure that you have signed the application form, stating that you have read and accept the information in this document.