

Pre-Contract Information

Applicable to Cohorts Starting from March 2026

When you are offered a place to study at Francis James, it is important that you review the information outlined below. By accepting your offer, you confirm that you have read and understood this information. This Pre-Contract Information should be read alongside our *Terms and Conditions* and our *Fee Payment Conditions for 2026*.

1. The Degree Programme

Francis James offers a BSc (Hons) in Construction and the Built Environment, covering five pathways:

- Building Services Engineering
- Civil Engineering
- Construction Management
- Quantity Surveying
- The Built Environment (available as a level 6 top up degree only).

The degree programme is structured to enable learners from different pathways to study a range of courses together, reflecting the collaborative and multidisciplinary nature of the construction and built environment sectors.

The degree programme is composed of three levels:

- 120 credits at level 4 (delivered through 8 courses)
- 120 credits at level 5 (delivered through 8 courses)
- 120 credits at level 6 (delivered through 7 courses)

Learners will take a minimum of three years to complete the degree programme, and up to five years. The programme is delivered online, by distance learning, in a part time model.

The degree programme specification is available on our website: www.francisjames.org.

On Moodle you can find a course catalogue which sets out all of the courses you will study at each level of the degree programme.

2. Awarding

Francis James is validated by Richmond American University London to deliver the BSc (Hons) Construction and the Built Environment. All teaching, assessment and marking are undertaken by Francis James. Following the assessment process, Francis James makes recommendations for progression and the award of the degree to Richmond American

University London. Upon successful completion of the programme, learners will receive their UK degree certificate from Richmond American University London.

3. Tuition Fees and any other costs

The tuition fee for one full academic year of study at Francis James, equivalent to 120 credits at a given level (for example, Level 4), is £9,000. An agreed discount may apply where confirmed in advance. Fees must be paid no later than enrolment. Where a payment plan has been approved, the first instalment must be paid at enrolment. These fees apply to learners enrolling for programmes commencing after March 2026. Further details are set out in our *Fee Payment Conditions*.

The fees quoted cover tuition and access to e-learning resources only. There are no additional mandatory costs, such as field trips. If you choose to purchase hard copy textbooks, additional software or other supplementary materials to support your studies beyond the e-resources provided by Francis James, these costs will be payable by you. If you decide to join a professional body during your studies, any associated membership fees will also be your responsibility.

The degree programme is delivered fully online, and all assessments are completed and submitted digitally. You are responsible for ensuring that you have access to appropriate equipment and any necessary software, and any associated costs are separate from the Francis James tuition fee. Francis James does not require the purchase of specific software; however, you may choose to obtain particular software packages to support your learning and technical skills development.

Fees and inflation

Tuition fees may be subject to annual increases in line with inflation. Where Francis James decides to increase fees, any such increase will be applied in accordance with the Retail Price Index (RPIx). By accepting your offer, you acknowledge and agree that tuition fees may increase in subsequent academic years. Francis James will provide advance notice of any decision to increase fees.

In the normal course of study, learners enrol on a yearly basis for 120 credits at a specific level and pay the applicable fee for that academic year. However, you may choose to pay the tuition fees for the full degree programme (covering all three levels) at the outset. Where full programme fees are paid in advance, the tuition fee will be fixed at the Year 1 rate for the duration of the programme. You must confirm your intention to pay in full at the point of accepting your offer. Further details are set out in our *Fee Payment Conditions*.

4. Entry requirements

To be eligible for entry to a degree programme at Francis James, applicants must normally have achieved the equivalent of 96 UCAS Tariff points. This may be demonstrated through qualifications such as:

- A levels (grades CCC)
- T level (Pass grade)
- Other equivalent level 3 qualifications (for example, BTEC National Extended Diploma, graded at MMM)

In addition, applicants must hold Level 2 qualifications in Maths and English (GCSE grade 4/C or above, or an equivalent qualification).

Alternative combinations of Level 3 qualifications will be considered, provided the overall requirement of 96 UCAS Tariff points is met. Please note that certain professional bodies may specify particular subject combinations or grades for accreditation purposes. Where applicable, this will be made clear prior to application.

Applicants whose first language is not English must also demonstrate English language proficiency through an approved test. Acceptable qualifications include:

- Common European Framework of Reference (CEFR) level B2
- Pearson PTE Academic Score of 51
- IELTS overall score of 6.0, with no less than 5.5 in each component.

As part of the application process, applicants are required to provide evidence of their qualifications in support of meeting the entry criteria. In some cases, an offer may be made where not all standard entry requirements have been met. Such offers may be conditional or made on a contextual basis. Any specific conditions will be clearly outlined in the offer letter.

All conditions specified in the offer letter must be satisfied before a place on the degree programme can be formally accepted.

5. Mode of study

Once you have accepted your offer, we will confirm your academic calendar, including induction dates and the start date of your first course within the degree programme.

All learning materials are delivered through our Virtual Learning Environment (VLE), Moodle. You will have received your Moodle login details during the application process. Following acceptance of your offer, you will be enrolled onto your designated study pathway, giving you access to your academic calendar, course materials, learner handbook, workbooks and learner support information. All relevant policies and procedures are available on our website.

Teaching is delivered online. Lectures and workshops typically take place two evenings per week, with each course running for up to four weeks. Sessions are delivered via Microsoft Teams, and access links are provided within your Moodle calendar. Each course normally includes four lectures, an assessment workshop and either a small group or one-to-one tutorial. In addition, learners are expected to participate in scheduled support activities, which may include study skills masterclasses, industry guest lectures and progress check-ins with a Programme Support Officer. Multiple support sessions are offered throughout the academic year.

Alongside scheduled teaching and support sessions, learners are expected to undertake independent, self-directed study. The average recommended self-directed study time is approximately 80 hours per course.

6. Changes to delivery

Francis James does not anticipate any immediate changes to the structure or delivery of the degree programme. The programme is subject to regular review throughout the academic year, and any substantive changes would normally be considered and implemented, at most, on an annual basis.

Scheduled teaching sessions will ordinarily take place at the times published in the Moodle calendar. In exceptional circumstances where a session cannot proceed as planned, for example, due to tutor illness or a personal emergency, Francis James will implement its contingency arrangements. Wherever possible, suitable cover teaching will be provided within the same scheduled time slot.

Where cover teaching cannot be arranged, learners will be notified by email as soon as reasonably practicable. In such cases, learners will be provided with guided learning activities to ensure that the relevant teaching content is appropriately covered through structured independent study. All guidance and associated materials will be communicated via Moodle.

7. Assessment

Each course includes at least one summative assessment, which is completed at the end of the course and submitted for marking via Moodle. Learners are required to comply with all assessment regulations, including adherence to academic integrity standards and submission deadlines. Full details of these requirements are set out in the *Assessment Policy*, with summary guidance available on Moodle.

Performance in end-of-course assessments contributes to progression and award decisions. This includes decisions relating to progression to the next level of study and, where applicable, the conferment and classification of an award. Further information is provided in the *Awarding – Awards and Classification Thresholds Policy*.

8. Intellectual Property rights

Learners should be aware of their rights in relation to intellectual property (IP). IP rights may include, for example, patents, trademarks, copyright and design rights, which protect original work, innovations and creative outputs.

In most circumstances, learners will retain ownership of IP created during the course of their studies. However, there are specific exceptions where Francis James may claim ownership or shared rights. These may include situations involving the substantial use of institutional resources, participation in externally funded projects or collaborative work undertaken with staff or external partners. Where such arrangements apply, Francis James will make this clear in advance of the relevant work being undertaken.

9. Right to cancel

As set out in our *Terms and Conditions*, if you accept your offer and subsequently decide not to proceed, you have the right to cancel your acceptance within 14 calendar days. This cancellation period begins on the day after Francis James receives notification of your

acceptance. If the final day of the cancellation period falls on a non-working day, the period will be extended to the next working day. To exercise your right to cancel, you must notify the Francis James' Admissions Team of your decision.

After the 14-day cancellation period has expired, you may still withdraw from the programme; however, fee liability will apply. If you withdraw within 28 days of commencing your studies at any level of the programme, you will be liable for 25% of the full tuition fee for that academic year or level. If you withdraw more than 28 days after the start of your studies, you will be liable for the full tuition fee for that academic year or level.

10. Regulations

By enrolling as a learner with Francis James, you agree to comply with the Regulations in force at the time of your enrolment. These Regulations are published on our website and cover a range of matters including, but not limited to, attendance requirements, academic integrity and conduct, learner behaviour, use of IT systems and artificial intelligence, freedom of speech, assessment procedures, complaints and appeals.

It is your responsibility to ensure that you are familiar with the content of these Regulations. Lack of awareness of the Regulations will not be accepted as a defence in cases where a breach has occurred.

You should also read the *Terms and Conditions* and the *Fee Payment Conditions* carefully before accepting your offer, as acceptance constitutes agreement to be bound by these documents.

11. Further information

If you have any questions about the Regulations, Pre-Contract Information, Terms and Conditions or anything else relating to the degree programme offered by Francis James, please contact us as soon as possible. You should email admissions@francisjames.org.