



University of London Careers Service

Events Terms and Conditions

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1. Introduction

- 1.1. University of London Careers Service (UoLCS) hosts a range of events and activities involving a wide range of organisations. This document outlines our terms and conditions for organisations and individuals engaged with our events and vacancies.
- 1.2. Please read and share this document with any colleagues involved in an event or activity with University of London Careers Service.
- 1.3. We reserve the right to amend these Terms and encourage you to regularly revisit these terms to ensure you are fully aware of them.

2. Definitions

- 2.1. Advert - means our vacancy services.
- 2.2. Audience – may mean our Students, Alumni and or staff of the University of London.
- 2.3. Booking – means your booking for a space at the relevant
- 2.4. Booking Form – means the booking form that sets out the agreement between us.
- 2.5. CareersConnect – also known as TargetConnect our Client Relationship Management for UoLCS and the mechanism used to handle Audience and Organisation bookings, and our vacancy system.
- 2.6. Charge – means the charge payable by you to us in respect of services set out in the Booking Form.
- 2.7. Event – means the event specified in the booking form.
- 2.8. Event Manager – the member of UoLCS allocated to the specified Event.
- 2.9. Member Institutions – means the constituent colleges of the federation of the University of London who supply the academic content of our degree programmes.
- 2.10. Organisation – means any external organisation to University of London, excluding Recognised Teaching Centres.
- 2.11. Recognised Teaching Centres – means the authorised providers of our degree programmes.
- 2.12. Suppliers – means any external Organisation who provides Services so
- 2.13. Services – any additional equipment hired, or other costs incurred as specified in the Booking Form pertaining to specified Event.
- 2.14. University of London Careers Service/UoLCS (al e e e



3. Privacy statement for employers, suppliers, and other external partners.

- 3.1. By registering organisation or user accounts on CareersConnect you agree to abide by the terms and conditions that govern your Organisation and/or User Profile and any opportunities you post on the system.
- 3.2. University of London Careers Service is tasked wi



3.9.4. University of London Careers Service retains the right to suspend, withdraw, discontinue, or change all or any part of CareersConnect without notice.

3.9.5.



4. Advertising Vacancies

5. Vacancy Posting

5.1. All direct opportunities are published free of charge to current students and recent alumni via CareersConnect.

5.2. A charge of £159 + VAT per month per advert is made for Third Party Suppliers and Recruitment Agencies.

BT/ET@0.000008871 0 595.32 841.92 reW*BT/F4 11.04 Tf1 0 0 1 515.262



5.11.5. Involving students sharing or undertaking academic related material for use by other students (e.g Essay Writing Services).

5.11.6. Promoting 'study aids' or natural highs designed to enhance performance.

5.12. Engagement and/or advertising opportunities through our systems does not imply endorsement by University of London.

5.12.1. University of London Careers Service reserves the right for full editorial control over CareersConnect.

5.12.2. University of London Careers Service reserves the right to not approve organisations or adverts or to terminate organisations and adverts and our engagement with these where they breach these terms and conditions or bring the University of London, its Member Institutions, Recognised Teaching Centres or Students in disrepute.

6. Vacancy Posting Terms and Conditions

6.1 We only allow vacancies to be posted for a maximum of six months, after this point they can be extended, but will follow a reapproval process as detailed in Section 4.

6.2 We only advertise commission



Events

9. Event Booking Procedures

9.1



10.6 All events for UoLCS should be conducted in English. While our students are based all around the world our teaching is in English. If there is a specific reason the event is to be conducted in a language other than English this must be agreed by the Engagement Manager.

10.7 We are unable to share identifying student data from our events with external parties. If you wish to collect your own student data this is at your discretion, you are responsible for confidentiality and control of these. University of London Careers Service and the University of London will not be liable for any breach of confidentiality or data protection.

10.7.1 Collection of data should not detract from the event or be a pre-requisite for attendance.

10.8 For our panel discussions and other events, we require a short biography, and where possible a photo, of each speaker to share with students as part of our event marketing.

10.8.1



- 12.1.1.1 you have not made payment of the Charge, where one has been levied, in full 48 hours prior to the relevant Event, or you are otherwise in arrears with respect of any payment due to us;
- 12.1.1.2 you are in material breach of any of your obligations under this agreement and you fail to remedy such breach (where the breach is capable of being remedied) within 7 days following written notice from us requiring you to do so;
- 12.1.1.3 we become aware that the nature of your Booking might prejudice our reputation and/or breach any of our policies (including, without limitation, our



14.4.2. carry out a security risk assessment of the proposed Event, taking into consideration any current threat levels, the size of the event and the estimated number of persons in attendance at any time, and to ensure that

