STUDENT - COLLEGE CONTRACT

August 2019

PLEASE READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR CONTRACT WITH THE COLLEGE

Contract with the College

1. As a student at Oxford University you will be a member both of the University and of one of its Colleges or Permanent Private Halls.

2. You will have two separate contracts: one with the University and one with the College.

3. The purpose of these terms and conditions is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

4. Your contract with the College is made up of:

   a) The documents provided with these Terms and Conditions. These include:
      i. these Terms and Conditions
      ii. the College Handbook, available on the college website: https://www.hertford.ox.ac.uk/and-more/governance
      iii. the Accommodation Licence Agreement
      iv. the Offer Letter from your College

   b) The College Statutes and Bye-laws, and rules and policies made under them (see paragraph 9 below).

5. By accepting your offer from the College, you have agreed to abide by the terms and conditions set out in this contract.
**University and College Membership**

6. You must be a member of a College in order to be a member of the University.

7. Your continuing relationship with the College is linked to your continuing relationship with the University. Similarly, your offer from the College is linked to your offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.

8. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may impose similar, or other appropriate, steps.

**College Statutes, Bye-Laws and Policies**

9. By entering into this contract you agree to comply with the College Statutes and Bye-laws as amended from time to time and with the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them. Links to these are set out at [https://www.hertford.ox.ac.uk/and-more/governance](https://www.hertford.ox.ac.uk/and-more/governance). They include:

   a) the College Handbook, which sets out behaviour which is considered unacceptable by students and which may result in disciplinary action.

   b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations relating to examinations, the ownership and exploitation of intellectual property, harassment, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection.

10. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and Bye-laws and the College Rules, Regulations and Codes of Policy, Practice and Procedure, including the Disciplinary Code. Such action would take place under the appropriate procedure and could result in sanctions including suspension or expulsion.

**Your Responsibilities**

11. You are required to comply with college rules on matters including, but not limited to, behaviour, IT usage, conduct, data protection and academic studies. You should refer to the College Handbook ([https://www.hertford.ox.ac.uk/and-more/governance](https://www.hertford.ox.ac.uk/and-more/governance)).
more/governance). Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion.

12. Hertford College is an academic institution and you have been admitted because you have demonstrated academic ability and promise. To achieve that promise, you undertake to pursue your studies to the best of your ability. All work you submit should be your own work (see the University’s definition of plagiarism https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1; submitting other’s work as your own is a serious academic offence). You undertake to complete the academic tasks which are required of you by any tutor, fellow or lecturer, or other qualified person, assigned by the College (or the University as the case may be) to teach you. These tasks include:

a) undertaking all preparatory work set, such as reading or laboratory work;
b) completion to the best of your ability of all written work required (essays, problem sheets…) by the appropriate deadline;
c) punctual attendance at classes, tutorials and other meetings arranged by academic staff;
d) responding in a timely manner (in term time, within 24 hours) to correspondence with academic staff. At time of writing, email is the normal mode by which staff and students communicate with each other;
e) attendance at University lectures and classes relevant to your curriculum and/or designated by academic staff;
f) sitting of University and internal college examinations (‘collections’), and passing those examinations.

13. If living in college-provided accommodation, you undertake to abide by the regulations and commitments set out in the Accommodation Licence Agreement, as amended from time to time. Failure to do so may lead to your eviction from college accommodation and/or the withdrawal of your rights to be considered for future college accommodation on a temporary or permanent basis. Your acceptance and/or use of keys to college accommodation will be deemed as your acceptance of the Accommodation Licence Agreement, and associated fees and charges in force at the time.

14. You are required to comply with college rules on fees and other charges being paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your University and college fees, which separately form the consideration for your separate University and college contracts. This means that you are paying a set amount of your fees to your
college for college services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details contact student.fees@admin.ox.ac.uk.

15. You are required to comply with college rules on obtaining an appropriate visa if necessary and abiding by any visa conditions. Failure to do so may result in disciplinary sanctions in addition to any legal consequences. Support and information are available from Student Information and at http://www.ox.ac.uk/students/visa.

Teaching Arrangements

16. The College will make provision for students as follows:

For undergraduate courses

a) The College will provide teaching as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes, seminars, and may be carried out by tutorial fellows or other fellows or lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Some teaching will be delivered by the department and this will vary between departments. Given the variation in courses of study, it is not possible to specify a standard amount of teaching for undergraduates in all subjects.

For graduate courses (including research degrees)

b) The College will provide such support as it reasonably decides to be necessary in connection with the pursuit of the relevant course.

Events beyond our control

17. The College will not be liable to you for any loss caused to you under its contract with you which results from events which are beyond the College’s reasonable control, such as: industrial action, acts of God, acts of terrorism, the unanticipated departure or absence of key members of college staff, or failure by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore usual teaching and services.
**Library and IT Facilities**

18. The College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbook, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. The College Computer and IT rules are available at https://www.hertford.ox.ac.uk/and-more/governance.

**Accommodation and Meals**

19. The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the College Handbook, and/or the Accommodation Licence Agreement, which may vary from year to year.

20. The College will provide meals on the terms and conditions set out in the College Handbook, which may vary from time to time.

**Personal Data**

21. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notice (https://www.hertford.ox.ac.uk/privacy). This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at https://compliance.admin.ox.ac.uk/student-privacy-policy.

**Complaints Procedure**

22. The College Complaints procedure including subsequent rights of appeal are explained in the College Handbook.

**Jurisdiction**

23. Your contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.