Hertford College
UNIVERSITY OF OXFORD

STUDENT-COLLEGE CONTRACT

Version 2026

YOU SHOULD READ THIS DOCUMENT CAREFULLY. It contains important information about your contract with the College, including: rules that apply to your conduct, behaviour and use of college services; circumstances when your studies at the College may be suspended or terminated; and how changes might have to be made to teaching or services in certain circumstances.

Preamble

1. As a student (also known as a Junior Member) at the University of Oxford you will be a member both of the University and of one of its Colleges, Societies or Permanent Private Halls. For convenience this document refers to Societies, Permanent Private Halls and Colleges as "Colleges".
2. You will have two separate contracts: one with the University and one with your College.
3. The purpose of this document is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

Contract with the College

4. Your contract with Hertford College is made up of:
    a. The letter ("Offer Letter") from the College making you an Offer of a place;
    b. The terms and conditions set out in this document;
    c. The College Handbook, and any information provided for the guidance of students on the College's intranet or elsewhere, as amended from time to time;
    d. The Accommodation License Agreement;
    e. The College Statutes and Bye laws, and any rules and policies made in accordance with them;
5. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that
    a. you satisfy the financial conditions set out in the Financial Declaration Form that you are required to complete and return to the College; and
    b. you satisfy any academic conditions set out in your Offer Letter.
6. Subject to clause 5, your contract with the College (hereafter the 'contract') will take effect from the date on which the College receives your signed copy of this document. This is the date at which your acceptance of the terms set out here, including those referenced in clause 4 above, will be treated as communicated to College.

7. You are responsible for satisfying any requirements imposed by any department or agency of the United Kingdom Government in connection with your studies, including (but not limited to) any visa requirement. It is a condition of the contract that you obtain any visa or immigration permission that the UK Government requires in connection with the taking up of your Offer, and hold such a visa or permission for the duration of your studies in College. For the avoidance of doubt, this means that the College is entitled to terminate the Contract if you do not obtain, or at some point during your studies in College lose, any required visa or immigration permission.

8. By signing this contract, you confirm that any information submitted with or in relation to your application (whether to UCAS, the University or the College) is true, genuine, accurate, and complete and does not omit any information you have been asked to provide. If failure to meet this condition is discovered after you have communicated your acceptance to College (see Clause 7) but before you have been admitted to the College your contract with the College may be terminated at the College's discretion. If a breach of this term is discovered after you have been admitted to the College, disciplinary proceedings may be bought against you, and for these purposes the College shall be at liberty to treat the breach as having continued until discovery. This may result in sanctions, including expulsion.

9. Your contract with the College is also subject to a condition that you disclose any relevant unspent convictions.

10. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and Bylaws and the College's Rules, Regulations and Codes of Policy, Practice and Procedure, including the Code of Discipline and any HSI as described in clause 12 (c) of this document and the condition described in that clause. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

University and College Membership

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

12. 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 take similar, or other appropriate steps.

Your Responsibilities

13. You are required to comply with the following:

    a) the College's Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/ or amended from time to time. These include (but are not limited to,) the College's rules on behaviour, IT usage, data protection and academic studies. You should refer to the College Handbook, and to supplementary information published on the College's intranet, and elsewhere.

    b) payment of fees and other charges 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 the College for College services and a set amount to the University for University services. The College will collect University fees on behalf of the University. For visiting students, college fees include accommodation and a meal plan.

c) any reasonable measures or instructions given by the College or the University to reduce risk of transmission of illness or infection and behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence or to a term time address, an instruction by the University or the College to leave residence or a term time address, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. In applying such measures or instructions the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during a pandemic, epidemic or local health emergency.

d) immediately declaring to the College if you have any serious and easily transmissible infectious illness or disease (the College, or the University, will inform you if at any point they require students to declare Covid-19 infections), and comply with any required health, testing, isolation or distancing measures or advice given.

e) obtaining an appropriate visa or immigration permission if necessary (see clause 7 above) and abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and promptly provide a copy of your visa/confirmation of immigration status and passport identification page whenever requested by your college or department. If your visa/immigration permission expires during your course and you no longer have valid leave to remain in the UK, or have breached the terms of your student visa, the University may be required to inform UK Visas and Immigration. Failure to comply with these obligations may result in legal consequences for you under UK immigration law, which may affect your ability to complete your studies at Oxford. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Support and information are available from Student Immigration and from the visa and immigration pages of the University website.

f) managing, and taking responsibility for, your own academic studies. This will include submitting work when required to do so, sitting collections and penal collections when required to do so, meeting College and University submission deadlines and attending tutorials, classes, lectures, and meeting other academic requirements.

Teaching Arrangements

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

a) For undergraduate courses such teaching and other provision 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 Tutors 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 may be delivered by the department. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects. Visiting students will normally have 12 tutorials a term, 8 in one

subject and 4 in a second subject. In subjects such as economics or maths the teaching may be delivered via classes.

b) For graduate courses (including research degrees) the College does not teach or deliver programmes but will make such other provision as it reasonably decides to be necessary to support the pursuit of the relevant course.

15. Where a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness arises or has already arisen, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by those bodies or by the UK Health Security Agency, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through Colleges.

16. Examples of measures the College may take in the circumstances identified in clause 16 include:

a) providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;

a) moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);

b) teaching at evenings, weekends or outside Full Term;

c) requiring students to comply with other health and safety measures which the College deems necessary; which are specific to particular sites or activities, which may be in addition to any HSI;

d) staggering attendance by students so that for part of the term you are not allowed physically to attend the College;

e) varying, limiting or cancelling any course content, or optional modules;

f) varying, limiting or cancelling access to any University or College services or facilities;

g) varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);

h) varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.

17. No refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness or by compliance with guidance from Public Health England. The College will also not be liable for any consequential losses or expenses you may incur (e.g. travel or accommodation costs) as a result of any such pandemic, epidemic or health emergency measures.

Events beyond our control

18. The College will not be in breach of its obligations under the contract, nor liable to you for any loss caused to you under the contract which results from events which are beyond the College's reasonable control, such as: pandemic, epidemic, or a local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, government order or law, action by any governmental authority, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services. More information is available in the Student Protection Plan on the University website at https://academic.admin.ox.ac.uk/student-protection-plan. This paragraph is not intended to restrict any legal rights where doing so would be unlawful (e.g. under consumer law).

Library and IT Facilities

19. Subject to clauses 15 and 16 above, 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.

20. All Hertford members are bound by University ***regulations relating to the use of Information Technology Facilities***, which can be reviewed at https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002. Please pay particular attention to section 6, subsection 9 which maintains that IT facilities (including network connections) must not be used in any way which infringes copyright. Acquisition and/or distribution of copyrighted materials (e.g. TV, movies, or music, via methods such as torrenting) are easy to detect, actively monitored for, and will be met with punitive action including (but not limited to) a fine. The College imposes the following additional regulations:

    a. The use of personal Wi-Fi routers, Wi-Fi extenders, or similar technology is prohibited on all college properties, as they create interference which degrades existing Wi-Fi provision.

    b. Printers and other devices which support Wi-Fi Direct or similar technologies (i.e. those which broadcast a Wi-Fi network to which you can connect) must have this feature switched off, as they create interference which degrades existing Wi-Fi provision.

    c. Your personal password for the Hertford Wi-Fi network must never be shared; all activity logged against any given password will be attributed to the person who created it.

Accommodation and Meals

21. Subject to clauses 15 and 16 above, the College will maintain a stock of residential accommodation that will 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 Accommodation License Agreement, which may vary from year to year.

22. Subject to clauses 15 and 16 above, the College will provide meals on the terms and conditions set out in the College Handbook or elsewhere, which may vary from time to time.

Personal Data

23. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notice at 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

24. The College Complaints procedure is set out on the College's intranet.

Amendment

25. The terms of this document may be unilaterally amended by the College as a consequence of changes from time to time to National, University or College legislation, statutes, regulations or guidance. You will receive notification of material changes and any consultation process within which you may make representations prior to the change taking effect.

Jurisdiction

26. The contract 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.

Declaration

I confirm that I have read and understood the Hertford College Handbook for Junior Members, including the Accommodation Agreement governing the provision of residential accommodation by Hertford College, and that I will observe and be bound by the regulations that are contained in it concerning my conduct and use of College facilities.

Print name _____

Signed _____

Dated / /