



# NUFFIELD COLLEGE

## STUDENT-COLLEGE CONTRACT

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

### Contract with the College

1. As a matriculated student at Oxford University you will be a member both of the University and of one of its Colleges or Permanent Private Halls. For convenience this document refers to both Permanent Private Halls and Colleges as “Colleges”.
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 following documents:
    - i. these Terms and Conditions;
    - ii. the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/About/Administration/Documents/Nuffield%20Student%20Handbook.pdf>). The College Student Handbook is updated every summer, and all students then become bound by the updated version from the beginning of the ensuing Michaelmas term. We draw students’ attention to any important changes to the handbook each year. Typical changes might be updates to various College charges (e.g. meals, printing), or the inclusion of a new policy and procedure, or updating information on student welfare provision;
    - iii. the student tenancy agreement (where relevant, students will be asked to sign the tenancy agreement when they arrive in College; a sample tenancy agreement can be viewed on the College website here: <https://www.nuffield.ox.ac.uk/study%20here/Documents/Sample%20Nuffield%20Tenancy%20Agreement.pdf>); and
    - iv. your original Offer Letter from the College together with the subsequent letter from the College confirming your offer.
  - b) The College’s Statutes and By-Laws, and rules and policies made under them (see paragraph 9 below).

5. You will enter into your contract with the College before you begin your studies at the University and the College.

### 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 your College is linked to your continuing relationship with the University. Similarly, your Offer from your 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 sanctions, the College may impose similar, or other appropriate sanctions.

### College Statutes and By-Laws, Rules and Policies, and the College Student Handbook

9. By entering into this contract you agree to comply with the College Statutes and By-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. These are available on the College website here <https://www.nuffield.ox.ac.uk/study%20here/Pages/Further%20information.aspx>. They include the College Student Handbook which sets out regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour. By entering into this contract, you confirm that you have read and understood the regulations set out in the College Student Handbook.
10. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and By-Laws and the College Rules, Regulations and Codes of Policy, Practice and Procedure, including the disciplinary procedures. 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:
  - a) matters including, but not limited to, behaviour, IT usage and academic studies. You should refer to the College Student Handbook available on the College website here: <https://www.nuffield.ox.ac.uk/About/Administration/Documents/Nuffield%20Student%20Handbook.pdf>.
  - b) 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 fees and charges due to the University and to the College may, after consultation with relevant committees with student representation (in so far as concerns College charges), vary from year to year.

The College will collect University fees and transmit them to the University. Failure to pay fees and charges when due may lead to the imposition of sanctions by the College (see sections 4.1-4.4 and 8.4 of the College Student Handbook).

- c) 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

- 12. The College will provide its graduate students on both taught and research degree courses with such support as it reasonably decides to be necessary in connection with the pursuit of the relevant course.

### Library and IT Facilities

- 13. 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 Student Handbook, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.

### Accommodation and Meals

- 14. The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and on the terms and conditions and in accordance with the procedures set out in the College Student Handbook and the student tenancy agreement (available on the College website here: <https://www.nuffield.ox.ac.uk/study%20here/Pages/Further%20information.aspx>), both of which may vary from year to year.
- 15. The College will provide meals on the terms and conditions set out in the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/About/Administration/Documents/Nuffield%20Student%20Handbook.pdf>), which may vary from time to time.

### Personal Data

- 16. By signing and returning this document, you agree to the collection, processing and use of individual personal data (including in appropriate circumstances, sensitive personal data) by the College for purposes connected with your studies, for the protection of health and safety whilst on College premises, for maintenance of alumni relations, and for any other lawful purposes. This includes information which you supplied in connection with your application to study. You also agree to the sharing by the College of such data for the same purposes with the University. This will be done in accordance with the principles set out in the Data Protection Act 1998 (see <http://www.legislation.gov.uk/ukpga/1998/29/contents>).

## Complaints Procedure

17. The College Complaints procedure including subsequent rights of appeal are explained in the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/About/Administration/Documents/Nuffield%20Student%20Handbook.pdf>), or equivalent document.

## Jurisdiction

18. 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.

**SIGNED for and on behalf of  
NUFFIELD COLLEGE IN  
THE UNIVERSITY OF OXFORD**

**Name:**

**Position:**

**Date:**

**SIGNED by the STUDENT**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please sign and return one copy of the contract either by email to [graduate.admissions@nuffield.ox.ac.uk](mailto:graduate.admissions@nuffield.ox.ac.uk) (in a scanned pdf format) or by post to the Senior Tutor, Nuffield College, New Road, Oxford, OX1 1NF, or bring it with you when you attend the registration session in College on Wednesday 27 September 2017. You should retain a second copy for information.