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 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/go/student-handbook). 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 Licence to Occupy for student accommodation (where relevant, students will be asked to sign the Licence to Occupy when they arrive in College; a sample Licence to Occupy can be viewed on the College website here: https://www.nuffield.ox.ac.uk/media/1457/licence-to-occupy-nuffield.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/the-college/policies-and-resources/](https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/).

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 (examples are regulations relating to harassment, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection).

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/go/student-handbook](https://www.nuffield.ox.ac.uk/go/student-handbook).

   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 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. For more details contact student.fees@admin.ox.ac.uk. 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 including maximum permitted working hours and the types of work allowed. 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.

### Events beyond our control

13. 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 support services.

### Library and IT Facilities

14. 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

15. 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 Licence to Occupy for student accommodation (available on the College website here: https://www.nuffield.ox.ac.uk/go/student-handbook and https://www.nuffield.ox.ac.uk/media/1457/licence-to-occupy-nuffield.pdf), both of which may vary from year to year.

16. 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/go/student-handbook), which may vary from time to time.

### Personal Data

17. The College will collect and use information about you in accordance with its obligations under the Data Protection Act 2018 (which is the UK’s implementation of the General Data Protection Regulations), and more specifically in accordance with the principles set out in the College’s privacy notice for current students and applicants who have accepted a College offer. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. All our privacy notices are available on our website at https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/. In addition, the University has its own privacy notice at https://compliance.admin.ox.ac.uk/student-privacy-policy.
Complaints Procedure

18. 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/go/student-handbook).

Jurisdiction

19. 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: ____________________
Signature: ____________________
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 (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 2nd October 2019.

You should retain a second copy for information.