

THE UNIVERSITY OF OXFORD
UNIVERSITY- STUDENT RELATIONSHIP AGREEMENT
EXCHANGE STUDENTS¹



*PLEASE READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION
ABOUT YOUR RELATIONSHIP WITH OXFORD UNIVERSITY*

Relationship with the University

1. As an exchange student at Oxford University (“the University”) you will be a member of one of the University’s colleges, societies or permanent private halls. For convenience this document refers to permanent private halls, societies and colleges as “colleges”.
2. If you are on a course in which you sit University examinations, you will be a “matriculated” student, which means you are formally a member of the University.
3. The purpose of this Agreement is to explain the key aspects of your relationship with the University. These are set out in
 - a. The documents provided with this agreement. These include:
 - i. this agreement;
 - ii. the Student Handbook;
 - iii. the core information about your course of study provided by your college or department; and
 - b. The University’s Statutes and Regulations, and rules and policies made under them (see paragraph 8 below).
4. You agree to abide by the terms of this agreement by taking up your place at the University.

University and College

5. Your continuing relationship with the University is linked to your continuing relationship with your college.
6. If your college membership is terminated (eg for breach of college rules and regulations), your relationship with the University will also end. If you are suspended by your college, or subject to other disciplinary or procedural measures, the University may impose similar steps.

University Statutes, Regulations and Policies

7. You agree to comply with the University’s Statutes and Regulations as amended from time to time and with the Statements and Codes of Policy, Practice and Procedure which are made under them. Links to these are set out at <http://www.admin.ox.ac.uk/statutes/>, <http://www.admin.ox.ac.uk/iso/statutes/> and <http://www.admin.ox.ac.uk/examregs/>. They include:

¹ This agreement is for students on exchange programmes who do not pay Oxford University fees, either directly or through an intermediary such as a Home Institution. For visiting students or matriculated non-award students, please refer to separate documentation.

- a. the University's Code of Discipline under Statute XI. This sets out behaviour which is considered unacceptable by students and which may result in disciplinary action; and
 - b. other regulations concerning your studies, 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.
8. The key provisions which you need to be aware of are summarised in your Student Handbook and in this agreement.
 9. You agree that the University may take disciplinary action against you for breach of its Statutes and Regulations and the Statements and Codes of Policy, Practice and Procedure, including the Code of Discipline. Such action would take place under the appropriate procedure and could result in sanctions including suspension or expulsion.

Your Responsibilities

10. It is your responsibility:
 - a. to act as a responsible member of the University's community, including treating other members of the community and the public with courtesy and respect.
 - b. to progress your own academic studies. This will include submitting work when required to do so, meeting college and University deadlines and attending tutorials, classes and lectures.
 - c. to seek help or raise concerns if you are having difficulty in any area of your academic or pastoral life. A wide range of support is available from your college, central University services and fellow students. Further details of who to contact are set out in section 3 of the Student Handbook and will be available from your college.
 - d. to follow good academic practice, including following the University's policies on plagiarism, academic integrity in research and conflicts of interest. More information is available at sections 8.7, 11.5 and 11.6 of the Student Handbook.
 - e. to obtain an appropriate visa if necessary and abide 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>.

Living Expenses

11. You will normally live in Oxford during your course and will need to pay for your living costs such as food, accommodation, and personal items, unless this is covered by your home institution.
12. If you are going to be living in college accommodation, that will be the subject of a separate contract with your college.
13. Information on the likely range of living costs in Oxford is available at <http://www.ox.ac.uk/students/fees-funding/living-costs>.

Intellectual Property

14. The University's position regarding ownership of Intellectual Property in students' work is set out in Statute XVI and is summarised in section 7 of the Student Handbook.

15. This may be different if your home institution has agreed a different arrangement with the University. If in doubt you should check with your home institution.

Personal Data

16. The University will collect and use information about you in accordance with the principles set out in the University's student fair processing notice at <http://www.ox.ac.uk/students/life/it/studentrecord/data>. This includes ensuring that your data will only be used in a way which is fair, lawful and secure.

Complaints Procedure

17. Your home institution may require you to make any complaints directly to them, rather than to the University.
18. For other students, the University's complaints procedure is explained in section 11 of the Student Handbook. Student complaints about University matters should be made to the Proctors' Office. There may be a subsequent right to complain to the Office of the Independent Adjudicator.