

**THE UNIVERSITY OF OXFORD**  
**TERMS AND CONDITIONS FOR**  
**MATRICULATED NON-AWARD STUDENTS <sup>1</sup>**



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

**Contract with the University**

1. As a student at Oxford 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. Although your main relationship will be with your college, you will also have a separate contract with the University.
3. The purpose of these Terms and Conditions is to set out the contractual basis for your relationship with the University, and to draw your attention to key terms.
4. Your contract with the University is made up of:
  - a. The documents provided with these Terms and Conditions. These include:
    - i. these Terms and Conditions;
    - ii. the Student Handbook;
    - iii. the core information about your course of study provided by your college; and
  - b. The University's Statutes and Regulations, and rules and policies made under them (see paragraph 10 below).
5. The University's formal offer of a place is made through your college offer letter (the "Offer").
6. You will enter into your contract with the University when you accept your Offer.
7. Please note that your Offer may be subject to academic and/or financial conditions.

**University and College Contracts**

8. Your continuing relationship with the University is linked to your continuing relationship with your college. If you decline the Offer, or if you fail to meet the conditions of the Offer, you will lose your place at both the University and your college.
9. If your college membership is terminated (eg for breach of college rules and regulations), your contract 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**

10. By accepting your Offer 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,

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<sup>1</sup> For exchange students who do not pay Oxford fees (whether directly or through an intermediary) or Visiting Students, please refer to the Exchange Student Agreement or the Visiting Students Agreement.

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:

- 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 (if applicable), 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.
11. The key provisions which you need to be aware of are summarised in your Student Handbook and in these Terms and Conditions.
12. By accepting your Offer 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**

13. 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 provided in your College Handbook.
  - 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 ensure that your fees and other charges are paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party.
  - f. 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>.

### **Fees and Payment**

14. Details of the fees and charges you will have to pay the University and college will be provided to you by your college or home institution either before or with your college offer letter.
15. If your course spans two academic years, University and college fees and charges will usually increase annually.

16. In deciding the annual level of increase, the University and colleges will take into account a range of factors, including rises in the costs of delivering the programme, and changes in government funding. The increase will not exceed 4% each year, or the Retail Price Index (RPI) if higher.
17. You must usually pay your University and college fees (where appropriate) in full for the year before or at the outset of your course, according to your college's requirements. This may be different if your fees are being paid through your home institution or a government loan system and in either case you should notify the college in advance.
18. Failure to pay fees and charges when due may lead to sanctions, including suspension or termination of your membership of your college or your contract with the University.

### **Living Expenses**

19. 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 being covered by your home institution.
20. You will have a separate contract with your college in relation to college accommodation, the cost of which may be included in your college fees.
21. Information on the likely range of living costs will be provided with your college offer letter. You should allow for an estimated increase in living expenses of 3% each year.

### **Intellectual Property**

22. 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.

### **Personal Data**

23. 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**

24. 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.

### **Jurisdiction**

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