

THE UNIVERSITY OF OXFORD
CONTINUING EDUCATION
OPEN ACCESS TERMS AND CONDITIONS



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

Contract with the University

1. 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.
2. Your contract with the University is made up of:
 - a. these Terms and Conditions,
 - b. the course description on the course web page which is available through the following link: [Department of Continuing Education search page](#) (you should consider printing a copy of the course web page as a record of the information provided), and
 - c. the University's Statutes and Regulations, and rules, procedures and policies made under them (see paragraphs 6 to 9 below).
3. You will enter into your contract with the University when you pay the full amount of the compulsory fees and charges for your course (see paragraphs 11 to 14 below).
4. You will enter into this contract with the University even if your fees are paid by a third party on your behalf.
5. Your registration and your continued attendance on your course are conditional upon you providing true, genuine, accurate and complete information (ie not omitting information you have been asked to provide) in your application form and on you meeting any academic conditions of your offer.

University Statutes, Regulations and Policies

6. By paying your fees 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. They include:
 - a. the University's Code of Discipline under [Statute XI](#);
 - b. other regulations concerning your studies, conduct and behaviour, including regulations relating to harassment, the use of IT facilities, health and safety, and legislative requirements such as data protection;
 - c. any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic, epidemic or local health emergency. HSI means any University code, policy or guidance issued in such circumstances.

If an HSI is in force you must comply with it as a condition of in-person access to teaching and facilities, and may be disciplined for non-compliance;

- d. the duty to behave in accordance with the [University's Code of Practice on Freedom of Speech](#); and
 - e. The Department for Continuing Education's ("Department's") policies and guidance as amended from time to time.
7. The Department's webpage at [Policies and Guidance](#) contains links to the key Departmental and University policies which you need to be aware of and comply with.
8. You may be removed or suspended from the course if the University considers that you are in breach of any of these rules including the Code of Discipline, or if you are found to have breached any HSI applicable during a pandemic, epidemic or local health emergency.
9. You are only permitted to access or use University land, premises, facilities or services to the extent that this is applicable to your course and for the academic, welfare, leisure or sporting purposes for which such premises, facilities or services have been provided, or for meetings and events for other purposes where the [University's Code of Practice on Freedom of Speech](#) has been complied with. Misuse of, unauthorised access to or use of, or occupation of University land, premises, facilities or services, and/or activities which prevent or substantially limit or impede authorised access or use by University students or staff, or which attempt to do so, are not permitted and may result in your contract with the Department being terminated immediately, and/or you being reported to the police and/or civil legal action against you.

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, dignity and respect, and to behave in a manner consistent with the University's [Equality Policy](#).
- b. to comply with any measures or instructions given by the University to reduce risk of transmission of any illness or to safeguard health during a pandemic, epidemic or local health emergency, including any HSI (eg wearing a face-mask, using hand sanitiser, or following distancing procedures, if required). If your course involves access to any in-person services (eg to attend in person at seminars, lectures, accommodation, library services, museums or any other University or college premises) then you must immediately declare to the Department if you have any serious and easily transmissible infectious illness (and the University will inform you if at any point it requires students to declare Covid-19 infections).
- c. to follow good academic practice, including following the University's policies and guidance on conduct during assessments, plagiarism, and conflicts of interest.
- d. (for courses taught in person in Oxford) to obtain an appropriate visa or immigration permission if necessary, abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and

provide a copy of your visa/immigration status and passport page when requested by the 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 with the Department. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Affected students are encouraged to seek support and information from the Department.

- e. for courses taught wholly or partly online, to act in accordance with the Department's [Netiquette Guidelines](#).
11. If you are alleged to have breached the University's Statutes, Regulations, rules, procedures or policies, or if you fail to comply with clause 10 above, it would be impractical for the University to follow every stage of its usual disciplinary processes, because these have been designed for students on longer courses and it is in your interests to try to resolve matters as quickly as possible. An alleged breach may be referred to the Academic Director of the Programme (or their delegate) for consideration and they may, acting reasonably, impose immediate restrictions on access to premises, facilities, teaching or materials and/or terminate your participation in the Programme (and notify your funder if your fees are being paid by a third party). Given the short duration of the course, decisions made by the Academic Director of the Programme (or their delegate) under this clause are final.

Fees and Payment

12. Details of the fees and charges you will have to pay are set out on the course web page.
13. You (or a third party paying fees on your behalf) may pay your fees and other charges:
- a. through the 'Pay' link within the online enrolment process; or
 - b. by post with a written application. Details of how to pay are given on the application form. In this case your fees will be received and your enrolment accepted when the cleared funds enter the University's bank account.
 - c. It is your responsibility to ensure that the University's course fees and all other charges relating to the course (some of which may be subject to a separate agreement) are paid by the deadline notified. You are responsible for any non-payment even if your fees are being paid by a third party.
14. The University reserves the right to refuse you admission to your course if you have not paid all compulsory fees and other charges before the course starts.
15. All payments must be in GB Pounds Sterling. You must pay any currency conversion costs or other charges incurred in making the payment or in processing a refund.

Cancellations and Refunds – within 14 days

16. You have the right to cancel your contract at any time within 14 days of its commencement (i.e. when you pay your fees, see clause 3 above). You will receive a full refund of any payments you have made.
17. If you choose a course that is due to commence within 14 days of purchase and then wish to cancel after your course has started, you will be required to pay for any part of your course which has already taken place and for any course materials, services, or sundry items which have been provided to you or purchased on your behalf.
18. To cancel within 14 days please inform us in writing, preferably by email to the course administrator, or alternatively by post to: University of Oxford Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, United Kingdom. Please write the name of your course in the subject-line of your email or on the envelope. You may use the cancellation form provided with the acknowledgement email or letter if you wish, but you are not obliged to do so.

Cancellations and Refunds – after 14 days

19. If you cancel your place on a course at any time after expiry of the 14-day period you will not be entitled to a refund, except in exceptional circumstances, at the discretion of the University. If a refund is made an administration fee of up to £200 may be charged.
20. In exceptional circumstances you may be able to transfer your enrolment to a different Continuing Education course, or substitute a different student onto the same course, subject to any administration fees. Course fees already paid can be transferred to the new course, and any outstanding balance must be paid in full before the place can be confirmed. No refund will be given if the difference in price between the course you originally booked and the new course is less than £75.
21. To cancel after 14 days, or to ask to transfer or substitute someone else, please write to us, preferably by email to the course administrator, or, alternatively, by post to: University of Oxford Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, United Kingdom. Please write the name of your course in the subject-line of your email or on the envelope. You should include all the relevant details including your and any substitute's names, and the name of any course you wish to transfer to.

Cancellation by us

22. Where there are good reasons to do so the University may cancel your course by giving you notice in writing at any time before the course is due to start. The University will endeavour to offer a transfer to another course if practical and acceptable to you, subject to payment or refund of any difference in the purchase price, but if no acceptable alternative can be offered it will refund all fees paid by you.
23. The University's liability when it cancels a course will be limited to a refund of any fees or charges paid for the cancelled course, and to a refund of received University accommodation fees (if booked through the Department for Continuing Education). For partial cancellation of a course, such refunds will be made on a proportionate basis, subject to paragraphs 27 and 28 below applicable to circumstances connected to a pandemic, epidemic or local health emergency. Consideration of whether any

refunds are applicable, and the level of any refunds, will take into account the fact that the Department's courses that include elements which are usually provided face to face or in person (e.g. accommodation and/or meals during residential courses, field trips and study tours) are subsidised by fees received across the whole Department.

Changes to Courses – General Provisions

24. The University will seek to deliver each course in accordance with the description set out on your course web page.
25. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after enrolment. The University therefore reserves the right to make reasonable changes to:
 - a. the timetable, location or academic staff specified for a course; and
 - b. the content and syllabus of a course.
26. In exceptional circumstances we may need to suspend, discontinue or combine courses. This may be because of academic changes within subject areas, or as a result of low student numbers on a course.

Changes as a result of a pandemic, epidemic or local health emergency

27. In addition to the above, where a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness occurs, the University may make reasonable changes to comply with government or local authority regulations or guidance, 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. If it makes such changes the University will inform you and will ensure that the key learning outcomes of your course are still provided. The University will also provide broadly equivalent teaching and assessment services, and key University services by alternative means, if reasonably possible, although the manner of delivery may need to change. Examples of possible changes under this paragraph are explained in the [Changes to Courses Policy](#) (which applies to all courses offered by the Department).
28. Subject to paragraph 27, 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. The University 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.

Other changes

29. Other changes to facilities, premises or services which do not concern course provision, and which provide an equivalent service, may need to be made from time to time for operational, legal/regulatory or other reasons. Wherever possible, you will be notified of such changes in advance.

Events beyond the University's control

30. The University will not be in breach of its obligations under its contract with you, nor liable to you for any loss caused to you under its contract with you, where the breach or loss results from events which are beyond the University's reasonable control. Examples of events which may fall into this category include: a pandemic, an 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 University staff; or failure or delay by third party suppliers and subcontractors. In such circumstances the University will take reasonable steps to mitigate the impact on you and to restore teaching and services. This paragraph is not intended to restrict any legal rights where doing so would be unlawful (eg under consumer law).

Discount vouchers

31. Voucher discounts (also referred to as "promotional/promo codes") do not apply to accommodation or catering that you may book as part of your course registration.
32. Vouchers cannot be used in conjunction with any other offer and only one voucher may be used per term for Day and Weekend events.

Personal Data

33. The University will collect and use information about you in accordance with the principles set out in the [University's Student Privacy Policy](#) on the University website. This includes ensuring that your data will only be used in a way which is fair, lawful and secure.

Complaints Procedure

34. If you have a complaint you should follow [Continuing Education's Complaints Policy](#) available on the Department's website.

Termination

35. Your contract with the University will end in the following circumstances:
- a. when you finish your course or if you cancel or withdraw from your course and so cease to be a current student;
 - b. if the Department exercises its right to cancel or discontinue your course under paragraphs 22, 23, 26 and/or 27 above;
 - c. if you cease to be a current student as a result of a University or Department procedure such as a disciplinary procedure; or
 - d. if you fail to comply with paragraph 5 above.
36. The following terms will survive termination of your contract with the University for any reason:
- a. terms relating to personal data as described at paragraph 33 above; and

- b. terms relating to University procedures to the extent that they relate to events that occurred prior to termination including the complaints procedure, the disciplinary procedure, the harassment procedure and/or the academic integrity in research procedure

Jurisdiction

37. 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.