

# ST HUGH'S COLLEGE, OXFORD



## STUDENT - COLLEGE CONTRACT

*Please read this document carefully, then sign and return it to the College Office  
It contains important information about your contract with the College.*

### Preliminary

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 Societies, Permanent Private Halls and Colleges as "Colleges".
2. You will have two separate contracts: one with the University and one with your 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 formal documents provided to new students include:
    - i. these Terms and Conditions;
    - ii. the College Student Handbook
    - iii. the accommodation contract
    - iv. the Offer Letter from the College
  - b) The College Statutes and Bylaws, 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/or the College.
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 your 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 disciplinary or procedural measures, the College may take similar, or other appropriate steps.

### The Contract with St Hugh's College

#### College Statutes, Bylaws and Policies

9. By entering into this contract you agree to comply with the College Statutes and Bylaws as amended from time to time and with the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them. Links to these are set out at [www.st-hughs.ox.ac.uk/discover/governance/](http://www.st-hughs.ox.ac.uk/discover/governance/), they include:
  - a) The College's Bylaws and Student Handbook. These set out the standard of behaviour expected of students, any breach of which may result in disciplinary action.

- b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, 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.
10. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and Bylaws and the College Regulations and Codes of Policy. 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, conduct, data protection and academic studies. You should refer to the College's Student Handbook.
  - b) fees, fines 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. The College will collect University fees and transmit them to the University. For more details contact [student.fees@admin.ox.ac.uk](mailto:student.fees@admin.ox.ac.uk).
  - 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 [www.ox.ac.uk/students/visa](http://www.ox.ac.uk/students/visa).

### **Teaching Arrangements**

12. The College will make provision for students as follows:
- a) For undergraduate courses as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes, seminars, and may be carried out by tutorial fellows or other fellows or lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Some teaching will be delivered by the department and this will vary between Colleges. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.
  - b) For graduate courses (including research degrees) the College will provide 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 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 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 or on the website, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. Library rules and information can be found online here: [www.st-hughs.ox.ac.uk/currentstudents/library/](http://www.st-hughs.ox.ac.uk/currentstudents/library/); IT regulations can be found here: [www.st-hughs.ox.ac.uk/wp-content/uploads/2014/12/IT-Acceptable-Use-Policy-June-2016-1.pdf](http://www.st-hughs.ox.ac.uk/wp-content/uploads/2014/12/IT-Acceptable-Use-Policy-June-2016-1.pdf)

### **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, if so, this will be provided on the terms and conditions and in accordance with the procedures set out in the College Student Handbook, and/or Licence to Occupy, which may vary from year to year.  
[www.st-hughs.ox.ac.uk/currentstudents/accommodation/](http://www.st-hughs.ox.ac.uk/currentstudents/accommodation/)
16. The College will provide meals on the terms and conditions set out in the College Student Handbook [www.st-hughs.ox.ac.uk/discover/governance/](http://www.st-hughs.ox.ac.uk/discover/governance/) which may vary from time to time.

### **Other provisions**

17. Students are encouraged to give feedback on the College's provisions, and their experience of life at the College, whether to the relevant College Officer, or through the online Academic Feedback form.

### **Personal Data**

18. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notice [www.st-hughs.ox.ac.uk/wp-content/uploads/2018/05/Privacy-Notice - Student-Data.pdf](http://www.st-hughs.ox.ac.uk/wp-content/uploads/2018/05/Privacy-Notice_-_Student-Data.pdf) . This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at <https://compliance.admin.ox.ac.uk/student-privacy-policy>

### **Complaints Procedure**

19. The College Complaints procedure including subsequent rights of appeal are explained in the College Bylaws, at Appendix N [www.st-hughs.ox.ac.uk/wp-content/uploads/2014/12/Bylaws-March-2018.pdf](http://www.st-hughs.ox.ac.uk/wp-content/uploads/2014/12/Bylaws-March-2018.pdf).

### **Jurisdiction**

20. 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.

### **Agreement**

21. I hereby confirm that I have read and understood the terms and conditions of membership of St Hugh's College.
22. I understand that it is my responsibility to check the College's website and keep myself informed of updates to these terms and conditions.

23. I agree to abide by the terms and conditions (as may be updated from time to time) for the duration of my membership of St Hugh’s College.

<b>Print full name</b>	
<b>Signature</b>	
<b>Date</b>	

**A copy of this contract is available on the College website for you to refer to [www.st-hughs.ox.ac.uk/discover/governance/](http://www.st-hughs.ox.ac.uk/discover/governance/)**