



STUDENT-COLLEGE CONTRACT

PLEASE READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR CONTRACT WITH NEW COLLEGE

Contract with the College

1. As a student at Oxford University you will be a member both of the University and a College.
2. You will have two separate contracts: one with the University and one with New College.
3. The purpose of these terms and conditions is to set out the contractual basis for your relationship with New College, and to draw your attention to key terms.
4. Your contract with the College is made up of:
 - a) The documents provided with these Terms and Conditions. These include:
 - i. these Terms and Conditions;
 - ii. the Dean's Handbook: <http://www.new.ox.ac.uk/deans-handbook>
 - iii. the Offer Letter from your 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.

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 New College is linked to your continuing relationship with the University. Similarly, your offer from New 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 New College and the University.
8. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of New 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, 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 <http://www.new.ox.ac.uk/policy-documents>. They include:
 - a) The Dean's Handbook <http://www.new.ox.ac.uk/deans-handbook>. This sets out behaviour which is considered unacceptable by students and 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 Rules, Regulations 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

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 Handbook.
- b) plagiarism. All of your work for your degree must be your own and must not assist others in any academic dishonesty (for example by writing 'essays for hire'). You will not make use of any unfair means in examinations (whether public examinations or College collections). You are required to read the University's policy 'University of Oxford Good Academic Practice' to be found via the quick link at <http://www.new.ox.ac.uk/deans-handbook>. If you do not understand any aspects of the policy or of these rules then you are required to seek guidance from the College.
- c) 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 College will collect University fees and transmit them to the University. In the event of incurring any debt with New College for University fees, accommodation or any other item incurred on battels, you will be liable, on notification from the Bursar, to pay an interest charge of 5% above the NatWest plc base rate prevailing from time to time, and also an administrative charge at a figure to be determined from time to time, such interest to run, and such charge to take effect, from the time when you should have settled your battels or from such later time to which you may agree with the Bursar that payment may be postponed.
- d) obtaining an appropriate visa if necessary and abiding 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>

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 tutors 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.

Library and IT Facilities

13. 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 Dean Handbook's, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College: <http://www.new.ox.ac.uk/deans-handbook>. You will conform to the detailed regulations concerning the use of the College Library and, specifically, accept that defacing, damaging, or stealing books and journals could lead to expulsion from New College and the termination of your course of study at the University of Oxford. You will also agree not use New College computing facilities, including College links to the internet, to disseminate any material which might be defamatory (i.e. damaging to the reputation) of any individual or corporate body, and not to transmit or receive any material which might be classified as obscene or pornographic under relevant UK legislation.

Accommodation and Meals

14. 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 Dean's Handbook, which may vary from year to year: <http://www.new.ox.ac.uk/deans-handbook>.
15. The College will provide meals on the terms and conditions set out on the College's website (<http://www.new.ox.ac.uk/meals>), which may vary from time to time.

Personal Data

16. By signing and returning this document, you agree to the collection, processing and use of individual personal data (including in appropriate circumstances, sensitive personal data) by the College for purposes connected with your studies, for the protection of health and safety whilst on College premises, for maintenance of alumni relations, and for any other lawful purposes. This includes information which you supplied in connection with your application to study. You also agree to the sharing by the College of such data for the same purposes with the University. This will be done in accordance with the principles set out in the Data Protection Act 1998: <http://www.legislation.gov.uk/UKPGA/1998/29/contents>

Complaints Procedure

17. The College Complaints procedure including subsequent rights of appeal are explained on page 1 of the Dean's Handbook: <http://www.new.ox.ac.uk/deans-handbook>.



NEW COLLEGE
UNIVERSITY OF OXFORD

Tuition Office
New College
Holywell Street
Oxford
OX1 3BN

Jurisdiction

18. 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

Date

Print Name