



ST. JOHN'S COLLEGE  
Oxford  
OX1 3JP

## STUDENT-COLLEGE CONTRACT

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

### Contract with the College

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 both 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 documents provided with these Terms and Conditions. These include:
    - i. these Terms and Conditions;
    - ii. the College Undergraduate Student Handbook, available on the College website and provided in hard copy for new students;
    - iii. accommodation contract;
    - iv. 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 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.

### **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 <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>. They include:
  - a) The College's Undergraduate Student 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, Bylaws and Policies, 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, conduct, data protection and academic studies. You should refer to the College Undergraduate Student Handbook.
  - b) 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 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 abide 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 <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.

### **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 unanticipated 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 Undergraduate Student Handbook or equivalent document, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. The College's IT policy is available at <https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/>

### **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 Undergraduate Student Handbook or equivalent document, and/or accommodation contract, which may vary from year to year. The College's Domestic Arrangements are available at <https://www.sjc.ox.ac.uk/current-students/accommodation/>

16. The College will provide meals on the terms and conditions set out in the College Domestic Arrangements, which may vary from time to time.

### Personal Data

17. The College will collect and use information about you in accordance with the principles set out in the College's Privacy Notices [<https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/gdpr-framework/>]. 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

18. The College Complaints procedure including subsequent rights of appeal are explained in the College Undergraduate Student Handbook, available at <https://www.sjc.ox.ac.uk/current-students/administration/>

### Jurisdiction

19. 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** for and on behalf of St John's College  
**IN THE UNIVERSITY OF OXFORD**

Name:

Position:

Signature:

Date:

**SIGNED** by the **STUDENT**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_