

## **ST CATHERINE'S COLLEGE**

### **VISITING 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 visiting 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. Although your main relationship will be with your College, 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 these Terms and Conditions and the following documents:
  - a) The Offer Letter from the College.
  - b) The College Statutes and Bylaws, and all rules and policies made under them, as amended from time to time (see paragraph 9 below).
5. To enter into your contract with the College, you must sign a copy of these Terms and Conditions where indicated below and provide the signed copy to the College before you begin your studies at the University and/or the College.

#### **University and College Contracts**

6. You must be a member of a College in order to be a visiting student of the University.
7. Your continuing relationship with your College is will be linked to your continuing relationship with the University. If you decline the College offer, or if you fail to meet the conditions of the College offer, you will lose your place at both your College and the University.
8. If your College membership is terminated (e.g. for breach of College rules and regulations), your continuing relationship with the University will also end. If you are suspended by your College or subject to other disciplinary or procedural measures, the University may take similar or other appropriate steps.

#### **College Statutes, By Laws and Policies**

9. By entering into this contract you agree to comply with the College Statutes and Bylaws, and with all rules and policies made under them as amended from time to time. Links to these are set out at <https://www.stcatz.ox.ac.uk/freedom-of-information-publication-scheme/our-policies-and-procedures>. They include:
  - a) The College Information and Regulations <https://www.stcatz.ox.ac.uk/regulations>. This sets out behaviour by students which is considered unacceptable and which may result in disciplinary action.

- b) The Residential Agreement <https://www.stcatz.ox.ac.uk/residentialagreement>. This governs the provision to students of residential accommodation by the College.
  - c) 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 (see further paragraph 11 below).
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 of its rules and policies, 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 the College Statutes and By-Laws, and with all rules and policies made under them, as amended from time to time (see paragraph 9). This includes College rules on:
- a) Matters including, but not limited to, behaviour, IT usage, conduct, data protection and academic studies. You should take special note the College Information and Regulations <https://www.stcatz.ox.ac.uk/regulations>, which may be amended during the term of this contract.
  - 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) Any measures introduced or instructions given by the College or the University to reduce the risk of transmission of any illness or pandemic (including Covid-19). Without limiting that general obligation, these may include instructions by the College or the University: not to return into residence or to a term time address; to leave residence or a term time address; to use personal protective equipment such as face coverings; and to comply with other safety measures such as the use of sanitiser or social distancing procedures. In introducing such measures or giving such instructions, the College will take account of and adhere to its welfare policies in so far as is reasonably practicable during the pandemic, epidemic or local health emergency.
  - d) 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 <https://www.ox.ac.uk/students/visa>.

## **Teaching Arrangements**

12. The College will make arrange such teaching provision and support for you as it reasonably decides to be necessary having regard to your course of study. College teaching provision may include tutorials, classes, and/or 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. Information will be provided to you in advance of your arrival of tutorial courses to be offered.

## **Events beyond our control**

13. The College will not be liable to you for any loss caused to you which results from events which are beyond the College's reasonable control, such as (without limitation): pandemics, epidemics or other health emergencies, 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 Information and Regulations <https://www.stcatz.ox.ac.uk/regulations>, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.

## **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 on the terms and conditions and in accordance with the procedures set out in the College Information and Regulations <https://www.stcatz.ox.ac.uk/regulations>, and Residential Agreement <https://www.stcatz.ox.ac.uk/residentialagreement>, which may vary from time to time.
16. The College will provide meals on the terms and conditions set out in the College Information and Regulations <https://www.stcatz.ox.ac.uk/regulations>, which may vary from time to time.

## **Personal Data**

17. By entering into this contract you consent to the College's collection, use and processing of information about you in accordance with the principles set out in the Privacy Notices at <https://www.stcatz.ox.ac.uk/terms-policies/#gdpr>. This includes ensuring that your data will only be used in a way which is fair, lawful and secure and otherwise in compliance with law. 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 Information and Regulations <https://www.stcatz.ox.ac.uk/regulations>.

**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.

I **ACCEPT** the terms set out above.

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

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

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