



JESUS COLLEGE STUDENT-COLLEGE CONTRACT

Introduction

1. A matriculated student at Oxford University is a member both of Oxford University and of one of its constituent Colleges or Private Halls (referred to as “the College”). The two relationships are governed by separate, though interlinking, contracts. The purpose of this document is to identify the main terms of the contract that you will have with Jesus College on acceptance of the offer of a place on a course that has been made to you. By signing and returning this document you will enter into a contract with the College (referred to as being the ‘College Contract’) on those terms.

Contract with the College

2. 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.
3. You will have two separate contracts: one with the University and one with Jesus College.
4. It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. Your contract with the College is made up of these Terms and Conditions and in the documents referred to in this document, namely your offer letter from the College, the College Undergraduate and Graduate Handbooks, and accommodation lease or licence agreement. The contents of these documents together with the College Statutes and Bylaws, as amended from time to time in the course of your studies, form part of the College Contract. You should read them, and any subsequent amendments made to them, in the form, whether electronic or hard copy, in which they are made available.
5. You will enter into your contract with the College before you begin your studies at 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 the College is linked to your continuing relationship with the University. Similarly, your Offer from the College is linked to our 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 both at the College and the University. You agree as part of the College Contract to abide by the rules and regulations of both the College and the University, as amended from time to time in the course of your studies.
8. Once you become a member of the University by matriculation, your membership of the College will be conditional upon your remaining a member of the University. 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 subjected by the University to suspension or other sanctions, the College may also 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 Bylaws¹ as amended from time to time and with the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them. They include:
 - a) The relevant College Undergraduate and Graduate Handbooks², which set 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, plagiarism, harassment, the use of IT and library facilities, and health and safety issues.
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 Procedures, 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 undertake to abide by the regulations of the College as set out in the College Handbooks.
12. You are required to comply with College rules on:
 - a) Matters including, but not limited to, behaviour, IT usage, and academic studies;
 - b) Fees and other charges being paid when they are due and to provide any guarantee or security for the payment of such fees and charges as the College may require. 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. College charges may vary from year to year;
 - c) Obtaining an appropriate visa where necessary and abiding by any visa conditions. Failure to do so could affect your ability to study here. Support and information are available from Student Information and at www.ox.ac.uk/students/visa.
13. Study. You undertake to pursue satisfactorily such studies as are required of you by any tutor, fellow or lecturer, or other qualified person, assigned by the College (or University as the case may be) to teach you. For this purpose, studies include the reading of materials, carrying out prescribed activities such as practicals, the completion of written work, attendance in tutorials and classes and lectures, and the sitting of University and internal College examinations.
14. Residence. You undertake to comply with the University residence requirements.
15. Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion. Procedures for disciplinary measures are explained in detail in the College Handbooks.

¹ www.jesus.ox.ac.uk/about-jesus-college/public-documents

² <http://intranet.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>

Undertakings by the College

16. The College will make provision for students as follows:

a) For undergraduate courses, the College will provide such support as it reasonably decides is necessary for the course of study, taking into account of any relevant departmental norms. Teaching may include tutorials, classes and 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 for graduate students and visiting students as it reasonably decides to be necessary in connection with their pursuit of the relevant course of studies at Oxford.

Library and IT Facilities

17. For undergraduates. 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 Handbooks, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.³

For postgraduates. The College will provide library space and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbooks, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.⁴

Accommodation and Meals

18. 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 Handbook, and/or accommodation lease or licence agreement, which may vary from year to year. The College will normally provide accommodation for first year undergraduates.

19. The College will provide meals on the terms and conditions set out in the College Handbook⁵, which may vary from time to time. Reasonable notice will be given, where possible, of any occasions when meals will not be available.

Personal Data

The EU's General Data Protection Regulation (GDPR), which has been incorporated into UK law by an Act of Parliament, was effective from 25 May 2018. Jesus College is committed to protecting the security and privacy of your personal data.

Please see:

<https://www.jesus.ox.ac.uk/about-jesus-college/public-documents/data-protection-information>

for details of our data protection policy and information.

³ <http://intranet.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>; <http://intranet.jesus.ox.ac.uk/acceptable-usage-.aspx>

⁴ <http://intranet.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>; <http://intranet.jesus.ox.ac.uk/acceptable-usage-.aspx>

⁵ <http://intranet.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>

In accordance with this legislation the College will need to collect, process and use your individual personal data (including in appropriate circumstances, sensitive personal data (in accordance with the Data Protection Act 2018 Schedule 8)) for:

- Purposes connected with your studies;
- The protection of health and safety whilst on College premises; and
- Maintenance of alumni relations and for any other lawful purposes.

This includes information that you supplied in connection with your application to study. For sensitive data, wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This is necessary for performance of our contract with you, the performance of tasks carried out in the public interest; and for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.

Complaints Procedure

1. The College complaints procedure, including subsequent rights of appeal, is explained in the College Handbooks.⁶

Jurisdiction

2. Your contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed and construed in accordance with law of England and Wales and shall be subject to exclusive jurisdiction of the English courts.. By signing and exchanging this document, both you and the College submit to the exclusive jurisdiction of the English courts for the resolution of any disputes that may arise out of or in connection with the contract.

| SIGNED for and on behalf of JESUS COLLEGE IN THE UNIVERSITY OF OXFORD | SIGNED by the STUDENT |
|---|-------------------------------------|
| Name: <u>Mr Stuart Woodward</u> | Name: _____ |
| Position: <u>Estates Bursar</u> | (PLEASE WRITE IN CAPITAL LETTERS) |
| Signature: _____ | Signature: _____ |
| Date: _____ | Date: _____ |

⁶ <http://intranet.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>