

BRASENOSE COLLEGE TERMS AND CONDITIONS

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

Contract with the College

1. As a graduate student at Brasenose College you will be a member of both the College and the University.
2. You will have two separate contracts: one with the College and one with the University.
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 Student Handbook (or 'Blue Book', <http://www.bnc.ox.ac.uk/current-students/handbook>).
5. Graduates receive their offer of entry on to their specific programme of study from the department or faculty which constitutes the University's formal offer of a place (your "University place").
6. Graduates receive their offer of a college place from the college admitting them into membership (your "College place").
7. For graduates, you will enter into your contract with the College when you sign and exchange this document, which is distinct from any University offer letter.

College and University Membership

8. You must be a graduate member of a College in order to be a graduate member of the University.

9. Your continuing relationship with the University is linked to your continuing relationship with your College. Similarly, your Offer from the University is linked to your College offer. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the University and your College.

10. If your College membership is terminated (eg for breach of College rules and regulations), your membership of the University will also end. If you are suspended by the College, or subject to other sanctions, the University may impose similar sanctions.

11. By accepting your Offer you agree to comply with the College's Statutes and By Laws as amended from time to time and with the Statements and Codes of Policy, Practice and Procedure which are made under them. Links to these are set out at <http://www.bnc.ox.ac.uk/about-brasenose/official-information>. They include: a) the Decanal regulations specified in the Student Handbook ('Blue Book') Part C. These set out behaviour by students which is considered unacceptable and which may result in disciplinary action; b) other regulations concerning your studies, residence, conduct and behaviour: examples are regulations relating to harassment, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection.

12. The key provisions of which you need to be aware are summarised in your Student Handbook and in these Terms and Conditions.

13. By accepting your Offer, you agree that the College may take disciplinary action against you for breach of its regulations set out in the Student Handbook. Such action would take place under the appropriate procedure and could result in sanctions including suspension or expulsion.

Your Responsibilities

14. It is your responsibility:

- a) to act as a responsible member of the College community, including treating other members of the community and the public with courtesy and respect;
- b) to progress your own academic studies. This will include submitting work when required to do so, meeting College and University deadlines and attending tutorials, classes and lectures;
- c) to seek help or raise concerns if you are having difficulty in any area of your academic or pastoral life. A wide range of support is available from your College, Department, central University services, fellow students and the Student Union. Further details of who to contact are set out in Part E of the Student Handbook and will be provided in your Course Handbook and University Handbook;
- d) to follow good academic practice, including following the University's policies on plagiarism, academic integrity in research and conflicts of interest. More information is available in Part B of the Student Handbook;
- e) to ensure that your fees and other charges are paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party;
- f) to obtain an appropriate visa if necessary and abide by any visa conditions. Failure to do so may result in disciplinary sanctions in addition to any legal consequences. Support and information are available at <http://www.ox.ac.uk/students/visa>.

Professional Qualification or Accreditation Requirements

15. If your course leads to a professional qualification or accreditation you may also be subject to regulations relating to your conduct required by the relevant professional regulation body (such as fitness to study for students studying medicine). If you fail to meet these you may be unable to continue your course. More detail is available from your Department and will be set out in your Course Handbook when you enrol.

Teaching Arrangements

16. Teaching for graduate students is provided solely by the University.
17. The College will provide such administrative support for graduate students as it reasonably decides to be necessary in connection with the pursuit of a programme of studies at Oxford.
18. 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 Student Handbook, which may vary from time to time. Facilities may be withdrawn or limited by reason of building works or other development, or in the event of adverse circumstances beyond the control of the College.

Residential accommodation and Meals

19. 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 Student Handbook and Licence to Occupy, which may vary from year to year. First year graduates will usually be able to be accommodated but no guarantees are given for any continuing years.
20. The College will provide meals on the terms and conditions set out in the Student Handbook, which may vary from time to time. Reasonable notice will be given where possible of any occasions on which meals will not be available.

Financial Conditions

21. Separate from any requirements set by the Department or Faculty, the offer of a College graduate place at Brasenose is contingent on your meeting the following financial conditions. A Financial Declaration form is attached to this letter for you to complete. You will need to:

- show that you have sufficient funding to cover the University and College fees for Year 1 of your course, by providing financial evidence such as a letter from your scholarship sponsor or your bank;
- give your assurance that you are able and willing to meet all University and College fees beyond Year 1, if the duration of your course is longer than a year; and
- give your assurance that you are able and willing to meet your living costs for the duration of your course.

22. The Fees and Funding section www.graduate.ox.ac.uk/funding of the Graduate Admissions website has full details of the Financial Declaration process, the University and College fees payable for your programme and a guide to living costs in Oxford. It also has information about fee status (Home/EU or Overseas).

The attached Financial Declaration form includes the fees that will be payable according to the University's current assessment of your fee status, and for which you will need to provide evidence. The current assessment of your fee status is provided by the College for information only. If you wish to verify that your fee status is correct or query the assessment that the University has made, please contact the University Fees Office on fees.clerk@admin.ox.ac.uk.

23. As a condition of your offer of a University place and separate offer of a College place, you will need to complete the Financial Declaration Form and provide supporting evidence of your ability to meet your University and College fees for the first year of your course only. Please refer to the notes which accompany this form to see what kinds of supporting documentation we can accept.

The Financial Declaration form together with your supporting documentation should be completed and returned no later than 5th August 2016

24. You will normally be required to live within a specified distance from the centre Oxford during terms unless the University agrees to exempt you from this condition (see section B.2.1 of the Student Handbook). You will also need to pay for your living costs such as food, accommodation, and personal items while resident in Oxford.

25. If you live in College accommodation this will be subject to a separate contract with the College.

Continuation charges (Research students only)

26. Research students who are still under active supervision beyond their maximum period of fee liability for their programme will be liable to pay a University continuation charge which has currently been set at £400 per term, but is subject to change. There will be some bursaries available to cover the continuation charge for which students may apply. Information will be available on departmental websites. The Fees and Funding website at www.graduate.ox.ac.uk/funding has information on University and college fees, living costs in Oxford, fee status, as well as the expected completion time for your programme and continuation charges levied beyond the period of standard fee liability. You will also find fee information for your course in the individual course pages of our Course Guide (www.graduate.ox.ac.uk/courses

Visa application (if applicable)

27. The initial offer letter you received from your department will have included where necessary information about Tier 4 student visa applications. It is your responsibility to investigate visa options and requirements and make the necessary arrangements to ensure that you arrive in the UK with an appropriate visa. For further information and advice about visa requirements, please refer to the Home Office website at: <https://www.gov.uk/check-uk-visa>, and see the University website at: www.ox.ac.uk/students/visa/before/tier4, or email student.immigration@admin.ox.ac.uk.

Personal Data

28. By accepting your Offer, you agree to the collection, processing and use of individual personal data by the College for purposes connected with your studies, for delivery of accommodation and other services provided to you by

the College, for the protection of health and safety whilst on College premises, and for maintenance of alumni relations and for any other lawful purposes. 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. These include ensuring that your data will only be used in a way which is fair, lawful and secure.

Complaints Procedure

29. The College's complaints procedure is explained in Part G of the Student Handbook. There is a subsequent right to appeal to the Conference of College's Appeal Tribunal and to the Office of the Independent Adjudicator.

Deferral of entry

30. The University does not normally consider requests for a deferral of entry, and you are therefore expected to start on your programme on the date set out above in this letter. If you encounter unforeseen and unforeseeable circumstances, you may submit a request for deferral of entry for no more than one year provided you have met all your conditions, including the financial conditions set by the College. To check eligibility criteria for a deferral request, please go to: <http://www.graduate.ox.ac.uk/acceptingyouroffer>. If you believe you are eligible and wish to apply for a deferral of entry, please submit your request in writing to your department and copying your correspondence to the College (Admissions Office: admissions@bnc.ox.ac.uk).

Migration to another College

31. Now that you have been offered a College place in this letter, there are only two grounds on which a change of College during this admissions period is then possible: (i) the University moves you to another College to secure funding on your behalf; (ii) another College is better able to support any disability, long-term health conditions, or specific learning difficulties which

you may declare or you have declared. If you wish to make a request of a college change under point (ii) above, *please do not approach alternative Colleges as they will not be able to help, but contact the central Graduate Admissions and Funding office by emailing graduate.admissions@admin.ox.ac.uk.*

Right to Cancel

32. You are entitled to cancel your acceptance of a place at the College for any reason within a period of fourteen days beginning on the day after the day on which we receive notification of your acceptance of this offer. You can do so by sending a notice in writing stating that you wish to cancel your acceptance of the offer of a place. The notice should be sent by e-mail to admissions@bnc.ox.ac.uk Note that by cancelling your acceptance of the offer, you will be withdrawing from both the University and the College.

Disclaimer

33. When deciding whether to accept your offer, you should rely only on material supplied to you by the University or by the College, such as Brasenose's website, Student Handbook, and communications from the College Office. If you have any questions, the Admissions Officer (admissions@bnc.ox.ac.uk) will always be pleased to help you with the information you need to make an informed choice of where to study.

Jurisdiction

34. Your contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed and construed in accordance with English Law. 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 which may arise out of or in connection with the contract.

SIGNED for and on behalf of **BRASENOSE COLLEGE IN THE UNIVERSITY OF OXFORD**



Dr Simon Smith
Senior Tutor
15.02.1016

SIGNED by the **STUDENT**

Signature: _____

Name: _____

Date: _____

Please sign and date this form, complete the enclosed Financial Declaration and return both to the Admissions Officer, Brasenose College, Oxford OX1 4AJ, or by email to admissions@bnc.ox.ac.uk