

Somerville College Student-College Contract

[For students commencing a course in 2015-2016]

Student's Name: _____

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 which you will have with the College on acceptance of the offer of a place on a course which 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.

University and college membership

2. The continuing relationship between you and the College is linked to your continuing relationship with the University. You agree as part of the College Contract to abide by the rules and regulations of the University, as amended from time to time in the course of your studies.
3. 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 you are subjected by the University to suspension or other sanctions, the College may also impose similar or other appropriate sanctions.
4. It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. Most of them will be set out in the documents referred to in this document, namely the College Handbook, *The College Handbook*, the College Rules, and the accommodation contract or licence agreement, which will be provided to you. 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.

Undertakings by the College

Undergraduates

5. Teaching: the College will make such teaching provision for undergraduate students as it reasonably decides is necessary for their courses of study taking 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. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects. [*College Handbook*, Part B: Academic Matters.]
6. Library and IT facilities: the College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out at www.some.ox.ac.uk which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.

Graduates

7. The College will provide such support for graduate students as it reasonably decides to be necessary in connection with their pursuit of a course of studies at Oxford. [See *College Handbook* Part B: Academic Matters]

Undergraduates and Graduates

8. Residential accommodation: 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 on the College web-site www.some.ox.ac.uk, and/or accommodation contract or licence agreement, which may vary from year to year. The College will normally provide accommodation for first-year undergraduates, and will observe any undertakings given in its prospectus.
9. Meals: the College will provide meals on the terms and conditions set out on the College web-site which may vary from time to time. Reasonable notice will be given where possible of any occasions

on which meals will not be available. Please ensure you read the details associated with the meal termly charges.

10. Welfare: The College will make suitable provision for the welfare of all students, including access to the College Doctor and Nurse, and to university welfare and counselling services. The full range of provision for students' well-being will be announced and displayed clearly.

Your Undertakings:

11. You undertake to abide by the regulations of the College as set out in the College Rules, the *College Handbook*, or equivalent document, including regulations concerning study, payment of fees and charges and residence (see paragraphs 11, 12, and 13 below). 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 Handbook* and the College website. [See further paragraph 3 above.]
12. 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.
13. Fees and charges: you undertake to pay the fees and charges due to the University and to the College which, after consultation with students (insofar as concerns college charges), may vary from year to year and to provide any guarantee or security for the payment of such fees as the College may require. The College will collect University fees and transmit them to the University.
14. Residence: you undertake to comply with the University residence requirements [see *College Handbook*: Part F]

Personal Data

15. By signing and returning this document, you agree to the collection, processing and use of individual personal data by the College for purposes connected with your studies, 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.

Jurisdiction

16. This contract 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 **Somerville College in the University of Oxford**

Name: Dr Alice Prochaska

Position: Principal



Signature:

Signed by the Student

Name: _____ [Please print]

Signature: _____

Date: _____

The College Rules:

As at other universities, a person accepting admission to the College thereby accepts an obligation to obey the College Rules and those of the University and to pay such fees, dues and charges as the College or University may lawfully determine. The undertaking to obey these rules forms part of the Somerville College Student Contract, which all students are required to sign before entering.

- a) Those who have accepted a College place but have to withdraw for any reason should give at least three months' notice. Failing this, they will be expected to pay the fees and charges for the ensuing term. The same applies to any Junior Member withdrawing after beginning his or her course. In the case of absence through illness for long periods, a partial remission of maintenance charges may be made.
- b) Any Junior Member who, in the course of his or her academic career, is planning or experiences any material change in their personal circumstances must discuss it with his or her Personal Tutor and with the Principal, Treasurer, or Senior Tutor.
- c) Academic work must have the first claim on the time and effort of all Junior Members; students are expected to work to the best of their ability, to attend all academic appointments, and to produce all required written work punctually.
- d) In order to maintain appropriate peace and quiet in the College community, Junior Members must accept such restrictions as the Dean, after consultation with members of the College, may from time to time impose.
- e) If a Junior Member fails to meet the standard of application and behaviour expected, the College's procedures for academic and decanal discipline may be invoked. These, together with appropriate complaints and appeal procedures, shall be kept under review by the Governing Body and promulgated by means of the College Handbook, web-site and other appropriate media.
- f) The Governing Body reserves the right to require withdrawal by any Junior Member whose residence, whether for want of industry or any other stated reason, is considered by the Governing Body to be no longer desirable
- g) The Governing Body will uphold any disciplinary sanctions imposed on a Junior Member by the University
- h) Any undergraduate standing for a JCR Executive post must consult his or her tutor in advance of the election. No undergraduate on probation for his or her place may seek election to the JCR Executive or to a similar office in a student organization. Undergraduates on report may not seek election to the JCR Executive without their tutor's permission.
- i) Undergraduates in their first year are expected to live in College during Full Term. Any exception to this must have the approval of the undergraduate's Tutor and of the Principal.
- j) An undergraduate or graduate room in College is for single occupancy by the Junior Member to whom it is allocated. Hence Junior Members must strictly observe the limits on the number of occasions when they may entertain a guest overnight, given in the *Deans' Regulations*.
- k) All Junior Members have an obligation to keep themselves informed by checking their pigeonholes and their College e-mail daily, and checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site www.some.ox.ac.uk
- l) It is the responsibility of all students, undergraduate and graduate, to make sure that they can be easily contacted at any time. When not in Oxford, therefore, Junior Members have an obligation to inform the College authorities in advance if they cannot be contacted within three or four weeks over the Vacation.