

SOMERVILLE COLLEGE PRE-MASTER'S COURSE-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 of the Advanced Diploma in British and European Studies pre-Master's course you have opted to become an associate member of Somerville College. For convenience this document refers to Somerville as "the College" or "your College".
2. You will have two separate contracts: one with the Department of Continuing Education 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 this contract. These include:
 - i. these Terms and Conditions;
 - ii. the Student Directory, which can be found in various links from <http://www.some.ox.ac.uk/studying-here/student-directory/> and, in particular, the graduate handbook which can be found at <http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>
 - iii. 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 Department of Continuing Education and/or the College.

College Statutes, ByLaws and Policies

6. 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 <http://www.some.ox.ac.uk/about-somerville/charter-statutes-and-by-laws/> <http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>
7. They include:
 - a) the Student Directory, which can be found in various links from <http://www.some.ox.ac.uk/studying-here/student-directory/> and, in particular, the

graduate handbook which can be found at <http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>.

- 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.
8. 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 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

9. You are required to comply with College rules on:
- a) matters including, but not limited to, behaviour, IT usage and academic studies. You should refer to the Student Directory, which can be found in various links from <http://www.some.ox.ac.uk/studying-here/student-directory/> and, in particular, the graduate handbook which can be found at <http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>.
 - 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 Department will collect College fees and transmit them to the College.
 - c) obtaining an appropriate visa if necessary and abiding by any visa conditions. 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>

Library and IT Facilities

10. 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 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. See the information and regulations at <http://www.some.ox.ac.uk/library-it/i-t/it-facilities/>.

Meals

11. The College will provide meals on the terms and conditions set out in the College Handbook, see <http://www.some.ox.ac.uk/living-here/food-facilities/>, which may vary from time to time.

Personal Data

12. As part of your relationship with the college we will process and use the personal data that you have provided either directly to the college or via the University or other sources such as UCAS (including in appropriate circumstances, sensitive personal data). Your data will be processed in accordance with the current data protection legislation and the Colleges privacy notices available at <http://www.some.ox.ac.uk/somerville-college-current-students-and-applicants-who-have-accepted-offers-privacy-notice/> and <http://www.some.ox.ac.uk/wp-content/uploads/2015/08/PP-Policy-on-Confidentiality-and-Sharing-of-Welfare-Information-May-2015.pdf> . For further information about how we use your personal data or if you have any queries or concerns, please contact our Data Protection Team dpo@some.ox.ac.uk

Complaints Procedure

13. The College Complaints procedure including subsequent rights of appeal are explained in the graduate handbook which can be found at <http://www.some.ox.ac.uk/about-somerville/freedom-of-information/policies-procedures-2/>.

Jurisdiction

14. 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.

Name: _____

Signed: _____

Date: _____