

Student Rules

All students must adhere to these Student Rules, supplementing the Terms and Conditions. The student should ensure that they are familiar with all applicable rules and regulations which are enforced during the programme.

Health and Safety

1. The Health and Safety Induction on the first day of the programme will set out various procedures in relation to the course rules to abide by, including (but not limited to) general behavioural guidelines, fire drills, absence, discipline and sickness. All Students must attend and pay particular attention to the Safety Induction.
2. You must keep to all fire regulations explained during the Safety Induction on the first day of the course, including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises. You must not have any candles, matches, incense or lighters in your accommodation. You must not remove, tamper with, or impede the operation of any smoke detectors, fire extinguishers, or other safety equipment, and shall not deliberately set off any fire alarm for any reason other than to alert the occupants of the building to the existence of a fire.
3. Do not do anything that could put you or others in danger. You must make sure a member of staff always knows where you are.
4. Do not go off with strangers or befriend anyone outside your programme.
5. We drive on the left in the UK which may be opposite from your country. Take extra care when you cross the road.
6. If you want to use a bicycle, you must ensure that it complies at all times with all requirements of English law as to roadworthiness (including display of appropriate

lights) and that you wear a suitable helmet at all times whilst cycling. Cycling at night or in adverse weather conditions is strongly discouraged. We may carry out checks upon the roadworthiness of any bicycle at any time, and you must fully cooperate with such checks

7. You must have at least one member of staff sign your free-day plan sheet prior to your departure on the free day (weekend).
8. You must keep your mobile phone switched on in case we need to contact you. If it rings you must answer.
9. You must not stay overnight outside accommodations without the permission of the Course Director.
10. You must be back to your room before 9:30pm every night, except for the free days you must come back to your room no later than 10:30pm.
11. You should be aware of potential hazards and risk factors while staying in historic buildings of Colleges as they are not normally constructed with modern health & safety standards. You must alert a member of staff to potential health & safety risks of which they become aware (e.g. lights not working on a staircase)

Illness

1. If you are feeling unwell, you must inform a staff member immediately, whether or not medical attention is needed.
2. Our appointed GP surgery is Banbury Road Medical Centre, 172 Banbury Road, Oxford, OX2 7BT. Students who require the attention of a general practitioner while in Oxford will be accompanied to the surgery by a member of our staff.
3. Any matter requiring medication or the need to visit a doctor must be referred to the Course Director before action is taken, except in an emergency.
4. We recognise that, as legal adults, you are entitled to take over-the-counter

medication that you may consider appropriate. However, we strongly encourage students to check with a senior member of staff before taking any medication purchased in the UK, since labelling, doses, etc. may be different to your country.

5. Without prejudice to the foregoing, we may require that the Student miss lessons and other elements of the Programme and remain confined to their bedroom should the Student contract an illness that may be contagious to others.
6. In the unfortunate event of illness or accident the Student is also strongly advised to notify their medical insurers and travel insurers as soon as possible in case the Student needs to make a claim at a later date.

Class Attendance

1. You are expected to attend all classes, and to arrive punctually for the specified start time, and to bring all the necessary equipment to participate properly.
2. If you need to miss a class or other activity, you must inform one staff member beforehand providing as much information as possible as to the reasons for your intended absence. You must obtain the permission from Course Director before you miss any class or activity.
3. You may fail to receive a graduation certificate if you have missed too many classes unless you have prior approval for absence from the Course Director.
4. Disruptive behaviour in lessons is not permitted and will not be tolerated. Use of mobile phones and all other electrical equipment during classes, workshops, lectures, seminars and other activities is forbidden unless authorised by the tutor or a staff member.
5. All courses are taught in English (unless otherwise specified) and you are expected to use English to communicate to the best of your ability at all times.

Forbidden Items and Activities

1. Alcohol

- You are not allowed to drink in your accommodation room or in College.
- You must not consume any alcohol under the age of 18.
- You must not distribute alcohol to any person under the age of 18.
- You may take a small amount of drink, maximum 2 glasses of wine for one day, if you are above 18 years old.
- On consumption of alcohol, you must be responsible to your own behaviour, and not to become drunk or to disturb any other person. If you act in a manner which Oxford Global in its sole discretion considers to be inappropriate or likely to bring Oxford Global into disrepute, you may face the steps to be dismissed from the course.

Drugs

Use, possession (for whatever reason) or distribution of illegal drugs are strictly forbidden and are likely to lead to immediate dismissal from the course and may result in police involvement.

2. Tobacco and Cigarettes

- Smoking is not allowed in accommodation site or College site including grounds. It is also against the UK law to smoke in buildings open to the public and in certain other places. Please refer to our Smoking Policy.
- It is also the criminal offence according to UK law to distribute any form of tobacco to any person under the age of 18.

3. Weapons or dangerous items

You are not allowed to have weapons or any other kind of dangerous items while you are with us.

4. We may enter your room and search if any of our staff has a reason to believe that

there are any forbidden items. Such a search is carried out under the supervision of an independent representative, or a representative of the Police. Staff will confiscate any items they consider of breaching these rules. Any search will be carried out in line with Section 550ZA of the Education Act 1996.

Bullying, Discrimination, and Harassment

1. We will not tolerate any verbal or physical conduct that may be taken to demean others in connection with their race, age, gender, disability, appearance, ethnic background, religion or sexual orientation.
2. Bullying, discrimination, abuse, or harassment in any form are not tolerated and Oxford Global may take steps to dismiss any student who engages in any such conduct from the programme and the police are likely to be informed if the criminal offence is suspected.
3. We take bullying very seriously and will treat every reported incident with care. If you are being bullied, or think that somebody else is being bullied, you should tell a member of the staff immediately. The matter will be passed to the Course Director, who will take it very seriously and deal with it as a priority.
4. You can report bullying anonymously by putting a note under the door of any member of residential staff. Please refer to our Harassment Policy, Anti-Bullying Policy, and Equality, Discrimination and Disability Policy.

General Behaviour

1. Personal Belongings

You should look after your own personal belongings and valuables and be sole responsible for them. Do not leave them unattended around the college buildings or grounds. You are strongly recommended to lock your room whenever they are out of the room.

2. Respect and Instruction

- Always be polite and respectful to your fellow students, our staff, and the staff and other residents of your college and accommodation.
- You are expected to follow all the reasonable instructions during the course given by our staff members and fully comply with all the lawful regulations in UK.

3. Accommodation

- You should keep your accommodation (both in your room and all communal spaces and facilities) in a clean and tidy state.
- If you live in a college accommodation during summer, you must also follow any College rules that may be given to you. You are responsible for the safe keeping of the key to your room and the fob for college entrance. If you lose either of them, you will have to pay a charge (normally about £40) for a replacement.
- You must not enter restricted areas of your college, or any accommodation or floor other than the one where your room is.
- You are expected to always keep noise to a minimum level and respect the other fellow students and staff living and working nearby.

Complaints

We welcome any comments or suggestions you may have on how we can improve. If you believe that things have gone wrong and you are dissatisfied with our service, want to be the first to hear about it Then we can resolve your complaint and try to ensure it does not happen again. In the case that you wish to raise a complaint, please refer to our Complaint Management Policy and follow the procedures.

Dismissal

OXFORD GLOBAL

These rules are designed to allow all students on Oxford Global to enjoy their time with use in a fulfilling, and safe way. It is vital that you follow them. If you break these rules repeatedly, we may take actions, including:

- restrict you from attending activities;
- give you a formal warning, minor or major sanction;
- In severe instances, final dismissal from the course

In the case that you are dismissed from the course, you will be sent home immediately at your own expense. We will not refund any fees paid, and you will not receive a certificate for completing the course.