THE UNIVERSITY OF OXFORD

TERMS AND CONDITIONS FOR ASTROPHORIA FOUNDATION YEAR STUDENTS

YOU SHOULD READ THIS DOCUMENT CAREFULLY. It contains important information about your contract with the University. **These Foundation Year terms apply together with the Matriculated Student Terms and Conditions at https://www.ox.ac.uk/students/new/contract**.

1. Foundation Year Students are matriculated students at the University with full access to teaching, facilities and services, subject to the Terms and Conditions for Matriculated Students ('Matriculated Student Ts&Cs') **and** to these Terms and Conditions for Foundation Year Students ('Foundation Year Ts&Cs'). They must be read together, and both apply for the duration of your Foundation Year studies. Where there is any conflict between the Matriculated Student Ts&Cs and these Foundation Year Ts&Cs, the latter take precedence during your Foundation Year (e.g. Matriculated Student Ts&Cs refer to Course Fees which are not payable in the Foundation Year). If you pass the Foundation Year at the required academic standard to proceed to undergraduate degree studies at Oxford then the Matriculated Student Ts&Cs will apply (in place of the Foundation Year Ts&Cs) for the remainder of your studies.

2. You accept the Foundation Year Ts&Cs, as well as the Matriculated Student Ts&Cs, when you accept the offer of a place ('the Offer') on an undergraduate degree course that includes a Foundation Year at Oxford through UCAS.

3. You will also have a separate contract with your College.

You must meet the progression criteria to proceed to 1st year undergraduate studies at Oxford

4. Foundation Year students must pass examinations and/or other assessments, as provided for in the Examination Regulations, in each of the Michaelmas (Autumn), Hilary (Winter/Spring) and Trinity (Summer) Terms at the required academic standard to progress to the first year of undergraduate degree studies at Oxford. Your student membership of the University will end (as set out in the Matriculated Student Ts&Cs) if you fail to meet the required academic standard during your Foundation Year.

5. During your Foundation Year you will study for a nationally recognised Certificate of Higher Education (CertHE). If any of the circumstances below applies then, though you will not progress to undergraduate degree studies at Oxford, the University will provide reasonable assistance, including academic references if requested, to help you apply to other Higher Education Institutions ('HEIs'):

    a. You meet the academic standard required to progress to undergraduate study at Oxford but decide to apply to study at another HEI instead, or you decide not to continue, at present, with any HEI studies;

b. You do not meet the academic standard required to progress to undergraduate study at Oxford but receive a Cert HE;

c. You do not meet the academic standard required to progress to undergraduate study at Oxford or to receive a Cert HE.

6. As progression to the first year of undergraduate studies at Oxford is not guaranteed but depends on meeting the required academic standard you are **strongly advised** to submit a UCAS application during your Foundation Year before the UCAS deadline (usually in January). This should provide you with back-up options so you can proceed directly to undergraduate study at another HEI in the autumn of the same year you complete your Foundation Year if you do not pass the Foundation Year at the required academic standard for undergraduate degree studies at Oxford.

7. If you pass the Foundation Year at the required academic standard you may progress onto the first year of the undergraduate degree course at the University that you applied for, without any need to re-apply to Oxford, and as a member of the College to which you were allocated in August.

8. If you pass the Foundation Year at the required academic standard you will progress to the undergraduate course as described in your Offer Letter. You are not entitled to change your degree subject from that stated in your Offer. This is because undergraduate places at Oxford are allocated each January and applications are highly competitive.

9. Notwithstanding paragraph 8, in exceptional cases, Oxford may consider requests to change courses. However, this is not guaranteed and such requests will be considered by your College in liaison with the University's Astrophoria Foundation Year team on a case-by-case basis with reference to the timing of your request, assessment of your academic suitability based on prior academic performance and Foundation Year performance, and to the availability of places for each degree course at Oxford.

10. Save where paragraph 9 applies, if, after completing your Foundation Year at the required academic standard, you wish to study a different subject than that stated in your Offer then you will normally be required to withdraw from your course and re-apply via UCAS (with no guarantee that such an application will be successful). Such an application will be considered alongside the gathered field of applicants during the next admissions round after you complete your Foundation Year (i.e. the applications process would not take place until part way through the next academic year and would then be for entry in the following academic year).

Financial matters

11. Places on the Foundation Year at Oxford are awarded to state school students ordinarily resident in the UK who meet both the academic and eligibility criteria. It is a condition of admission to the Foundation Year that the offer-holder must have Home Fee status. (In the event that an Offer Letter has been sent to an applicant who is later determined not to be entitled to Home Fee status then that Offer of a place on the Foundation Year will immediately be withdrawn.)

12. You do not have to pay course fees for your Foundation Year, the University will pay for your accommodation and you will receive a Bursary to cover most of your reasonable living expenses. This is paid to you by the University. You will be liable for any additional living expenses that you incur which exceed the level of your Bursary.

13. If you pass the Foundation Year at the required academic standard to progress to undergraduate study you will be liable for course fees and other charges when year 1 of your course commences, as set out in your Financial Declaration and the Matriculated Student Ts&Cs for the duration of your studies at Oxford.

14. If you wish to access UK government support (maintenance and course fees support) you are **strongly advised** to apply for Student Finance as soon as the application cycle opens to ensure that funding is in place for the start of your undergraduate course. This is usually from February onwards (and varies according to UK region) of the year you will enter year 1 of your course.

15. Being financially assessed for UK government support from Student Finance for your undergraduate studies is also a precondition for being considered for any further University bursaries for undergraduates, which will depend on assessment of your household income. Receipt of the living costs Bursary during the Foundation Year does not automatically entitle you to any further bursary during your studies.

Responsibility for teaching

16. Teaching during your Foundation Year will be arranged by the Foundation Year programme in collaboration with your Department. You may have little or no teaching within your College during your Foundation Year. But you will normally be allocated to a College which would be able to provide the normal college teaching appropriate to your subject if you meet the academic standard required to progress to undergraduate degree study.

17. You will have access to any college facilities outlined in your College agreement.

Use of your data

18. The Astrophoria Foundation Year Scheme aims to increase opportunities for access to degree study at the University of Oxford for students who, historically, have been underrepresented. To monitor the performance of the Astrophoria Foundation Year, and improve opportunities and services for underrepresented groups, the University has obtained, and processed, data about your background (which may include information about your ethnic origin, any disabilities, previous education and socio-economic background). The University obtained this data when you applied to Oxford and will continue to process it, along with further data gathered during your studies (e.g. relating to academic progress and any assessments by the Disability Advice Service) for these purposes, as provided for within the Matriculated Student Ts&Cs and the University Student Privacy Notice.

Cancellation rights

19. You have a right to cancel your contract as set out in the Matriculated Student Ts&Cs. To cancel within 14 days of accepting your Offer you should log onto your UCAS Hub account

and fill out the cancellation form there. After 14 days cancellations must be communicated to admissions@foundationyear.ox.ac.uk and you should also notify UCAS and your College.