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**University Student Responsibility Agreement Signing Policy**

1. **Introduction**
2. This policy is applicable during any pandemic (including Covid-19), epidemic or local health emergency. It covers the signing expectations of the Student Responsibility Agreement (SRA).
3. There is a separate procedure for reports about student behaviour which is contrary to the standards set out in the SRA within the University’s Disciplinary Procedure: non-academic misconduct ([available here](https://academic.admin.ox.ac.uk/files/universitystudentdisciplinaryprocedure-non-academicmisconductpdf-0)).
4. The colleges and University are separate entities and have separate codes of discipline and separate contractual relationships with students. Therefore both the University and colleges may take disciplinary action about student behaviour which is contrary to the standards set out in the SRA.
5. In this Policy and Procedure the following definitions apply:
6. ‘Pandemic Event’ shall mean any pandemic (including Covid-19), epidemic or local health emergency which arises or has already arisen which necessitates measures to reduce risk of infection or illness including, but not limited to, measures that arise as a result of government or local authority regulations or legislation, or guidance by Public Health England (or its successors), or as a result of the University’s own health and safety advice and risk assessments
7. ‘SRA’ means The Student Responsibility Agreement
8. ‘HSWA’ means both the Health and Safety at Work Act and other related health and safety legislation applicable to the University
9. **General Principles**
10. The health and safety of students, staff and visitors is the University’s highest priority. During a Pandemic Event everyone has a shared responsibility to observe key behaviours designed to reduce the risk of infection and comply with Government and local authority legislation and guidance in this area. Students also have legal responsibilities to comply with reasonable instructions from the University, including in relation to health and safety.
11. This policy has been developed in the context of the Covid-19 pandemic and in response to Government legislation, other guidelines and in accordance with specific duties on the University in the HSWA. The SRA has been developed, and will be updated as necessary, and during a Pandemic Event all students are being asked to sign and comply with the standards of behaviour required by the SRA.
12. Sharing of data under this policy is justified and envisaged under both (a) the data sharing agreements between colleges and the University and (b) the terms of the University’s student contract (which includes a section on use of Personal Data and incorporates the terms of the University’s Student Privacy Policy). Sharing of data between colleges and the University (and vice versa) under this policy will therefore take place because of (1) the terms of the student contract with the University (including the terms of the University Student Privacy Policy); (2) the University’s duty to carry out a task which is in the public interest (ie health and safety duties during the pandemic) and (3) the University’s legal obligations to students, staff and others (including its health and safety duties under HWSA).
13. **Policy**
14. The University does not view the failure to sign the SRA by itself as a disciplinary offence under Statute XI, nor does it view it as conclusive evidence of an intention to breach the SRA and it will not be treated as such.
15. For matriculated students their colleges are the bodies who have agreed to collect student signatures on the SRA. Colleges will therefore notify the University of the numbers of students who have not signed the SRA (justification for sharing such data is set out in paragraph 2.3). For non-matriculated students without a college the Department will be responsible for collecting signed SRAs.
16. If a student fails to sign the SRA this will, in the absence of evidence to the contrary, be viewed as the student indicating unwillingness to comply with reasonable standards of behaviour designed to protect health and safety of others and reduce infection during a Pandemic Event. Whilst this will not in itself result in disciplinary action being taken by the University, it will be recorded and may, depending on all the circumstances, subsequently be treated as an aggravating factor if the student later breaches the standards of behaviour required under the SRA.
17. Students may decide to sign and agree to comply with the SRA at any point, in which event there will normally be no further need for action (unless there has also been a breach of the provisions of the SRA).
18. The Proctors may, in cases of serious breaches of the behaviours required by the SRA, ban a student from University premises in addition to any other disciplinary penalty within the normal range that the Proctors may impose for any non-academic misconduct. The length of any such ban, and the extent of premises to which it would extend, would be determined by the Proctors, taking into account all the factors in the case including any potential health and safety risks to others arising from the student’s behaviour.
19. In addition, if a student who has already received a disciplinary penalty from the University as a result of breaches of behaviours required under the SRA is later found to have breached behaviours required under the SRA a second (or subsequent) time then the Proctors may ban that student from University premises on any such subsequent occasion (irrespective of the seriousness of the final breach of behaviours required by the SRA which immediately preceded the ban, because it is the repeated nature of the behaviour which is the issue). If such a ban means that a student’s access to in-person teaching or services is materially affected then the Department will be required to consider provision of alternative methods of teaching.