

Code of Practice for Undergraduate Admissions to the Oxford College

A student at the University is a member both of the University and of one of its constituent colleges. The two relationships are the subject of separate, though interlinking, contracts. You will be supplied with forms of contract if and when an unconditional offer is made to you, and you should study them carefully before accepting that offer.

The University will deliver a student's chosen programme of study in accordance with the descriptions set out in the University prospectus (the course details and application procedures are correct as of January 2008, subsequent amendments can be found under updates). However, where courses or options depend on placement at another institution or on specialist teaching, availability in a given year cannot be guaranteed in advance. The University also reserves the right to vary the content and delivery of programmes of study: to discontinue, merge or combine options within programmes of study; and to introduce new options or courses. Changes in course provision may arise from desirable developments in the relevant subject or alterations in teaching practice and/or facilities, as well as from causes such as resource constraints or staff movements. Changes in course provision may occur either before or after admission, but will take account of the reasonable expectations of any student admitted to or engaged on a specific programme of study. In the unlikely circumstance of the University deciding to make substantial and material changes to a programme of study after acceptance of a place by a student, the student will be able to withdraw from that programme of study.

1. Candidates will be assessed on their individual merits and potential, and decisions will be based on the application of selection criteria appropriate to the course of study, in a competitive context.
2. Colleges and subjects will comply with relevant legislation, including the Sex Discrimination Act (1975, 1986), the Race Relations Act (1976), the Disability Discrimination Act (1995), the Data Protection Act (1998), the Human Rights Act (1998), the Race Relations (Amendment) Act (2000), the Special Educational Needs and Disabilities Act (2001), the Disability Discrimination Act (2005) and the Equality Act (2010). Selection will be without regard to marital or civil partnership status, race, ethnic origin, colour, religion, sexual orientation, social background, or disability (complying with current legislation). With the exception of St Benet's Hall, all selection for admission will take place without regard to gender¹.
3. Decisions on whether to call candidates for interview, and on offering places, will be based on selection criteria agreed by each subject. These criteria will be applied consistently across all colleges and will be published on departmental and faculty web pages.
4. Procedures agreed by each subject are intended to ensure that, as far as possible, a candidate's chances of obtaining a place at Oxford will not be affected by college choice.
5. Candidates' applications will normally be considered only within the set application and admissions period², through the designated admissions officer and by tutors in each college.
6. Subjects, Colleges, and the Undergraduate Admissions Office will co-operate over the allocation of candidates across colleges (including open applications), and over the redistribution of candidates.

7. All candidates' applications will be acknowledged, and they will be given information about interview procedures, written tests, written work or any other form of assessment for their subject, in advance of their interview. They will also be made aware of the following arrangements: reallocation to another college might be desirable in order to distribute more evenly the number of applicants per college in a given subject; interviews may be scheduled for a Saturday or a Sunday. Candidates will be asked to let the college know if they object to interviews on any particular day on religious grounds.
8. All candidates will, as far as practicable, be made aware of the interview arrangements at their college of preference (and the day and time by which they have to arrive in Oxford), by at least one week before the appropriate interview period.
9. All interviewers should receive appropriate information, guidance, and/or training.
10. Subject groups should ensure that, as far as practicable, all candidates receive a minimum of two interviews. Colleges and subjects should ensure that no candidate is interviewed once only and by a single interviewer.
11. All involved in assessing written work, marking tests and interviewing should keep notes relating to the selection criteria, marks given, and the interview performance of each candidate. Colleges will make arrangements to keep these notes securely for twelve months.
12. Where feedback letters on candidates are provided, these should be written by Tutors for Admissions, college tutors, or the senior selector concerned, and should be previewed by the college Tutor for Admissions and/or other designated persons.
13. Candidates will be made aware of the fact that feedback to referees may be provided (where it is college policy to do so), and they should be given the opportunity to ask that it not be sent.
14. Feedback on admissions decisions will be provided by colleges. Guidance on matters falling outside the immediate remit of colleges can be provided by the Head of Admissions Operations. The University's procedures for providing feedback are set out in Feedback on Admissions decisions.
15. Colleges should abide by the agreed timing for communicating with candidates at various stages of the admissions cycle, and check the contents of such letters against the UCAS guidelines. Decisions must not be communicated to candidates outside the normal times.
16. Selection procedures and admissions statistics will be regularly monitored and reviewed by colleges and by the Admissions Executive, in accordance with current legislation and University requirements.

¹The statutes of Permanent Private Halls (PPHs) contain requirements pertaining to religion (in the case of PPHs) and gender (in the case of St. Benet's), and are within the law.

²The application and selection period is between 1 September and 31 January.