THE BLAVATNIK SCHOOL OF GOVERNMENT
EXECUTIVE COURSE ON OIL, GAS AND MINING
GOVERNANCE
TERMS AND CONDITIONS

This agreement is made between The Chancellor, Masters and Scholars of the University of Oxford on behalf of its Blavatnik School of Government (“the Blavatnik School”) and applicants and participants of the Executive Course on Oil, Gas and Mining Governance (the “Course”).

1. THE COURSE

   1.1. The Blavatnik School will endeavour to deliver the Course as described on the School’s website; however, the School reserves the right to make alterations to the Course, including the timetable, location, content and method of delivery in response to operational demands.

2. FEES

   2.1. A deposit may be payable upon acceptance of your offer to secure your place on the Course. This will be non-refundable, except in the case of participants who subsequently receive a scholarship.

   2.2. Where your offer to attend the Course is made more than 60 days before the start date of the Course, you will be invoiced for the full fees (less deposit, if applicable) which will be payable within 30 days. Where the offer is made less than 60 days before the start date of the Course, you will be invoiced for the full fees which will be payable immediately.

   2.3. Your place on the Course will only be finally confirmed following receipt of the fees payable or confirmation that you have received a scholarship.

   2.4. In all cases, monies due must have been paid at least one calendar month prior to the start date of the course. The Blavatnik School reserves the right to not admit participants whose fees are outstanding on the start date.

   2.5. If a third party (e.g. place of employment, sponsoring organisation or any other institution) is funding or partially funding any element of your tuition fee, the payment terms set out in paragraphs 2.1 to 2.4 apply.

   2.6. It is your responsibility to facilitate the administrative link between the funder and the Blavatnik School. This is to ensure that the school can invoice the funder directly.

   2.7. All invoices will be issued in GB Pounds Sterling. You must pay any currency conversion costs or other charges incurred in making the payment or in processing a refund.

   2.8. Cash payments are not accepted under any circumstances.
3. CANCELLATION BY THE BLAVATNIK SCHOOL

3.1. The Blavatnik School may cancel the contract with a participant to provide the Course by giving notice in writing not less than four weeks before the commencement of the Course. In such circumstances the School’s liability is limited to a refund of any fees already paid in respect of the Course.

4. CANCELLATION BY YOU

4.1. You may cancel your enrolment on a Course at any time by giving the Blavatnik School notice in writing (oilgas.mining@bsg.ox.ac.uk). The following fees will be payable if you or your sponsor must cancel:

- 6 weeks’ notice or more prior to the commencement of the Course: no cancellation fee payable
- Between 6 weeks and 2 weeks before the commencement of the Course: 50% of the Course fee
- 2 weeks prior to the commencement of the Course, or after the commencement of the Course: 100% of the Course fee

4.2. Participants may, in exceptional circumstances and subject to availability, defer to the following year’s Course, provided that the Blavatnik School is notified prior to the commencement of the original Course.

4.3. In exceptional circumstances, replacement candidates may be accepted at the discretion of the Programme Director. A completed application for the replacement candidate is required in adequate time to review and process the application. The School reserves the right to reject substitute candidates.

5. SCHOLARSHIP GUIDELINES

5.1. Scholarship applicants in receipt of funding from either the Blavatnik School or the Natural Resource Governance Institute should note that in accepting an award (partial or full), they commit to attending the full course.

5.2. If a scholarship applicant cancels their place on the Course, the cancellation terms set out in paragraph 4 will apply unless the Programme Director accepts a substitute candidate in accordance with paragraph 4.3.

6. YOUR RESPONSIBILITIES

It is your responsibility:

6.1. To act as a responsible member of the University’s community, including treating other members of the community and the public with courtesy and respect.

- The University does not tolerate any form of harassment (verbal, physical, sexual) and/or victimisation and expects all members of the University community, its visitors and contractors to treat each other with respect, courtesy and consideration.
- The University is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working,
learning and social environment in which the rights and dignity of all members of the University community are respected.

- The full policy can be found by visiting: Policy and Procedure on Harassment

6.2. To participate in active learning, and to support the learning of others. You agree to arrive promptly and to carry out all relevant preparation for Course sessions. If you fail to do so without proper reason, then we reserve the right to exclude you from sessions or from the Course as a whole (and to notify your funder of this if your fees are being paid to us directly by a third party) to ensure that your behaviour does not have a detrimental effect on the experience of other Course participants. You are expected to attend all five-days of the Course.

6.3. To ensure that your tuition fees are paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party.

6.4. To obtain an appropriate visa (if necessary) and abide by any visa conditions. Failure to do so may result in non-attendance on the course or legal action.

- We encourage all applicants to apply for ‘express service’ to guarantee visa entry into the country for the course. You may check current visa processing times, by visiting: https://www.gov.uk/visa-processing-times.
- It is the responsibility of each participant to check UK visa regulations for their own country and to apply in enough time to come on the course.
- Cancellations due to visa delays or denied applications are subject to the cancellation terms set out in paragraph 4.

6.5. Should you contravene the standards set out in the Terms and Conditions, the following may apply.

- Withdrawal of the right to attend the course, including the right to participate in lectures, seminars and extra-curricular activities;
- Withdrawal of scholarships, including scholarship benefits (accommodation, catering, travel) for the remainder of the course;
- Non-issuance of certificates of participation or completion.

7. GOVERNING LAW

7.1. This Agreement shall be governed by and construed in accordance with English law. In the event that the mediation is unable to resolve any issue, the English courts shall have exclusive jurisdiction to deal with any dispute which may arise out of or in connection with this Agreement.

8. THIRD PARTIES

8.1. For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.
9. PERSONAL DATA

9.1. The personal data you provide will be collected and processed in line with the General Data Protection Regulation (GDPR). For further information on how we will process your data, please see our Privacy Notice.

By submitting your application to the Course, you accept these terms and conditions.