



## **Student Admissions – Conflict of Interest policy**

The College needs to ensure that academic staff are aware of the way relationships may impact decision-making and may be perceived. The policy for managing conflict of interest in admissions is not intended to restrict the proper fostering of relationships with schools and prospective applicants that quite appropriately takes place as part of access and outreach work. It is designed to ensure that the College takes action appropriate to mitigate against conflict of interest which may arise during the Admissions process.

Selectors are advised to inform the Academic Director if any candidate is known to them so that the Academic Director can advise on what action to take, if any. All information received will remain confidential. It will be retained for a period of six months after the conclusion of the interview/selection season and then destroyed.

‘Known to them’ may include:

In a personal capacity (eg a relative or friendship)

Having been employed by a commercial Admissions company

Anyone who is involved in Admissions and is in doubt about whether they may have a conflict of interest should consult the Academic Director.

It does not include:

Candidates one may have met via an access event or Open Day (or similar).

Anyone involved in Admissions and who is a secondary-school governor, should declare this to the Academic Director.

No one involved in any aspect of the Admissions process should be paid for providing advice on Oxford Admissions.

The Academic Director should make such a declaration to the Access Fellow and agree what action to take, if any.

5 November 2025