



Handbook of Information 2015-16

Contents

INTRODUCTION	- 3 -
THE MASTER, FELLOWS AND OTHER ACADEMICS.....	- 3 -
ADMINISTRATIVE STAFF	- 6 -
ACADEMIC LIFE AND STUDIES AT UNIVERSITY COLLEGE	- 8 -
Academic Terms.....	- 8 -
Registration.....	- 8 -
Academic dress and 'sub fusc'.....	- 8 -
Bod Card.....	- 9 -
Tutorials	- 10 -
Academic Standing and Discipline.....	- 10 -
Residence Requirements.....	- 10 -
Temporary Period 'Out of Residence'.....	- 11 -
Return into residence	- 12 -
Going out of residence permanently	- 12 -
Action by the University	- 12 -
Employment of Students during Term.....	- 12 -
Employment of Undergraduates during the Long Vacation	- 12 -
Start-of-Term Collections.....	- 12 -
Examinations.....	- 13 -
Master's Collections	- 13 -
Academic Feedback from Tutors to Students.....	- 13 -
Feedback from Students to Tutors	- 14 -
Scholarships and Exhibitions.....	- 14 -
Prizes	- 15 -
Changes of Course	- 15 -
FEES AND FINANCES.....	- 16 -
Cost of Living at Univ. at a glance 2015/2016.....	- 16 -
Batells	- 17 -
University and College Fees	- 18 -
Council Tax	- 19 -
LIBRARIES.....	- 19 -
COMPUTING AT UNIV	- 20 -
ACCOMMODATION FOR STUDENTS.....	- 21 -
Allocation of Accommodation.....	- 21 -
Keys	- 21 -
Maintenance.....	- 21 -
Televisions.....	- 22 -
Music and Noise	- 22 -
Living Outside College.....	- 22 -
Staverton Flats	- 22 -
Cooking	- 23 -
Electrical Regulations.....	- 23 -
Laundry	- 24 -
Scouts and Cleaning.....	- 24 -
Vacations	- 24 -
Storage	- 24 -
Extra Residence	- 25 -

Visitors and Guests.....	- 25 -
Guest rooms	- 25 -
Accommodation Insurance.....	- 26 -
LIVING AT UNIV	- 26 -
E-mails and Notices	- 26 -
Student Self Service	- 26 -
Post, Messenger Service and Messages.....	- 26 -
Media Interest in the College.....	- 27 -
Freedom of Speech.....	- 27 -
The Porters and the Porters' Lodge	- 27 -
Gates	- 27 -
Food and Dining	- 28 -
Meals.....	- 28 -
Formal Hall.....	- 29 -
Vending Machines.....	- 29 -
University Clubs and Societies.....	- 29 -
College Societies and Subject Dinners	- 29 -
Sport and Leisure	- 30 -
Music.....	- 31 -
Sustainability at Univ.....	- 31 -
SAFETY AND SECURITY	- 32 -
DISCIPLINE	- 33 -
COMPLAINTS.....	- 34 -
STUDENT WELFARE	- 35 -
HEALTH.....	- 39 -
INFORMATION FOR STUDENTS WITH DISABILITIES	- 39 -
LIVING WITH MENTAL HEALTH CONDITIONS	- 39 -
SPECIAL EXAM ARRANGEMENTS AND FACTORS AFFECTING PERFORMANCE IN PUBLIC EXAMINATIONS	- 43 -
HARDSHIP	- 44 -
VACATION STUDY GRANTS (UNDERGRADUATES ONLY)	- 45 -
ACADEMIC TRAVEL AND CONFERENCE GRANTS.....	- 45 -

INTRODUCTION

University College (often referred to as 'Univ') was founded in 1249 and is a large and varied community comprising about 370 undergraduates and 230 graduate students, 70 academics, and 95 support staff. It was established as a place where education and learning should be promoted and this remains its overall aim. Oxford University and its colleges offer unrivalled facilities not only for academic work, but also for sport, cultural and social achievement. Of course your academic work must be given priority over all other activities, but with careful organisation of your time you will be able to join in and enjoy many of the other opportunities on offer. Much is available within the College, but you will also be likely to benefit from participating in University-organised activities.

This Handbook is designed to introduce you to the College and help you to understand how it functions. It tells you what you can expect, and what is expected of you as one of its students. Please read this Handbook carefully, make sure you are familiar with the basic requirements and information, and keep it where you can refer to it easily. It is revised annually and circulated to all College members and is available on the College's website (<http://www.univ.ox.ac.uk/content/student-information>).

THE MASTER, FELLOWS AND OTHER ACADEMICS

The College's Statutes establish the Master and Fellows as the Governing Body of the College. Members of the Governing Body take decisions about all aspects of College Policy and are trustees of the College.

A list of the College's Governing Body, which is made up of Tutorial Fellows and some others, such as Professorial Fellows and Senior Research Fellows, is as follows:

The Master, Sir Ivor Crewe
 Dr W Allan
 Professor F Arntzenius
 Dr P E G Baird
 Professor M Barnes
 Dr A Bell
 Professor M Benedikt
 Dr J Benesch
 Professor T W Child
 Dr S Collins
 Dr K L Dorrington
 Professor P England
 Dr M Galpin
 Professor J B Gardner
 Revd Dr A Gregory
 Professor N Halmi
 Dr L Hansen
 Professor J J Hein
 Professor G M Henderson
 Professor P D Howell
 Dr C J Holmes
 Dr B Jackson
 Professor P Jezzard
 Professor A Johnston
 Dr Polly Jones
 Dr L Kallet
 Dr A Ker
 Dr C Leaver

Professor D Logan
 Mr F N Marshall
 Professor S Mavroeidis
 Dr K Milewicz
 Professor R J Nicholas
 Dr N Nikolov
 Dr C J Pears
 Professor T Povey
 Professor A W Roscoe
 Mr W Roth
 Dr J Rowbottom
 Professor T Sharp
 Professor M J Smith
 Dr M Smith
 Professor M Stears
 Professor T Stern
 Professor Y W Teh
 Professor B J Ter Haar
 Professor C Terquem
 Professor S C Tsang
 Mrs A Unsworth
 Professor J F Wheeler
 Professor N Woods
 Professor N Yeung
 Professor O Zimmer

Many other academics contribute to the College's intellectual community, some of whom you will meet or be taught by during your time at Univ. A list of academics in certain other categories is included below:

Junior Research Fellows

Dr T Gibson-Robinson (Computer Science)
Miss K Greasley (Law)
Dr P Koelemeijer (Earth Sciences)
Mr J Lacey (Politics)
Dr W Potter (Physics)
Dr L Prada (Egyptology)
Dr S Shortall (History)

Special Supernumerary Fellows

Dr T Bowden
Professor T Dong
Professor D Freeman
Dr M Galpin
Mr M Gundle
Dr I Jacobs
Dr E Jones
Dr C Leaver
Dr C MacMinn
Professor T Mather
Dr P McHugh
Mr C Miller
Professor P Norreys
Dr N Rahman (Clinical Fellow)
Professor N Sibson
Dr E Tunbridge

Stipendiary and Senior College Lecturers

Dr R Ashdowne (Classical Languages and Linguistics)
Dr J Beneš (History)
Dr M Cheung-Salisbury (Music)
Dr O Clarkson (English)
Dr R Evans (Metabolic Biochemistry)
Dr P Griffiths (Medical Statistics)
Professor D Grimley (Musics)
Dr S Jenkinson (Organic Chemistry)
Dr P Knipe (Organic Chemistry)
Dr M Laidlaw (Inorganic Chemistry)
Dr J Lee (Physical Chemistry)
Dr A Lopez (Physics)
Dr F Manzini (French)
Dr A Mell (Microeconomics)
Professor J Morton (Engineering)
Dr Z Řihová (Czech (with Slovak))
Dr D Sejdinović (Statistics)
Mr R J Talbert (Physics)
Dr L Varnam (Old & Middle English)
Mr S Wedler (Music)
Dr M Williams (Politics)

Emeritus Fellows

Professor J E Allen
Professor P C Bayley
Dr J D Bell
Mr G L Cawkwell
Professor E H Cooper
Mrs E J Crawford
Professor G Dudbridge
Professor J M Finnis
Dr S Golding
Dr B C Loughman
Professor N March
Mr M H Matthews
Professor J H McDowell
Dr L G Mitchell
Mr A Murray
Dr M A Nicholson
Dr R Park
Professor C B R Pelling
Professor H J O Pogge von Strandmann
Professor J N P Rawlins
Dr G R Scream
Mr D W Soskice
Dr R K Thomas
Dr M D Yudkin
Professor A Zuckerman

Some of the academic staff listed above also hold College Officerships, which means that they oversee specific operations of the College. The key Officers and their roles are outlined below.

The Master, Sir Ivor Crewe

Head of the College. Chairs the Governing Body and its standing committees.

The Senior Tutor, Dr Andrew Bell

Responsible for quality assurance, undergraduate and graduate admissions, oversight of academic welfare and performance, academic appointments, and all other academic business.

The Dean of Graduates, Professor Peter Jezzard

Responsible for the admission and oversight of graduate students, together with the Senior Tutor.

The Estates Bursar, Mr Frank Marshall

Responsible for the College's estates (its endowments and properties outside the College), its funds, and its financial procedures and controls.

The Domestic Bursar, Mrs Angela Unsworth

Responsible for the support services and staff in housekeeping, catering, the Lodge, and the Works Department. Also responsible for the allocation of hardship funds, accommodation and other resources within the College.

The Dean, Dr William Allan

Responsible for discipline amongst students.

The Development Director, Mr William Roth

Responsible for maintaining and fostering links with Old Members of the College and managing fundraising operations. An Old Members Trust was established some decades ago and money from the Trust plays a vital role in the financial support of students coming to Univ. For further information on the work of the Development Office please go to the Alumni pages on the College's website.

A full list of College officers is as follows:

Adviser to International Students	Mrs J Fang
Archivist	Dr R Darwall-Smith
Chaplain and Welfare Fellow	Dr A Gregory
Dean	Professor W Allan
Dean of Graduates	Professor P Jezzard
Dean of Degrees	Dr M Nicholson
Development Advisers	Professor G Henderson, Dr B Jackson, Dr M Smith, Professor N Woods
Development Director	Mr W Roth
Director of Music	Mr G Underwood
Domestic Bursar	Mrs A Unsworth
Estates Bursar	Mr F Marshall
Fellow Librarian	Professor T Stern
Financial Adviser	Professor R Nicholas
Garden Master	Professor W Roscoe
Harassment Officers	Mr T Croft, Dr L Kallet, Professor T Sharp, Mrs T Strike

IT and Web Fellow
Keeper of the Statutes
Junior Deans

Master
Schools Liaison Fellow
Senior Tutor
Vice-Master

Dr P Baird
Professor J Gardner
Mr C Hildebrand (Stavertonia), Mr A Martinho, Ms E Murray
(Michaelmas Term only), Ms N Yancy
Sir Ivor Crewe
Professor N Yeung
Dr A Bell
Professor T W Child

ADMINISTRATIVE STAFF

The College's administrative staff is here to assist with the implementation of the decisions taken by the Governing Body, and to support undergraduate and graduate students. Some information about each administrative office is included below.

Academic Office

The Academic Office is located on staircase 12 (Radcliffe Quad). It is open for routine student business from 9.00am to 12.30pm and from 2.00 to 4.00pm, Monday to Friday. Members of staff in the Academic Office are responsible for academic administration e.g. examination entries, graduate transfers of status, tutorial reports, scholarships, and book and travel grants. Enquiries can be emailed to academic.office@univ.ox.ac.uk.

Senior Tutor	Dr Andrew Bell	76673
Academic Registrar	Dr Ian Boutle	76959
Academic Services Manager	Miss Sally Stubbs	76951
Academic Support Administrator (Admissions)	Mrs Karen Franklin	86419
Student and Academic Recruitment Administrator	(tbc)	
Admissions Manager	Miss Amy Sims	76677
Disability and Welfare Administrator	Mrs Catherine Flynn	76662
Schools Liaison and Access Officer	Miss Nelli Chamings	86565

Development Office

Development Director	Mr William Roth	76989
Alumni Relations and Events Officer	Ms Julie Boyle	76682
Annual Fund Manager	Ms Ellie Brace	86208
Communications Officer	Ms Sara Dewsbury	76988
Development Assistant	Ms Carol Webb	76674
Research and Database Officer	Mr Rob Moss	86569
Senior Development Executive	Ms Martha Cass	76791

Domestic Bursary

The Domestic Bursary is located on staircase 6 (Front Quad) and is open to students from 8.30am to 4.00pm, Monday to Friday. Members of staff in the Domestic Bursary are responsible for accommodation, catering and other domestic and financial areas of College life.

Operations Manager	Ms Teresa Strike	76676
Administration Assistant	Mrs Agnieszka Deputowska	76625
Common Room Steward	Mr Simon Cotterell	76604
Hall Manager	Mr Scott Chamberlain	76954
Head Chef	Mr Robert Mercer	76612
Hospitality Co-ordinator	Ms Marilia Arezes	76954
Housekeeper	Ms Anne Peck	76625

Estates Bursar's Office

Estates Bursar's Secretary	Mrs Reija Fanous	76630
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IT Department

IT Manager	Mr Andrew Hamilton	76781
Senior IT Officer	Mr Paul Delany	78781
IT Officer	Mrs Karen Good	76781

Library

Librarian	Mrs Elizabeth Adams	76621
Assistant Librarian	Mrs Emily Green	76621

Lodge

Head Porter	Mr Robert Maskell	76602
Porter	Mr Lee Mahon	76602
Porter	Mr Steven Moody	76602

Master's Office

Master's Secretary	Mrs Marion Hawtree	76600
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Student Welfare Office

Welfare Fellow	Revd Dr Andrew Gregory	76663
Adviser for International Students Disability and Welfare Administrator	Mrs Jing Fang Mrs Catherine Flynn	jing.fang@orinst.ox.ac.uk 76662

Treasury

The Treasury is located on **staircase 5 (Front Quad)** and it is open to students from 8.30am to 1.00pm and from 1.30 to 5.30pm, Monday to Friday. The Treasury issues college bills (known as Batells) and is the office where these bills should be paid.

College Accountant	Mr Tim Croft	76622
Accounts: Batells	Mrs Angela Gardiner	76616
Accounts: Payroll	Mrs Maria Druce	76683
Accounts: Purchase Ledger	Mrs Denise Upton	76981
Assistant Accountant	Mr Peter Boreham	76681

Works Department

College Surveyor	Mr Richard Pye	76609
Works Department Assistant	Mrs Stephanie Roberts	76660

Contacting College Staff

Messages for any of the staff above may be left at the Porter's Lodge, or contact can be made by telephone or e-mail (the format of the e-mail addresses is usually *firstname.surname@univ.ox.ac.uk*). Normal practice is to address officers and staff using their title and surname, unless invited to do otherwise.

ACADEMIC LIFE AND STUDIES AT UNIVERSITY COLLEGE

The primary function of Univ is to support and encourage academic learning. The College will provide appropriate supervision and tuition which will help students complete their courses successfully, given due diligence on their part. All students are expected to devote the majority of their time, in both term and vacation, to academic study and must remain in residence throughout the term (except when permission from the College has been granted).

Academic Terms

There are three eight-week terms per academic year.

The first week of Full Term is called 'First Week' and the last week of Term is known as 'Eighth Week'.

The week before Full Term starts is 'Week Nought'.

The dates of Full Term for 2015-16 are as follows:

Michaelmas Term 2015

Sunday 11 October - Saturday 5 December

Hilary Term 2016

Sunday 17 January – Saturday 12 March

Trinity Term 2016

Sunday 24 April – Saturday 18 June

Students must arrive **no later than 12 noon on the Thursday before the start of every Full Term and must not leave before Saturday of Week 8** without the prior permission of the Senior Tutor.

All students must be available to sit the Start-of-Term Collections (see below) on Friday and Saturday of Week Nought (the week before the start of Full Term). Students who are not able to return by Thursday of Week Nought (e.g. they are ill, as certified by a medical certificate) must inform the Senior Tutor and their subject tutors in advance of their absence. Arrangements will normally be made for collections to be sat at a later date.

Registration

Students are required to complete annual registration by logging in to Student Self Service (<http://www.ox.ac.uk/students/selfservice>).

It is essential that students check their addresses (both permanent and term-time) and contact details are up to date before registering for the new academic year.

Failure to register might put access to facilities and UK Student Loans (where applicable) at risk and could compromise the visa status of international students.

The University of Oxford (a separate legal entity from the College) and University College both require all students to complete and sign student contracts. The University-Student Contract will need to be returned to the University's Central Administration before you can register. The College-Student Contract makes it clear that by signing it you abide by the College's Regulations and the provisions of this Handbook of Information and the Handbook of Regulations.

Academic dress and 'sub fusc'

Cap and gown with *sub fusc* clothing should be worn for matriculation, for formal examinations, and for degree ceremonies. *Sub fusc* is a dark suit with dark socks, or a dark skirt with black stockings or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie or white bow tie.

Dress should be such as might be appropriate for formal occasions.

Candidates serving in HM Forces are permitted to wear uniform together with a gown. (The uniform cap is worn in the street and carried when indoors.)

Gowns (without *sub fusc*) are worn for Formal Hall, in Chapel, Master's Collections and Academic Reviews, and official interviews with the Master or Fellows.

Graduates of other universities who are reading for higher degrees and diplomas (other than the Diploma in Legal Studies) may wear either the Oxford University graduate student's gown or the academic dress of their own universities; graduates of other universities reading for Final Honour Schools must wear a commoner's or (if appropriate) a scholar's gown.

Gowns and caps are sold new and second hand in at least three shops in the centre of Oxford: Shepherd & Woodward and Ede & Ravenscroft in the High Street, and Walter's in Turl Street. These shops can give you any advice you need about *sub fusc*.

Bod Card

Your University card, commonly known as a 'Bod card' (after the Bodleian Library) is your ID card around Oxford University.

Among other things, it is used for:

- Accessing buildings
- Taking out library books
- Identifying yourself at exams and formal University events
- Paying for meals in college and for drinks at the bar
- Getting discounts. Many businesses in Oxford will accept a university card as eligibility for student discounts, admission to 'student nights' at clubs, etc.
- Failure to produce your Bod Card at an examination will be treated as an examination irregularity by the University Proctors.

Undergraduate freshers will have been sent a University Contract and a College Contract in their College freshers' packs.

Graduate freshers will have been sent a University Contract direct from their department and the College Contract by the College's Academic Office.

Completion and return of the Contract triggers the release of your University Card, which will be available for collection by both undergraduates and graduates at registration. You must return your contracts prior to your arrival. A delay in returning the contracts will entail delays in accessing essential services.

Registered visiting students and matriculated non-award students are sent the appropriate application form, which they must complete and return to the College.

You should take good care of your university card, but if it breaks or you lose it, you'll need to replace it as a matter of urgency. Loss of your Bod Card could result in any credit on your account being used by someone else so it is important to report a lost card as soon as possible.

Staff and students who lose their university card will be charged a £10 flat rate replacement fee to cover the additional cost involved in issuing lost cards. You will not be able to access libraries without the card.

The loss of a card should be reported to the Academic Office, which will notify the University Card Office. Payment for lost cards needs to be made by the cardholder through the Oxford On-line Store (<http://www.admin.ox.ac.uk/card/>). On receipt of payment the Card Office will send a replacement card to the college/departmental administrator for collection. Once a card is reported as lost, the barcode will be stopped and changed. Should the original card be found, it will no longer be useable. Any card that needs to be renewed or replaced owing to faults or other inadvertent damage, or to change of personal

circumstances, will not incur the replacement fee. Cardholders who provide evidence that their card has been stolen (Police Crime Number) will not be required to pay for a replacement card either.

Tutorials

The main method of instruction within the College is by tutorials and small classes, both of which form a central part of the delivery of the undergraduate course. The tutorial is primarily a formative learning process (that is, it provides critical input designed to instruct and improve). Attendance at tutorials and proper preparation for them as laid down by tutors is a very strict obligation. A student who finds it impossible to attend at the scheduled time must contact the tutor in advance to discuss the possibility of re-arranging the tutorial. A student who cannot attend a tutorial owing to illness must endeavour to get a message to the tutor. The Porters or members of the Academic Office can help with this if required. Tutorials are sometimes replaced or supplemented by College or University classes and lectures. Attendance at such classes is also compulsory, as is attendance at University-run practicals.

Undergraduates will have an appropriate amount of time to complete any work set, normally with a minimum of three days for a tutorial essay. Any student who fails to attend tutorials or to work to a satisfactory standard, or whose work lacks integrity, will be subject to measures outlined in the College's Academic Disciplinary Procedure (refer to Handbook of Regulations).

Academic Standing and Discipline

The College has to satisfy itself that its students are in 'good academic standing', as defined by the Policy on Academic Standing and Academic Performance. The criteria for good academic standing are outlined in the policy.

Members of the College are required to satisfy their tutors, the Senior Tutor, the Academic Committee and, ultimately, the Governing Body as to their academic diligence and progress.

The College's procedures in the case of academic offences and dereliction are given in the Academic Disciplinary Procedure.

The consequences of failure in Public Examinations are set out in the Policy on Academic Standing and Academic Performance.

Intermission of studies on medical or pastoral grounds is regulated by the Policy on Intermission.

All three of these documents are included in the Handbook of Regulations and students should familiarise themselves with them.

Residence Requirements

The University regulations require that undergraduates should live within six miles of Carfax (the centre of Oxford) and graduates within twenty five miles of Carfax. Dispensation may be allowed in exceptional circumstances. All Students must supply the Academic Services Manager with a current address and with their mobile numbers. For all courses students are required to have been 'in residence' for a specified minimum number of terms - nine or twelve terms for undergraduate courses; three terms for M.Sc., M.St. and diplomas; six terms for the B.Phil., M.Litt., M.Phil. and D.Phil. Candidates for the D.Phil should allow at least three years for completion of their thesis.

Students must arrive no later than 12 noon on the Thursday before the start of every Full Term and must not leave before Saturday of Week 8 without the prior permission of the Senior Tutor.

To meet residence requirements students must be in Oxford for at least 42 nights each term: 'term' for this purpose extends over a longer period than Full Term - see University Examination Regulations for details, a copy of which will be given to you upon arrival. Students who must be away from Oxford for any period of time longer than three nights during term should consult the Senior Tutor.

Temporary Period 'Out of Residence'

In rare cases, students may be in medical or other difficulties requiring them to take a temporary break from their studies, such that they will not be able to complete those studies according to the originally anticipated schedule. The College's Policy on Intermission exists to enable the College to make suitable provision for these rare cases of intermission. Students who have been granted intermission will have to go out of residence. Where an interruption of full-time study has been imposed by the College, the student will also have to go out of residence. For a further explanation, please see the College's Policy on Intermission, the Academic Disciplinary Procedure, the Policy on Academic Standing and Academic Performance and the Non-Academic Disciplinary Procedure.

Intermission from studies is usually granted only for medical and compassionate reasons under the College's Policy on Intermission. In very rare cases not covered by the Pol, however, the College may exceptionally grant a student a single intermission of not more than one year to pursue an outside opportunity (for example, in international sport or cinema) reflecting the student's high achievement and carrying great distinction. Such an intermission will be granted at the absolute discretion of the Governing Body and a refusal carries no right of appeal. The Governing Body will not grant any such intermission to a student who is not, at the time of requesting it, in good academic standing within the terms of the College's Policy of Academic Standing and Performance. The unanimous support of the relevant subject tutors will be required. If an intermission is granted it will be subject to academic conditions along the same lines as those prescribed in the College's Policy on Intermission para 2.8 ('Conditions as to return: academic'). If such conditions are not met and return into residence is not allowed, the College will permit an appeal akin to that provided for in the College's Policy on Intermission para 4.4 ('Appeals upon failure to satisfy conditions'). Any application to intermit under this heading should be addressed in the first instance to the Senior Tutor. It will be considered by Academic Committee, which will make a recommendation to Governing Body. There is no right of audience at either Academic Committee or Governing Body.

A period 'out of residence' is equivalent to temporary interruption of a course.

When students, whether undergraduate or postgraduate, are out of residence, the College will require that, unless dispensed, they may not

- i) make use of any College facilities, including the Library (whether in person or by borrowing books/periodicals), the Sports facilities, the Hall, or the Bar;
- ii) receive tutorials, attend classes or otherwise receive academic instruction under the aegis of the College;
- iii) enter or remain on College premises without the Dean's permission;
- iv) attend any function in College without the Dean's permission;
- v) occupy College accommodation.

They are therefore applicable whether the student is 'out of residence' voluntarily or compulsorily. However, if the student is 'out of residence' voluntarily with the permission of the College (i.e. he or she has been given permission to intermit the course for reasons of health or disability or other good cause), the restrictions may, if appropriate and in particular cases, be modified to allow limited access to library and computing facilities. In any case such students are encouraged to maintain occasional contact with the College, especially the Senior Tutor and/or their tutors, even though they do not receive systematic tuition. Each case will be considered on its own merit and consideration will be given to what reasonable adjustments might be made to enable a student forced to intermit for reasons of ill health or disability to continue to benefit from the course. In some instances, limited academic guidance may be provided during the period of intermission. In some other cases, it may be reasonable to allow the student to repeat part of a year of study. If a repeat is not possible, consideration will be given to the length of intermission; only in exceptional circumstances will a student be permitted to intermit for more than a year. Details are set out in the Policy on Intermission.

If a student has any books out from the College Library these must be returned before they go out of residence. Members who are out of residence may not normally use the College Library, or borrow books, until the Vacation before their return - when they may arrange to take out books over the Vacation to help them prepare for the next term's work and any special collections. Students will retain their Bod Card and will there retain Single Sign On (SSO) access to online resources, including email.

Students out of residence must arrange for their mail to be delivered to their personal address, not to the College. Students who are out of residence will normally be able to access University libraries and may have some access to the Disability Advisory Service and the Counselling Service. The details are set out on the University website: <http://www.ox.ac.uk/students/academic/guidance/undergraduate/status>.

Return into residence

Students seeking to return to College following a period of intermission will need to meet one or more academic conditions, usually the sitting of Special Collection, with a specified grade to be obtained. In cases in which intermission is on medical grounds, or on other grounds where there is a question of fitness to study, the College will require a certification of fitness to study as a condition of return. That certification can only be made by the College Doctors. For further details, please refer to the College's Policy on Intermission and to the Policy on Academic Standing and Performance.

Going out of residence permanently

Students admitted for a course of study of fixed or limited duration are expected to complete the course of study within that duration, without interruption, unless major life-events conspire to make that impossible. Sometimes the nature of those life-events may be such that, regrettably, the course of study cannot be completed at all. The interruption may be too prolonged or repeated to allow for the measure of continuity that is necessary to be a thriving participant in the relevant course. The Policy on Intermission makes provision for this rare eventuality.

There are circumstances in which an undergraduate may be sent out of residence permanently for unsatisfactory academic performance and/or lack of diligence in the pursuit of their studies. Likewise, any student may be sent out of residence for disciplinary or other reasons. The College's Disciplinary Procedures make provision for these eventualities.

Action by the University

When the University imposes any penalty of 'expulsion, suspension, rustication or banning' under the provisions of Statute XI, the College will apply the same penalty. A decision by the University to suspend access to its premises and facilities will be matched by congruent action from the College, i.e. access to its premises and facilities will be suspended.

Employment of Students during Term

Students will not normally be permitted to take up employment during Full Term. This includes participating in medical trials. Any undergraduate considering taking up employment must seek the prior permission of his/her tutors and of the Senior Tutor. Students seeking part-time work in College (helping in Hall for example) in Term or Vacation should apply to the Domestic Bursar once they have discussed this with their Tutor(s) and the Senior Tutor.

Employment of Undergraduates during the Long Vacation

Undergraduates may take up paid or unpaid employment during the vacations, but they are reminded that academic work should take priority and that the College expects an **absolute minimum of two weeks of full-time academic work during each of the Christmas and Easter Vacations, and of four weeks during each Long Vacation** to be spent wholly in course-related academic work. Undergraduates should always seek their tutors' advice when considering taking up lengthy paid or unpaid work (e.g. internships, voluntary commitments) during any vacation. It is not permissible to take up internships that span the entire Long Vacation.

Start-of-Term Collections

Undergraduates are generally required to sit college examinations ('collections') at the beginning of each term on the work done in the preceding term and vacation.

These usually take place in the Examination Schools at the start of Hilary and Trinity Terms, and in Hall and in the 90 High Street Lecture Room at the start of Michaelmas Term.

Tutors are asked to inform their students of the subjects to be covered in the Collection by Friday of 8th Week of the previous term.

Normal exam conditions pertain to collections. Undergraduates must wear gowns to these examinations (but not *sub fusc*).

Start-of-Term Collections marks should be returned to students as quickly as possible, and in any case not later than Friday of Week 4.

Occasionally an additional collection will be introduced, for example, if the marks obtained in the First Public Examination or the second-year exam highlight the need for additional revision; in these cases a different timescale will apply.

Examinations

Examinations are subject to rigorous assessment systems, including (in Finals) the use of external examiners. Failure in examinations and unsatisfactory work are governed by the College's Policy on Academic Standing and Academic Performance and its Academic Disciplinary Procedure.

Each course has specific University Examination Regulations. These regulations can be found in the University's book of Examination Regulations ('the Grey Book') which you will have received. Please take some time to familiarise yourself with the examination structure for your course. The print version, together with any changes made to the Regulations via the University Gazette since that particular edition's publication, remains the authoritative version of the University's *Examination Regulations*. It takes precedence over regulations published elsewhere, for example in programme handbooks.

Additional print copies of the Examination Regulations are available from the Academic Office. In all undergraduate subjects the passing of First Public Examinations (Preliminary, Moderations or Honour Moderations) is a prerequisite for entry to Final Honour Schools.

Undergraduates are expected to pass First Public Examinations in their entirety at the earliest possible opportunity. Depending on the subject, First Public Examinations take the form of Honour Moderations (in which the results are classified), or Moderations or Preliminary Examinations (which are not classified). Students who fail the First Public Examination at the first attempt may enter for the resit. A third attempt at the First Public Examination is not normally permitted. For further details, please see the College's Policy on Academic Standing and Academic Performance.

Master's Collections

All students will meet with the Master, the Senior Tutor and the subject Tutors at least once a year to discuss their academic progress.

Master's Collections take place in the Master's Lodgings each term, often on Thursday and Friday at the end of Week 8, but in an increasing number of cases during term time. Attendance is compulsory.

Students are reminded regularly that attendance at Master's Collections is obligatory; they must seek the Senior Tutor's permission to be excused from them.

Gowns must be worn to Master's Collections.

Academic Feedback from Tutors to Students

You can normally expect to have essays and problem sheets either marked or commented on every week (or at intervals agreed with the Faculty or Department).

Undergraduates can expect appropriate feedback on start-of-term Collections within four weeks of sitting them, including comments on possible areas for improvement and on the general standard of work. Marks will be given where appropriate.

Students have the opportunity to see their academic reports, which are submitted by tutors on a termly basis. Reports from outside tutors that are received after the end-of-term are released to students as soon as possible via OxCORT, which students can access using their single sign-on password (go to www.oxcort.ox.ac.uk). It is the College's policy to release all OxCORT reports to students. Students are strongly encouraged to discuss the reports with their tutors, who are well placed to give advice on progress and to put the report in a broader context.

Both collections and OxCORT reports are formative processes, in that they provide opportunities for criticism and ongoing discussion of a student's work, but they also provide an opportunity for limited summative assessment as to the standard displayed by the student's work at that point in the student's progression. Grade assessments in OxCORT reports are not firm predictions of the eventual examination performance, but reflections of the work submitted during the term in question.

Feedback from Students to Tutors

Undergraduates are regularly invited to complete a Tutorial Feedback Form. A link to a confidential online form will be e-mailed to you towards the end of term. The form will be read in the first instance by the Senior Tutor, who will take such action as may be necessary, including discussing the contents, either verbatim or in summary form, with particular tutors. Care will be taken that students wishing to maintain anonymity cannot be identified.

The purpose of the feedback questionnaire is to improve communication on academic matters between Senior Members and students, and to help the College to achieve best practice in teaching and in other academic provision. It gives students the chance to communicate back to the College their views on both good and less satisfactory teaching and learning experiences. To achieve these aims, a high response is needed. It is hoped that every undergraduate will complete the forms at every opportunity.

The same purpose of improving engagement with academic matters between Junior and Senior members and helping the College achieve best practice is served by the regular subject reviews organised by the JCR, and the written reports made by the JCR Academic Affairs Officer to the Senior Tutor. The College guarantees the same level of confidentiality as it does with all other forms of feedback. The Senior Tutor will endeavour to have at least one meeting a term with the Academic Affairs Officer to report back on action taken in response to the reports from the JCR.

Scholarships and Exhibitions

Undergraduates are admitted to the first year as Commoners (Choral and Organ Scholars being the exception); and may be elected to scholarships or exhibitions if their work is judged to be of exceptional merit.

Scholars and Exhibitioners are entitled to wear a Scholar's gown and may be asked to read Grace at Formal Hall. Scholars are awarded £300 pa and Exhibitioners are awarded £200 pa.

From Michaelmas Term 2015, exhibitions will be awarded to all those gaining a Distinction or First in the First Public Examination (FPE), which for the majority of subjects takes place at the end of the first year of study. Second year Exhibitioners may then be awarded scholarships for achieving distinction level in their second year work. The academic criteria that will be taken into account in making an award in the second year are:

- the marks achieved in second-year Public examinations
- the marks awarded in College Collections
- the quality of tutorial contributions and written work
- the progress that the student has made during the course

The criteria used for awarding scholarships or exhibitions are strictly academic ones; no account will be taken of 'good citizenship' or other non-academic criteria in determining awards or the retention of an award.

Students of Experimental Psychology and Law (where the FPE takes place at the end of Hilary Term in the first year), and of Classics (where the FPE takes place in Hilary Term of the second year) will be subject to the same two-step process as their peers. Please refer to the Policy on Scholarships and Exhibitions 2015/16 for further information:

http://www.univ.ox.ac.uk/sites/www4.univ.ox.ac.uk/files/Scholarships%20and%20Exhibitions%20Policy%202015-16_0.pdf.

Scholars and Exhibitioners should note that their awards will be continued only if the Governing Body remains satisfied with their work and conduct - a serious review of their work, as that of all undergraduates, is made at the end of each term. All scholarships and exhibitions are tenable for one year. Awards will be made strictly on a year by year basis, rather than on a rolling basis, based solely on the past year's performance (except that to obtain a scholarship two consecutive years of first-class performance are required). Students on four-year courses who have been awarded exhibitions for their second year but not for their third year can be awarded scholarships in the fourth year, if they perform at a first class level in the third year. The relevant sums are credited to batells termly. Scholarships and exhibitions are tenable only when a student is in residence, except for students who are away from Oxford as part of their course.

A list of the current year's Scholars and Exhibitioners is published annually.

Prizes

Prizes are awarded for distinguished work in certain University or college examinations. Book vouchers are also awarded annually to each undergraduate who has been placed in the First Class in the Final Honour School or Moderations, or has been awarded a Distinction in Preliminary Examinations.

Changes of Course

Permission to change course will only be granted in the most exceptional circumstances and students will be assessed by reference to the selection criteria applying to the subject they would wish to study. When permission is granted, it is likely to be subject to various academic conditions. Any requests to change should be discussed with the Senior Tutor at the earliest possible opportunity.

FEES AND FINANCES

Cost of Living at Univ. at a glance 2015/2016

Room rent is charged according to the length of occupancy. Most students pay for three terms of 58 days with 12 extra days before or after term and further days as requested. Graduates have longer contracts allowing them to be here year round. Details are shown below:

Location of Room	Type of Occupant	Length of tenancy	Annual rent
Main site, Stavertonia & Iffley Road	Undergraduate	SHORT CONTRACT 3 x 58 days plus 12 days extra residence. 186 days MT: 4/10/15 – 4/12/15 (inclusive, i.e. departing on Saturday December 5th) HT: 10/01/16 – 1/03/16 (inclusive) i.e. departing on Saturday March 12th TT: 17/04/16 – 17/06/16 (inclusive) i.e. departing on Saturday June 18th	£3664.20p Beyond this period, all additional days £19.70p per day
Main site & Stavertonia, Iffley Road and Venneit Close	Undergraduate or Graduate	LONG CONTRACT 265 days 27/09/15 – 17/06/16 (departing on June 18th 2016)	£4579.20 additional days £17.28
Main site	Undergraduate	HIGH PRIORITY CONTRACT 222 days MT: 4/10/15 – 4/12/15 (inclusive, i.e. departing on Saturday December 5th) HT & TT: 10/01/16 – 17/06/16 (departing on Saturday June 18th)	£3836.16 additional days £17.28

Meals are charged as taken. £150 credit is placed on all student meal accounts, via the “Bod card” at the start of Michaelmas Term. Each time a meal is taken, the balance diminishes. The credit is charged to batells in Hilary Term. If it is not used or not wanted, it can be refunded. The cost of meals varies according to choice but typical costs are:

Breakfast £2.93 to £3.84p
 Lunch £3.98 to £5.90p
 Informal Dinner – as for lunch
 Formal Hall: £8.79p
 Formal Hall guests: £13.58p

Access to Facilities Charge (paid by all students but included in the rent of those living in our accommodation): £199.68 annually, £66.56 per term.

Batells

All College bills are called batells.

Each resident is charged fixed sums to cover accommodation costs at the beginning of term.

Miscellaneous charges, such as extra days' accommodation, subscriptions, etc. will be made on the next term's batells.

The basic charge for heating is included in the room rent, but in some parts of the College additional units of electricity are charged according to the amount used: this applies to rooms in Main Quad and Radcliffe Quad.

Those living out are charged an Access to Facilities charge of £66.56 per term.

Batells bills are sent to students by e-mail on the Thursday of 0th week of each term and must be paid by the Saturday of the second week unless permission to delay payment has been received in advance from the Domestic Bursar.

Batells are due for payment on the following dates in 2015-16:

Michaelmas Term

24 October 2015

Hilary Term

30 January 2016

Trinity Term

7 May 2016

Long Vacation

31 August 2016

Batells will be addressed to you. If you are receiving support from any grant making body that has agreed to pay fees, then those bodies will be invoiced directly.

A daily surcharge will be levied on unauthorised delayed payments and if payment has not been made by the third week of term, appropriate action may be considered by the Governing Body.

Students will not be allowed to return to their room at the beginning of any term unless they have either paid their previous term's batells bill or have made special arrangements with the Domestic Bursar.

The College will not pay batells on behalf of a student unless he or she either has the funds to meet the payment at the time or special arrangements have been made with the Domestic Bursar to ensure the payment will be met.

Non-payment of batells without adequate reason being provided to the College will result in the student being refused permission to return into residence for the next academic year.

If a student is granted a period of intermission or sent down during the course of the academic year, he or she is still liable to pay room rent and heating charges for the remainder of the academic year along with any

outstanding batells.

All outstanding batells bills must be paid before any degree can be taken.

For further information on invoicing and college payments, please contact the Treasury (angela.gardner@univ.ox.ac.uk).

University and College Fees

College and University fees are payable for a fixed number of terms (see the University Examination Regulations and the University website for further details on University fees).

The liability for paying fees should not be confused with the residence requirements of the University because different rules apply.

Fees continue to be payable even if the student is away from Oxford.

Students are responsible for the prompt payment of their University and College tuition fees via their batells in Michaelmas Term. Those in receipt of an award which pays the fees should contact the College Treasury as soon as possible so that the award-giving body may be invoiced.

The College expects all tuition fees to be paid by the due date. If the College fee has not been paid by the due date, arrangements have not been made with the Domestic Bursar for paying it, and if the student is unable to provide adequate assurances of being able to supply funds to pay the fees, the student would have to leave the College.

The University will invoke its own rules regarding non-payment. See the University website for further information.

Each college charges a tuition fee that is separate from, and in addition to, University tuition fees. The tuition fee in 2015-16 charged by University College is £6,925 per annum for undergraduates and £2,848 for graduates. It is normally charged for the same period as university fees. This fee rises each year.

For Home and EU undergraduate students who have established their eligibility for public support, the fee is funded by the government through the Higher Education Funding Council of England (HEFCE). All Home/EU undergraduate students taking out a student loan will automatically take steps to establish their eligibility for public support, and once established, this extends to the college fee, which they will not have to pay personally. It is, however, a common misconception on the part of Home/EU undergraduate students who do not plan to take out a student loan that there is no need to establish their eligibility for public support: the consequence of not doing so means that they will be personally liable for the college fee, currently of £6,925 per annum, since it will not be funded by the government.

Overseas students or students who have omitted to establish their eligibility, will be charged this fee direct.

For more information on applying to Student Finance England (or equivalent body), please see:

If you are resident in England: www.direct.gov.uk/studentfinance

If you are resident in Wales: www.studentfinancewales.co.uk

If you are resident in Scotland: www.saas.gov.uk

If you are resident in Northern Ireland: <http://www.studentfinancenir.co.uk>

If you come from elsewhere in the EU: www.direct.gov.uk/studentfinance or email EU_Team@slc.co.uk, or phone +44(0) 141 243 3570

Council Tax

All students in residence in College are entitled to full exemption from the local tax known as 'Council Tax'. When living out of College, please note that only if all occupants of a flat or house are students will they be entitled to a 100% exemption. Tenants will receive a Council Tax demand from the City Council and should apply to the Council for the exemption.

You will need to provide them with an enrolment certificate, which can be printed from the student self service section of the University's website and stamped with the College stamp in the Academic Office.

If you need further information, contact the Oxford City Council, Town Hall, St. Aldate's (Tel 01865 249811). Students who are out of residence (e.g. because they are intermitting on medical grounds) will not be eligible for the exemption.

A useful guide to tax for students is available here: www.taxguideforstudents.org.uk

LIBRARIES

The Library aims to support undergraduate studies in the subjects taught at Univ, and to provide a core academic collection that will be helpful to all members of the College. The Main Library is open 24 hours a day, apart from during the long vacation when the hours are restricted, and a short closed period over the Christmas vacation. The Law Library is open 24 hours a day throughout the year.

Undergraduates may borrow up to 15 books at a time, and graduates up to 20. It is sometimes possible for arrangements to be made for a student to exceed that limit (for example, while working on an extended essay). If you wish to be considered for a slightly larger allocation, please contact the College Librarian.

You must use the automated issuing system or write out yellow cards when borrowing books from the Libraries. A fine of £10 per book is charged for removing books from the Libraries without signing them out. You must return or renew all books by the specified dates at the ends of terms and/or vacations. Failure to do so may result in a fine and, ultimately, in your being charged for the cost of replacement. You will be held responsible for all books taken out in your name. You must communicate with the Librarians in a timely manner if any of the books on your account are no longer in your possession.

The Libraries may only be used by members of University College. In order to use the Library you will need a Univ accredited Bod card. Readers must not admit non-members into the Library.

Please do not highlight, annotate, or make marks of any kind in Library books. If you do write in a book, or damage or lose it, you will be charged for a replacement.

Theft is not uncommon in libraries. The College does not accept responsibility for personal belongings left in the Libraries. Desks may not be "reserved" for a particular reader and must be left sufficiently tidy for others to use. At busy times of the year, desks may be cleared of all personal belongings.

Eating and drinking are not allowed in the Libraries, with the exception of bottled water. If you use a laptop, headphones, or other equipment, you must make sure that you do not disturb other Library users. Mobile phones must be switched to silent and should only be answered once you are outside the Library.

The above rules also apply to the 90 High Street Lecture Room when it is in use as an additional revision room in Trinity Term.

Further information, including the Library Rules and more detailed guidance, are available by contacting the Librarian (library@univ.ox.ac.uk).

COMPUTING AT UNIV

College computing facilities

The College provides a diverse range of computing facilities for its members. Multi-lingual Word processing, printing facilities etc. are provided in the computer rooms. Access to Internet services, networked databases and library catalogues is provided by reader-workstations in the Library and on computer room machines. Users' documents can be stored on the College's file server.

Electronic mail and further computing facilities are provided by Oxford University IT Services.

The University runs a central IT Service which is located at 13 Banbury Road.

IT support in College

The College runs an Information Technology (IT) Support Service for its members: the e-mail address is it@univ.ox.ac.uk. All support requests should be directed here, and will be passed to the support team for attention. If you e-mail support staff directly, you risk them being away or off duty, and your request may not be attended to promptly. This service is complemented by regular IT 'clinics', details of which are posted on the IT office door (in the undergraduate computer room) and the College Intranet.

The Computer Rooms

The Computing Rooms are open 24 hours a day during term to College members. E-mail users are encouraged to use the computers in the JCR or their own rooms; the computers in the Computer Rooms are primarily for academic work. The Computing Team has an office within the Rhodes Computer Room and will endeavour to assist or instruct those in need.

The Computing Rooms are fitted with electronic locks and must not be left open or unlocked. The behaviour expected of users is similar to that expected in the College Library, silence should be observed and no eating, drinking or smoking is allowed. The use of personal stereos and mobile phones is prohibited.

The College Computer Rooms provide PC and Macintosh facilities for word processing, spreadsheet, database and graphics applications. In addition all computers provide access to information services (such as networked databases) and Internet services (such as remote login, file transfer and world-wide web browsers). Documents and data stored on CD-ROM, USB sticks and the College file server can be accessed from these computers. A scanner is also provided. The Computer Rooms contain laser printing facilities for Macintosh and PC Computers.

Library Computing Facilities

The College computer network enables access to the internet from all College rooms. There are connection points in the computer room, library and throughout the residential accommodation.

If you wish to connect your own computer to the College network, you must do two things. First, read and agree to abide by all the rules specified by the University and College (posted separately); you must sign a form to indicate your acceptance of these rules. Second, your computer must be checked by the online security system (Bradford); if you have any problems with the automated checks, please drop into one of the IT clinics. General information about connecting your computer to the Ethernet Network can be found on the Intranet or from the IT Officers. If you have any difficulty, please enquire at an IT clinic.

College network

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form to indicate your acceptance of these rules. Second, your computer must be checked by the online security system (Bradford); if you have any problems with the automated checks, please drop into one of the IT clinics. General information about connecting your computer to the Ethernet Network can be found on the Intranet or from the IT Officers. If you have any difficulty, please enquire at an IT clinic.

The provision of direct access to the internet calls for responsibility on the part of users. Please take care to keep your computer fully updated and do not misuse the network by attempting to use peer-to-peer or other banned software. Students who misuse the network will have direct access removed.

For security reasons, personal wireless networking and small network hubs/routers are not permitted, unless sanctioned by the Computing Fellow. The College has wireless networking that can be accessed by students across the campus.

ACCOMMODATION FOR STUDENTS

Accommodation is provided for all undergraduates either on our main site, our annexe in Staverton Road or a college-managed property. You will be offered a main site room in your first year and your final year, but for other years you will be offered a college owned or managed property. You can of course choose to rent with friends after your first year in private rented accommodation.

Space permitting, first year graduates are also provided with housing in Merton Street or Magpie Lane on the main site.

If you have any questions about rooms in College, please email the Operations Manager, teresa.strike@univ.ox.ac.uk.

The College's accommodation is registered under the UUK Accommodation Code of Practice. Single rooms are provided under the College's Tenancy Agreement for a pre-selected period. Flats for families are provided under assured short hold tenancies.

The Domestic Bursar, Mrs Angela Unsworth, has overall responsibility for managing the College's accommodation, with the help of the Operations Manager, Mrs Teresa Strike.

Further information on the College's accommodation can be found at <http://www.univ.ox.ac.uk/node/107>.

Allocation of Accommodation

Current students are balloted in Hilary Term for the following year's accommodation. The ballots are conducted under the rules agreed by the JCR and WCR Presidents, overseen by the Domestic Bursar. Students are not eligible to enter the ballot if they have unpaid bills with the College. Non-payment of College bills will result in the denial of College accommodation.

The provision of College accommodation is subject to all students maintaining appropriate standards of behaviour in College.

Keys

The Porters' Lodge keeps keys for all rooms in the College. You should collect your key from the Lodge at the start of term using your University Card. Keys must be returned to the Lodge at the end of term. Failure to return a room key will incur a continuation of liability to pay room rent and will incur an automatic charge of £25 as a replacement will need to be made. If you lose your key, or lock yourself out of your room, the duty porter will be able to let you back into your room. You can ask for a replacement key via the Lodge which will incur a charge of £25.

Maintenance

Any structural faults or requests for equipment repairs must be reported in the Repairs Book in the Lodge

or by e-mail to worksdept@univ.ox.ac.uk.

Residents are expected to avoid damage to their rooms and to the common areas of the College. Any damage or disturbance in a student's room is deemed to be the responsibility of the occupant.

Posters must not be attached to walls by sellotape, BluTack, or drawing pins.

Residents are liable for the cost of repairing damage to their rooms or contents if deemed to be excessive. Particular care should be taken when using irons, hair straighteners or curlers and hairdryers in rooms as scorch marks on carpets will mean the entire carpet needs to be replaced. Students are warned against doing anything that might be offensive or dangerous to the public. The College cannot prevent legal proceedings that might follow from any such conduct.

Smoking is not permitted anywhere within the College buildings. The College enforces this by warnings in the first instance but unheeded warnings may result in loss of accommodation. The cost of cleaning carpets and curtains to eliminate any smell of stale tobacco will be passed on to the occupant.

Televisions

You need to be covered by a TV Licence if you're watching or recording television programmes as they're being shown on TV.

This applies to whatever device you're watching on – a TV, laptop, tablet, mobile phone or games console, and however you're receiving the programmes – via an aerial, satellite, cable or streaming through the internet.

It's the law, and anyone in University College accommodation who watches or records television programmes as they're being shown on TV without a valid TV Licence is at risk of prosecution and a fine of up to £1,000.

Visit the TV Licensing website at www.tvlicensing.co.uk/studentinfo for more information.

Music and Noise

Residents in College are asked to show great consideration for each other (and for the public at large) in regard to the making of noise. Musical instruments, sound systems, televisions, computer streaming and radios must never be played in such a way as to interfere with the work, convenience, or sleep of other members of the College. Complaints about noisy behaviour can be made to the Porter (76602), or to a Junior Dean, who will ensure it stops. Persistent offenders will be referred to the Dean.

Noisy behaviour of any kind, especially at night, is prohibited. Permission to hold parties and functions in College must be obtained from the Dean or one of the Junior Deans. The relevant application form is available from the Domestic Bursary (known as the pink form). Any request must be made at least 48 hours in advance.

Living Outside College

Students in accommodation outside College must inform the Head Porter and Academic Office of their address, mobile phone number and landline number (if there is one) at the beginning of each academic year, and any time they might move.

They must also update their personal information on student self-service.

Staverton Flats

Each flat has a small entrance hall, bathroom, open plan kitchen/sitting room and either one double bedroom or two bedrooms (one double and one single). Some flats have a small study. The monthly rent varies with the size of the flat. Currently the range is £920 pcm (one bedroom) to £1112 pcm (two bedrooms). The rent includes hot water, central heating, lighting and internet access but excludes additionally consumed electricity, land line, television and Council Tax (where applicable). Tenancies are granted under assured short hold

tenancy agreements generally for 12 months from 1st September until 31st August.

The common areas are cleaned regularly by a resident housekeeper but tenants are responsible for cleaning their own flat. The flats are fully equipped and furnished. This means that all bed linen, towels, kitchen utensils and equipment, glasses, crockery and cutlery are provided. A vacuum cleaner, a mop and bucket are also provided but tenants are expected to provide their own cleaning disposables (vacuum bags, cloths, polish, detergent etc).

The site is protected by excellent c.c.t.v. as well as being patrolled regularly by the University Security team. There are extensive and well-maintained gardens.

Parking is available for residents of the flats (one space per flat).

Cooking

Residents in College may make hot drinks in their rooms, but **cooking in rooms is not permitted**. The few kitchens provided are reserved for the use of those living in their immediate neighbourhood. Please make sure that you also read the College's Electrical Regulations.

Residents are expected to take care in use of kitchens and respect the needs of other users. All utensils, crockery and glass should be cleaned and cleared away after use. Saucepans and items in a microwave oven should never be left unattended. Microwave ovens should never be activated for more than 4 minutes at any one time. Hobs and microwave ovens should be cleaned down immediately after use. Should kitchens be left in an unreasonably dirty state, they will be closed. All shared kitchens should be left clean and clear of food at the end of each term. If the College needs to incur significant additional cleaning costs at the end of the accommodation contract period, these costs will be passed on to the occupants.

Electrical Regulations

Electrical Appliances may only be used when they satisfy the College's Electrical Regulations.

Under the Electricity at Work Regulations 1989 there is an obligation on the College to control all electrical appliances connected to its electrical system.

You can only bring electrical appliances into College if you can guarantee their safety. If they are over two years old you should have them tested by a qualified electrician before bringing them into College. You may be asked for proof of testing or asked to pay a fee to the College if we have to test the item. If you are unsure about the safety of an item, you should contact the Clerk of Works ext. 76660 and ask for advice.

Every appliance must carry the appropriate British Standard number or Kitemark. The plug must also carry BS number 1363, be of the safety sleeve type, and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted. You are responsible for ensuring that appliances are well maintained and tested regularly by competent people.

You may not bring any kind of cooking appliance including microwaves, toasters, sandwich makers and so on, electric fires, heaters of any kind (gas, oil, paraffin, electrical), electric guitars, infrared lamps into College. The use of any of these items is not permitted in student rooms.

You must not interfere with electrical fittings; connect appliances to a lighting circuit, or use two or three plug (multi-way) adaptors plugged directly into a socket outlet. DIY multisockets and rotary extension cables are strictly prohibited. Factory made, fused multisockets fitted with a plug to BS 1363 and with cable not exceeding 1 metre long may be used where there are insufficient permanent sockets.

The College reserves the right to enter any room in order to check on the use and safety of any electrical equipment. Any appliances, leads etc thought to be faulty or potentially dangerous will be removed. All cooking appliances will automatically be removed. There is a decanal fine for using cooking equipment in rooms.

Laundry

The College laundry rooms are located in the basement at the bottom of staircase 11 and in Stavertonia. We have washing machines, drying machines and a number of Ironing boards with irons. The machines cost £1.50 per wash or dry and you will need the correct change.

There is also a drying room within the laundry area, where you can hang your clothes to dry in a warm room. Please ensure the laundry is locked when you leave. Please ensure you collect your clothes on a regular basis and do not leave items in here for longer than is necessary to enable all students who need to use this room access.

If you would like to check if any washers or dryers are free on the Main Site, you can visit <http://www.laundryview.com/viewucoxford>.

If you need to report a problem with the machines, please go to the Porters' Lodge straight away.

Scouts and Cleaning

The scouts are in College Monday through to Friday and will clean all communal areas. This includes shared toilets, showers and kitchens and all stairways and landings within each staircase or building.

Your scout will introduce themselves to you at the beginning of the academic year.

The scouts will also make arrangements with students to pop into bedrooms to clean sinks, vacuum and generally clean once or twice a term. Depending on staff availability it may be more than this, but this can be arranged with your scout.

It is your responsibility to leave your bins outside your room Monday to Friday for the scout to empty. Please take care to recycle according to our policies.

Please do not put any posters/pictures/notices onto walls using BluTack or similar. Items may be placed on your notice boards. Damage to walls will incur a charge.

If you have any concerns with cleaning or housekeeping matters, please email the Operations Manager, teresa.strike@univ.ox.ac.uk.

Vacations

Students are required to vacate their rooms at the end of each term unless an application for Extra Residence has been approved or they are on extended residence contracts (see below for further details). At the end of each term, before they go down, students must inform the Porters' Lodge of their vacation address in case they need to be contacted urgently.

All belongings, including your own refrigerator and any other furniture items that you may have brought, must be removed. Failure to remove all belongings will result in the occupant being charged for commercial packing and storage of all items left. Typical charges are £40 for packing and £30 per month for storage. If the scouts are required to remove any excess rubbish or the room is excessively dirty, there will be a charge of up to £120.

Storage

The College will arrange storage at the end of Michaelmas and Hilary terms. Detailed advice will be given by the Domestic Bursar about three weeks before the end of term. The College accepts no responsibility for theft or damage of belongings whilst in storage.

Extra Residence: Costs of Accommodation

If you are on a Short Contract (mainly undergraduates living on the main site)

During the vacation periods we use most of the bedrooms on main site for conferences or admissions, therefore if you are on a short contract it is really important to request extra residence if you need to stay in college outside of term time. Please fill in the extra residence form.

Your request will be considered if you need to stay for study purposes or exams.

Short Contracts end on:

4 December 2015

11 March 2016

17 June 2016

If you need to stay after this date you **MUST** fill in the form. You will be charged £19.70 per extra night.

We cannot offer extra days on the main site but we can usually accommodate in our annexe in North Oxford.

Rooms in the Main quad and the Radcliffe quad do not have central heating. Electricity usage is metered and the meters read each term. An allowance is made which is deemed to be adequate for the room and use in excess of this allowance is charged to the individual occupants. The allowance and usage record can be consulted in the Treasury.

If you are on a Long Contract (mainly graduates on the main site and students living at Staverton)

You can keep your room over the vacation period. However, if you plan to vacate your room for long periods please ensure you let the Operations Manager know so we can be sure of who is on site. If you need to stay after your agreement finishes on the 17 June 2016 onwards, then please fill in the extra residence form.

We can normally allow graduates to stay in rooms until mid-August but this is the latest date, as we need to prepare the rooms for the next academic year. But we must be notified of your intentions to occupy the room after 17 June 2016. Extra residence for long contracts is charged on your batells at **£17.28 per day**.

If for some reason you decide you need to move out during a contract period, please contact the Domestic Bursar who will look at each case individually. If you can find another Univ member to take over your contract then normally you won't be charged. However, you are liable for the rent until a decision has been made between you and the Domestic Bursar.

Undergraduates who are required to remain in residence for the purpose of sitting public examinations and other assessed work may in certain circumstances apply for a vacation study grant to help with the cost of extra accommodation. See <https://intranet.univ.ox.ac.uk/content/undergraduate-funds>.

Visitors and Guests

Visitors are not allowed to be in College between 11.00pm and 9.00am, unless booked into a guest room. Unaccompanied visitors are not allowed in College after 10.30pm.

Students may not accommodate overnight guests in their rooms as this is contrary to our Fire Safety Policy: http://www.univ.ox.ac.uk/sites/www4.univ.ox.ac.uk/files/Fire%20Policy_0.pdf. Students are responsible for ensuring that their guests maintain a reasonable standard of behaviour in and about the premises, whether or not the host is with the guest.

Guest rooms

There are two guest rooms: both are twin bedded comfortable rooms with en suite bathroom or shower. The rooms are booked through the Domestic Bursary and are very popular so it is advisable to

book well in advance.

Guests may only stay in guest rooms for a limited number of nights. The cost of a guest room is £50 per person per night which includes breakfast or brunch when available.

Accommodation Insurance

University College has arranged some contents insurance for you with Endsleigh, the No.1 student insurance provider. This cover does not protect laptops and phones or other items when you are outside your room, or all risks inside your room. It is important for you to check this cover, so please follow the steps below to ensure you fully understand the protection provided.

Enter in your policy number HHI097 at www.endsleigh.co.uk/reviewcover to check your policy details. There you can:

Check what is covered

Check key exclusions and limitations

Check your policy excess

Check how to make a claim

Extend and personalise your cover to protect laptops, phones and other valuables.

It is important to find out exactly what you are covered for, as you may find that the contents cover is not sufficient and you need to extend it to protect all of your possessions both inside and outside of your room.

Find out more on the Endsleigh website: <http://tinyurl.com/oymv829>

LIVING AT UNIV

E-mails and Notices

Tutors and College Officers will contact you primarily via your Oxford University e-mail address. It is a strict requirement of the University's Statutes and Regulations that students check their e-mails on a daily basis.

Notices may also be left on the notice boards by the Porters' Lodge or in students' pigeon holes so students are also required to check the notice boards and pigeon holes daily.

Students should respond promptly and appropriately to instructions and requests from Tutors and College Officers.

Student Self Service

Student self service is an online application which can be accessed by all on course students (go to www.ox.ac.uk/students and log-in using your usual username and password). It can be used to update addresses, request letters confirming student status for the purposes of council tax exemption, and to review examination results. The student pages of the University's website also contain useful links to other systems which students may need to access (e.g. Webmail, GSS, OLIS, Nexus E-mail).

Post, Messenger Service and Messages

Incoming mail is delivered to students' individual pigeonholes. These are found in the mailroom opposite the Lodge. The pigeonholes in the mailroom are under the surveillance of the Porters and the room is accessed by a digital code. Parcels, registered and recorded delivery mail will be held in the Porters' Lodge. Notice of their arrival will be via email.

Outgoing ordinary mail (which must be correctly stamped) is collected from the wooden post box opposite the Porters' Lodge window. There are also Post Office post boxes in Merton Street and on the corner of High Street/King Edward Street. Mail for students will not be redirected. Mail for partners with a different surname from the College member should be addressed c/o the College member.

The College Messenger Service is a (largely) free service which will deliver letters to other colleges, University departments and institutions within Oxford, but not to private addresses. The service is generally called 'pigeon-post' and your letter will usually arrive at its destination by the next day. All post for the College Messenger should be given to the Porter. The Messenger will not carry excessive amounts of student mail and will not take parcels, money, jewelry or other valuable items.

Media Interest in the College

Representatives of the Press or the broadcasting media must not be invited into the College without the prior permission of the Dean.

All Press enquirers should be referred to the Dean or the University Press Office (01865 280528).

Students must not discuss the private matters of other members of the College with the media.

Freedom of Speech

The College authorities have statutory duties to uphold Freedom of Speech on College premises. The College upholds its members' rights to engage with each other in civil discourse on any intellectual or other public questions.

Please see the College's Freedom of Speech policy:

http://www.univ.ox.ac.uk/sites/www4.univ.ox.ac.uk/files/Freedom%20of%20Speech%20Policy_0.pdf

The Porters and the Porters' Lodge

The Porters are based in the Porters' Lodge which is located by the main College entrance on the High Street and they are the first point of contact for key information and will help you if you have locked yourself out of your room or in times of distress.

The Lodge is the security and information hub of the College, monitoring alarms, safeguarding keys, receiving and sending mail, directing visitors and generally providing information. The Lodge is staffed 24 hours a day, 7 days a week for most of the year. When the porter is away from the lodge, he is available on a mobile telephone number.

Lodge telephone: 76602

Lodge mobile: 07775764117

lodge@univ.ox.ac.uk

Head Porter:

Bob Maskell robert.maskell@univ.ox.ac.uk +44 (0)1865 2-76969

Weekday Lodge Porters:

Lee Mahon & Steve Moody

Weekend Porters:

Lekh Raj and Stephen Talkington

Night Porters:

Nik Sevak and Simon Templer

Gates

The Main Gate closes at 10pm (9pm on Friday and Saturday).

The Main Gate and one of the gates in Merton Street are fitted with electronic locks. The codes are changed regularly and can be obtained from the duty porter.

The code must not be made available to non-members of the College.

Great care should be taken not to allow anyone else in through the gates when you pass through as this can lead to serious safety and security implications.

Food and Dining

As a student, Fellow or staff member you will be taking meals in our seventeenth century Dining Hall.

The Hall is open from 7am until around 9pm and breakfast, lunch, dinner and Formal Halls are taken here. Formal College events may also take place in the Hall.

You can also use the Hall to relax while connected to Wi-Fi or just enjoy a cup of coffee from the Buttery with your friends.

The Buttery offers a variety of food, from homemade cakes and sandwiches to salads and hot meals. Out of meal service hours, the Buttery is open for "grab and go" food. Our catering staff are all directly employed by the College and led by:

Head Chef:	Rob Mercer
Hall Managers:	Scott Chamberlain Vivian Martins
Hall Supervisor:	Anil Asokakumar
Buttery Supervisor:	Pam Wynn

Meals

The College has a very professional kitchen team and the chefs are always pleased to hear views or comments.

All meals are self-service and paid for using the Bod Card or, in the case of Formal Hall, charged to Batells.

There is always a vegetarian alternative at all meals. For formal occasions, the Head Chef will do his best to provide a menu suitable for people with specific dietary requirements, arising from allergy or religious observance.

We offer several Fair Trade and gluten free items. We do not use halal meat. The Head Chef does his best to source local, responsibly produced ingredients.

Meals are normally available at the following times:

Continental Breakfast:	8.00 - 8.45am Monday to Friday
Brunch:	11.30am - 1.00pm Saturday and Sunday
Lunch:	12.15 - 1.30pm Monday to Friday
Dinner:	5.45 - 6.30pm Monday to Saturday, 5.45 - 6.15pm Sunday
Formal Hall:	7.15pm three times a week on Sunday, Tuesday and Thursday (Please note, you must be seated by 7.15pm)

At other times the Buttery is open for snacks, drinks and other purchases. Meals in vacation are as announced.

Meals are charged as taken.

£150 credit is placed on all student meal accounts, via the "Bod card" at the start of Michaelmas Term. Each time a meal is taken, the amount is taken from the remaining balance. The credit is charged to batells in Hilary Term. If it is not used or not wanted, it can be refunded. The cost of meals varies according to choice but typical costs are:

Breakfast:	£2.93 to £3.84p
Lunch:	£3.98 to £5.90p

Informal Dinner:	as for lunch
Formal Hall:	£8.79p
Formal Hall guests:	£13.58p

When you are near the end of your credit you will need to top up your account by credit or debit card using the meal booking system (<https://meals.univ.ox.ac.uk/>, internal access only). You will be unable to eat in College if you do not have sufficient credit on your account so don't forget to top up in good time. The Buttery and Hall staff are not permitted to charge any Bod card unless the card holder is present at the transaction so please do not ask them to charge a meal to someone else's card. This is particularly important if you are taking guests to formal hall who have to be charged to your Bod Card. Meals are not available to anyone who does not possess a Bod Card, unless their circumstances are absolutely exceptional: such arrangements may only be made in person with the Domestic Bursar.

Formal Hall

We have 3 Formal Hall nights a week on Tuesday, Thursday and Sundays which also coincide with the High Table Guest nights.

You can buy white or red wine from the Hall Staff or bring your own (but if you do so, please check in with the staff on duty as there is a limit to amount you may bring).

Grace is said before each Dinner by a scholar whom is presiding at High Table, please see <http://www.univ.ox.ac.uk/content/college-grace> for details.

Formal Hall must be signed up for via the College's meal booking system. Log in with your single-sign-on user name and password and follow the links to meal booking. You are given various options, dates, guests etc. The 'view' option tells you what you have booked and when. Bookings can be cancelled through 'view'. This information goes straight through to the Buttery, kitchen and Treasury and your batells will be charged automatically. Students will not be allowed to book if you have insufficient credit on your batells.

Students are expected to wear a gown to Formal Hall.

Vending Machines

These can be found at the bottom of the Goodhart Building.

University Clubs and Societies

A meeting or other function of a University Club or Society will not normally be allowed unless booked by a member of College who is an officer of that Club or Society. If the services of the catering staff are required, permission must be obtained from the Domestic Bursar. The College does not allow external caterers on its premises. No meeting of a University Club or Society held in College premises may be advertised as open to the general public. It is contrary to the College's premises licence for the College to host publicly advertised functions.

Applications for the use of all public rooms must be made to Teresa Strike, the Operations Manager in the Domestic Bursary in the first instance. The permission of the Dean may be needed for some uses. There is a charge for the use of a 'public' room for University societies but not for College societies. Each Society has a Senior Member, who is a current Fellow of the College. The Senior Member's signature and approval is required for any meeting that includes a drinks party, a lunch or a dinner.

College Societies and Subject Dinners

These events happen throughout the academic year. Organisers of these events should make their bookings in the Domestic Bursary and should follow the advisory information also available from the Domestic Bursary.

Members of the College who organise parties, meetings or other functions are responsible for ensuring that no disorder or damage occurs, and should remain with the group until completion of the event. If damage is

done, they are liable to recompense the College and suffer a decanal fine or sanction. Private parties must finish by 11 pm Sunday - Thursday, and by 12 am on Friday and Saturday. The organisers are responsible for ensuring that they do indeed end at the relevant time and that associated noise ceases promptly. The orderly termination of a party should not need the attendance of a Porter or a Junior Dean. The host should also ensure that guests from outside College leave the premises immediately. As at all other times, members of College are responsible for the behaviour of their guests.

Sport and Leisure

The College has a huge range of sports clubs and facilities.

College Sports Ground

The College's sports ground is shared with Corpus Christ College and is in Abingdon Road, about 20 minutes' walk from the main site. The pavilion is a Grade I listed building and is the only example in Oxford of the work of architect, Clough Williams-Ellis. The grounds person is Robert Eason. He is always pleased to welcome students whether for a league match or for an informal game. There are various pitches and tennis courts are laid out in Trinity Term.

Boat House

The Boat House is on the towpath, just south of Folly Bridge. Built in 2006, it replaced a Victorian building that had been destroyed by arson. It is owned by Univ but shared by three other Colleges (Wolfson, Somerville and St Peter's). The Club Room, terraces and accommodation on the first floor are exclusive to Univ. The boatman is Jim Ronaldson and he can often be found in his workshop at the boat house.

Many students take up rowing when at university. It is important that rowing training does not interfere with students' academic responsibilities and so the University has imposed the following rules:

'No Junior Member shall participate in rowing on the river between the hours of 8.30 am and 1 pm from Monday to Friday inclusive during Full Term without the prior permission of the Proctors and the Senior Member of the University College Boat Club. Any member of the College who wishes to row must sign the Boat Club's Swimming Book and adhere to the conditions attached; in particular any request to submit to a swimming test.'

If rowing (or other competitive sports) interferes with academic work, the student may be required to cut down or give it up.

See the College website for further details about College sports: <http://www.univ.ox.ac.uk/content/sport>.

Squash Court

The Squash Court is located in the Goodhart Building.

Lawns and Gardens

Walking on the lawns in the Main Quad and Radcliffe Quad is not permitted. Students may sit in the Fellows' Garden.

The Head Gardener, Bruce Taylor, and his staff put considerable effort into maintaining the gardens for the benefit of everyone who works and lives at Univ. Please do not damage the flower beds, lawns, plants or window boxes.

University Gymnasium

All members of the College may use the University sport and fitness facilities and swimming pool which are located on Iffley Road, about a 15 minute walk (or 5 minute cycle) away. The College has a block membership for the swimming pool and the weights room and students can sign in at the Sports Centre using their Bod Card.

College Bar

The College Bar is situated beneath the Hall and is entered from a staircase opposite the Library or from Staircase 1, Main Quad. It is also accessible by the lift outside the Buttery. It is open to all members of the College and their guests Tuesday - Sunday evenings during term time. The bar supervisor is Shane Pledge and Shane is always keen to hear ideas for activities in the bar or special nights for students.

Music

The Music Room is on the ground floor of Staircase 3. It can be booked through the booking sheet in the Porters' Lodge. There are offices immediately above the Music Room so the practicing of loud music should only take place after 6.00pm Monday to Friday or on Saturday or Sunday.

Permission to play the Chapel organ must be obtained from the Chaplain.
Permission to play the Hall piano must be obtained from the Organ scholars. A good level of ability will be required, but the College actively encourages students to play the pianos in the Hall and Music Room.

Sustainability at Univ

The College takes seriously its role in living sustainably and reducing energy use and waste on all its sites.

What we do already:

- Capital expenditure programme over 5 years with specific energy reduction targets
- Low energy lighting throughout our sites where possible
- Electrical equipment with best energy rating
- Recycling food, plastics, cans, glass, paper, timber, metals, oils, cardboard and batteries throughout our sites
- Recycling electrical waste throughout our sites
- Composting green waste throughout our sites and reuse of compost on our gardens
- Paperless communications programme
- Travel plan to encourage staff to use public transport
- Induction cooking in our main kitchen
- Fairtrade sugar, bananas, tea, coffee, chocolate and biscuits
- Green 10 initiative on food purchasing
- Heat our buildings to 21 degrees for 18 hours a day
- Local controls on radiators in rooms
- Secondary glazing programme in all buildings
- Recycling of clothing, books and other items through British Heart Foundation. Collection at the end of the year in the Lodge
- Provide good storage facilities to enable students to take public transport to go home during the short vacations

What you can do to help us:

- Report dripping taps immediately
- Turn your heating down or off before opening your window
- Turn off your lights, computer, chargers and any other electrical item when you go out
- Recycle **with care** as everything in the recycling bin goes to landfill if it is contaminated (e.g. with a tea bag, banana skins, Ahmed's food box). Your scout does not sort waste so you need to do this yourself
- Take your own bottles to the recycling points (Works Yard, the bottom of Goodhart Building and opposite the entrance to Milne House on Merton Street)
- Fill kettles partially if making hot drinks
- Take short showers
- Use a bag for life or a Univ bag if you go shopping
- Store your belongings with Univ. over the short vacations and take public transport to go home and return
- Let us have your own ideas through the JCR or MCR officers

SAFETY AND SECURITY

Univ takes the utmost care to ensure the safety and security of its members.

Guidelines for Safety and Security

- **Always** lock your door when you leave your room
- **Don't** leave windows open when you are out of your room
- **Never** leave your wallet/handbag/mobile phone/laptop visible through a window
- Insure your bicycle (if not living in College accommodation); keep it locked when not in use
- Do not let strangers follow you in through a locked door/gate ("tailgating")
- Check that any locked door or gate has closed behind you

Any thefts should be reported to the Porters' Lodge. The Porter will ask you to fill out a robbery/theft form and will report the matter to Thames Valley Police and obtain a Criminal Record numbers. You will need a Crime Number before making any insurance claim.

Contact the Porters' Lodge **immediately** (01865) 2-76602 or ring the police (999) if you see anyone behaving suspiciously.

Security and Insurance

Residents in College should take every precaution against theft from their rooms (see the guidelines above). Particular care should be taken with cards, passports, driving licenses and identity cards. Valuable items can be deposited for safe keeping in the Domestic Bursary.

Students living in College accommodation are insured through Endsleigh's Block Hall Scheme, details of which are circulated electronically.

The Governing Body cannot accept any responsibility for losses, though any that occur should be reported to the Lodge.

Electrical Regulations

It is most important that all students make themselves familiar with the College's Electrical Regulations.

Fire Precautions

Instructions on procedures to be followed in an emergency are given in each student room. **All students should make themselves thoroughly familiar with these instructions.** Occasional fire evacuation practices will be held.

If the fire alarm sounds continuously on your staircase, evacuate your room promptly.

The College has a comprehensive automatic fire detection system throughout all buildings. Other vital precautions include fire doors with closers and fire extinguishers.

Fire precautions should not be tampered with and any such tampering will result in decanal action and withdrawal of permission to live in College. Tampering can not only damage the fire equipment but also undermines the safety of all building users, particularly residents. Tampering with a fire extinguisher or other fire precaution equipment is a criminal offence.

Candles, incense, shisha and burning cigarettes are not permitted in College premises.

If a student has been found to have undermined the College's Fire Safety Policy it is likely that they will be required to leave the College's accommodation.

The Fire Safety Policy is online at

http://www.univ.ox.ac.uk/sites/www4.univ.ox.ac.uk/files/Fire%20Policy_0.pdf.

Firearms, ammunition, fireworks etc.

No weapons, replica weapons or ammunition (including blanks) of any kind are permitted in College. Fireworks are banned throughout the College.

Lost property

All lost and found property should be reported to the Porters' Lodge.

Marking of personal items

The lodge has a cycle registration scheme which is strongly recommended as lost and stolen bicycles have been returned due to the scheme.

Smoking

Smoking is not permitted in any part of the College buildings. If smoking takes place in rooms, the occupant will be expected to pay for all additional cleaning costs at the end of the year (estimated at £550). Smokers are expected to remove their own cigarette ends from any area of the grounds.

Animals

Animals may not be kept in any College building.

DISCIPLINE

Members of the College are required to act with discretion and consideration, and to maintain reasonable standards of behaviour both within the College and elsewhere in Oxford. Students are expected to extend all normal courtesies to each other and especially to the support staff of the College. Intrusion upon privacy in any way is a serious offence.

Fines or other sanctions (such as expulsion from College accommodation) may be imposed for violations of the College Regulations. Please see the relevant regulations and policies in the Handbook of Regulations.

Academic Matters

Please refer to the [Academic Standing and Discipline section](#).

Non-Academic Matters

Offences against any of the non-academic regulations and requirements are dealt with by the Dean (who has authority to levy fines and suspend rights of access) unless the matter is considered by the Dean to be so serious that the College might wish to expel or rusticate the student, in which case the formal disciplinary procedures specified in the Non-Academic Disciplinary Procedure will be used.

In addition the College has a Code on Harassment and an Equality Policy.

Students are encouraged to inform their parents or guardians of the College's regulations, requirements and procedures at an early opportunity after they join the College. The College itself will not normally make contact with parents or guardians concerning the conduct of students without prior consent from the students concerned, but it may consider it legitimate and perhaps useful for pastoral reasons to enquire whether parents or guardians have been informed of problems which may have arisen.

Illegal Drugs

The consumption of any class of illegal drugs on or about College premises or student accommodation, or their introduction into these places, will be considered a serious offence and will result in the student having to leave the College accommodation and in other disciplinary measures. Students should refer to the Proctors' Memorandum.

COMPLAINTS

A complaint is not the same as feedback. The College welcomes feedback, both positive and negative, and there are various ways in which it invites it, particularly on academic provision.

A complaint is an objection to the College's academic, pastoral, or domestic provision, the behaviour of its senior members (Fellows) or its employees, or any other aspect of College life, where what is objected to is alleged to have had a special individual impact upon the student making a complaint. The College's **Student Complaint Procedure** is available on the College website and included in the Regulations.

The College will endeavour to resolve complaints informally and quickly between the relevant parties. Complaints should normally be lodged with an appropriate College Officer.

- Those concerning accommodation or the services provided by the College should be addressed in the first instance to the Domestic Bursar, and not to any member of the domestic staff. Complaints of a general nature may be put to the GPC via the JCR or WCR Presidents.
- Complaints or questions concerning academic provision should be addressed to the relevant subject tutors or to the Senior Tutor.
- Complaints of any other nature - for example, those concerning the behaviour of another member of College - may be communicated in confidence to the Dean or any other senior member of College, including the Master.

If an endeavour to resolve a complaint has failed, students of University College can bring matters of concern about the College to the College's attention through the **Student Complaints Procedure**. Please consult the **Handbook of Regulations** for further information.

An appeal differs from a complaint in that an appeal is an application by a student for reconsideration of a disciplinary decision made against that student by an officer or committee of the College under the College's **Academic Disciplinary Procedure, Policy on Intermission, Non-Academic Disciplinary Procedure**. If you are in any doubt, you can consult the Dean, the Senior Tutor, one of the Harassment Officers, the Academic Registrar, the Disability and Welfare Administrator, the Academic Services Manager or the Chaplain and Welfare Fellow.

STUDENT WELFARE

Some things you should know

Welfare is for everybody – not just for those in serious difficulty. Everyone runs into welfare problems at one point or another – big and small. Even your tutors! Sometimes it can feel as though everything is fine for everyone else but you, and so there must be something wrong with you. People don't usually shout about their welfare problems, but don't be fooled. You shouldn't let the fact that something is wrong make you feel worse about yourself.

Univ takes students' well-being seriously, and not just for academic reasons. A thriving College community depends upon its members' welfare. There is a very large number of people both within Univ and elsewhere who can give you support. Details of some of them are given in the next section. You shouldn't have a problem identifying someone appropriate to help you out if that is what you want.

Most of the time, most of us get support from our friends. But sometimes friends are not the right people to help. Or you might not want to overburden your friends. These are two reasons why the College and the University have people with designated welfare roles. Not only are they keen to help but they are paid to be available, so you don't have to worry that you may be wasting their time.

No-one minds being approached about minor problems. Students sometimes do not mention a difficulty because they think it is not serious enough. If it's bothering you, it's serious enough to mention.

The sooner you seek support the better. There are two important reasons for this:

- (i) Most problems are easier to fix, or to keep under control, at an early stage, before they turn into much bigger problems. But you won't get help with a problem that no-one knows about.
- (ii) If things do worsen, your academic performance may be affected. It will be much easier to stop this from causing you difficulties if someone is already aware of the problem. If you are worried about your academic performance, make sure that your tutor knows. If for any reason this seems impossible or inappropriate, you should make sure that another college officer is aware of your circumstances. This is in your own interests. Telling someone else means that he or she can vouch for you if your academic progress is called into question; anything that you tell them will be treated in confidence. Those whom you might contact in these circumstances include the Senior Tutor, the Chaplain and Welfare Fellow, the Adviser for International Students, the College Nurse, and the College Doctors. The College will be sympathetic where welfare problems beyond your control have made it harder for you to study.

Everyone is different. That applies not just to you but also to people you might approach for support: we all bring something of our own personalities, values and experience to our work. The person best able to help you out will depend, to some extent, on your own personality and the nature of your problem. If you don't feel you are getting the help you want from the first person you approach for help, there is nothing wrong with trying someone else. On the other hand, if *no-one* is giving you the help you want, do you need to rethink your expectations?

Both the College and the University have confidentiality policies that are followed strictly, available to view at <http://tinyurl.com/po8d335> and <http://tinyurl.com/q9kvazv> respectively.

If you do need a bit of help at any point, we hope that you will be pleased with the support you get at Univ.

Further information on welfare provision, including medical support, is available at <http://www.univ.ox.ac.uk/content/welfare>.

WELFARE: WHERE TO GO FOR HELP

Univ seeks to provide a welcoming and supportive environment in which all of its students may flourish. There are also college officers and staff who are available to offer further help at times of particular need and who can respond to difficulties as they arise.

Who to contact

The pastoral role of a tutor will often extend to providing support on non-academic matters where it is appropriate to do so, but some students will prefer to talk to someone other than a tutor about an issue that may be troubling them. Many students will find appropriate support from their families or friends, but some will make use of welfare provision that is offered in the College, the University or elsewhere.

Tutors are encouraged to refer students to members of the Welfare Team whenever they think it appropriate to do so, as those college officers and staff are often able to give time that tutors do not have, and to complement the support that tutors can give. Students are also encouraged to approach members of the Welfare Team whenever they wish to do so, and should know that what they say will be treated in confidence, as explained more fully in our [Guidance on Confidentiality in Student Welfare](#).

Dr Andrew Gregory is the **Chaplain** and also the **Welfare Fellow**. As **Welfare Fellow** he is responsible for the coordination and development of non-academic welfare support. He oversees the Student Welfare Office. As **Chaplain** he is one of a number of officers who shares responsibility for welfare in Univ. He is readily available to all members of the College and to its staff who are welcome to contact him about any matter of concern. The College is a very diverse community, and most of Dr Gregory's work takes place in a context of pastoral support in which no assumptions are made as to whether individuals hold to any religious beliefs or to none.

His room is on Staircase 6, in the Main Quad. If you wish to do so, you are welcome to call in socially, or talk to him in confidence about any matter of concern and on any matter; he operates an open door policy, and there is no need to make an appointment. His telephone number is 2-76663 and his e-mail address is andrew.gregory@univ.ox.ac.uk.

Mrs Jing Fang is the **Adviser for International Students**, Mrs Fang teaches at the Chinese Institute, but is usually in Univ two or three days each week. She will be glad to hear from international students, and is reached most easily by email: jing.fang@chinese.ox.ac.uk.

Mrs Catherine Flynn is the **Disability and Welfare Administrator**. She provides administrative support for other members of the Welfare Team, and is also available to any junior member who may wish to speak to her about any matter of concern (e-mail catherine.flynn@univ.ox.ac.uk; tel 2-76662). Mrs Flynn also supports the Senior Tutor with regard to special arrangements for examinations, academic support for students with disabilities and academic welfare.

Dr Andrew Bell, the **Senior Tutor**, is responsible for the academic aspects of College life, including academic support, academic discipline and disability support. He will try to see students as soon as possible if they have any concerns that they would like to discuss with him. To arrange a mutually convenient time, contact either the Academic Services Manager, Ms Sally Stubbs (2-76951), or Dr Bell directly at senior.tutor@univ.ox.ac.uk.

Exams

Dr Bell is the only person who can arrange special arrangements for exams. Therefore it is very important that he is aware of information about difficulties affecting a student's academic progress and performance so that he can ask for such difficulties to be taken into account.

Disability and illness

Our provision for academic welfare includes the reasonable adjustments that we make for students who have a disability or who are ill or injured at a particular time. For example, the College works closely with the

University Disability Advisory Service (<http://www.ox.ac.uk/students/welfare/disability>) to offer specialist support for students with specific learning disabilities or mentors for students with depression, and can also make special arrangements for exams.

Confidentiality

Sensitive information about disabilities or illness are securely filed in the Student Welfare Office, and are not part of a student's academic record. Further information is available in the College Confidentiality Policy.

The College Doctors are based at **19 Beaumont Street** (about 10 minutes' walk from Univ). The Practice is open Monday to Friday, 8.00am-6.00pm, and the telephone number there is 01865 240501.

Further information about the practice is on its website: 19 Beaumont St Surgery. The website also includes links to a range of sources of advice and support on physical, mental and emotional health well-being.

The College requires all its students to register with an Oxford GP during their time at Univ to ensure that medical care is available in Oxford should it be required. We strongly encourage students to register with the 19 Beaumont Street Practice, whose doctors and other staff are familiar with the needs of students at Oxford.

Please note that there is an immigration health charge for access to NHS treatment for non-EU students studying in the UK on Tier-4 visas. Information about this charge can be found at <http://www.ox.ac.uk/students/visa/before/tier4>.

Student-Led Support

Support from the JCR and MCR

Both the JCR and MCR elect their own welfare officers, and these students are able to offer a listening ear or to suggest other people to whom students might wish to speak.

There is also a College Peer Support Panel, consisting of Univ students who are trained and overseen by a member of staff at the University Counselling Service, <http://www.ox.ac.uk/students/welfare/counselling>.

The **Dean, Dr Bill Allan** is responsible for non-academic discipline. He is available for consultation on urgent matters at any time. Otherwise, please contact the Disability and Welfare Administrator, **Mrs Catherine Flynn** (catherine.flynn@univ.ox.ac.uk) in the Student Welfare Office or email Dr Allan directly (william.allan@univ.ox.ac.uk) to make an appointment.

Junior Deans: the Dean is assisted by two Junior Deans who are usually graduate students at Univ. At least one Junior Dean is always on duty and should always be contacted if there is an accident or emergency in college (the Lodge will have their contact numbers).

The current Junior Deans are **Mr Antone Martinho** (antone.martinho@univ.ox.ac.uk), **Ms Nina Yancy** (nina.yancy@univ.ox.ac.uk) and **Ms Elizabeth Murray** (Michaelmas Term only, elizabeth.murray@univ.ox.ac.uk).

The Junior Dean of Stavertonia is **Mr Carl Hildebrand** (carl.hildebrand@univ.ox.ac.uk).

As well as being responsible for College accommodation, **Mrs Angela Unsworth** is available to advise any student who is facing financial difficulties. She also oversees the Student Support Fund. This offers grants and loans to students who find themselves in unexpected financial need. More information about financial support can be found in the separate booklet 'Grants and Funding'.

Harassment Officers: any student or member of staff who feels he or she is, or may be, being harassed may contact one or more of the Harassment Officers. The **Operations Manager**, Mrs Teresa Strike (teresa.strike@univ.ox.ac.uk), the Ancient History Tutor, Dr Lisa Kallet (lisa.kallet@univ.ox.ac.uk), the Neuroscience Tutor, Dr Trevor Sharp (trevor.sharp@univ.ox.ac.uk) and the College Accountant, Mr Tim Croft (tim.croft@univ.ox.ac.uk).

Please see the College's Code on Harassment for an explanation of what constitutes harassment and outlines the options open to those who feel they are victims of such behaviour. Harassment is always complicated: you should feel free to approach any of the officers listed above for an informal and confidential discussion if you are in any doubt about whether you are being harassed, or simply to discuss what your options are.

Additional officers available to graduate students:

The Dean of Graduates: while the Senior Tutor has general responsibility for ensuring that undergraduates achieve their maximum potential, for graduates this responsibility is shared with the Dean of Graduates, **Professor Peter Jezzard**. Professor Jezzard is available to graduate students for academic advice and pastoral support. Graduate students who wish to see Professor Jezzard should in the first instance email the Academic Services Manager (sally.stubbs@univ.ox.ac.uk, 2-76951).

Forms for transfer of status, the appointment of examiners, suspension of status etc (GSO forms) will normally be signed by the Senior Tutor and should be taken to the Academic Office for the attention of Mrs Karen Franklin.

Graduate Advisers: every graduate student has a Graduate Adviser who is available to discuss academic problems and academic progress. In most cases the Adviser will work in an area related to the graduate student's own subject area, and so should be well-placed to understand difficulties faced by the student. Graduate students should not hesitate to contact their Advisers for academic advice and pastoral support: this is what they are there for.

Welfare support from the University and elsewhere

The University Counselling Service

This is a free, confidential service, staffed by professional counsellors. They can help with personal, emotional, social and academic problems. They are at 3 Worcester Street, telephone 2-70300, counselling@admin.ox.ac.uk. It is open every weekday during term and for much of the vacations. You do need an appointment; it is not a drop-in service. The Counselling Service aims to see students for an initial assessment within five working days and then to offer counselling soon after this. Further information is available on its website: www.ox.ac.uk/students/welfare/counselling/

Oxford Nightline

This is a confidential information and listening service run by students for students. It can be reached every night during term, 8 pm to 8 am, by phone – 2-70270 (reverse charges accepted, or free from a University phone) – or by calling in at the flat at 16 Wellington Square for coffee and a chat. There are always two people in the office, one male and one female. Strict confidentiality is assured. Further information is available on its website: <http://users.ox.ac.uk/~nightln/>

Details of many other providers of welfare support are on the Student Health and Welfare pages on the University website (www.ox.ac.uk/students/welfare). Information about a similar range of services is also provided by OUSU, The Oxford University Students Union (www.ousu.org/advice/life-welfare).

HEALTH

First aid

Several members of staff are qualified in first aid and there are first aid boxes in many places in the College. Always contact the Lodge (76602) if you or someone else requires first aid.

Accidents and Emergencies

There is always at least one trained first aider on duty in College. All porters are first aiders, so the Lodge will usually be the first place to contact if you or someone else in College needs first aid or other assistance (01865 2-76602). A porter can offer immediate assistance, contact other people, and advise on whether it is appropriate to call an ambulance.

If you think that you or someone else in College needs emergency assistance and you call an ambulance yourself by ringing 999, you need to be prepared to give the patient's name, the room number or other location in College, the College address, your phone number, and brief details of the problem. Then contact the Lodge (01865 2-76602): they may need to help the Ambulance Service to find the patient or to get through locked doors.

In some circumstances you may wish to ring your doctor for advice or to go to the Accident and Emergency Department of the John Radcliffe Hospital in Headington. Use your own judgment, but feel free to ask for advice at the Lodge, from the College Nurse or from any member of the Welfare Team.

Contraception (family planning) and sexual health

You can get reliable and confidential advice and help with contraception from your GP, or the Sexual Health Clinic (GU Medicine Clinic) at the Churchill Hospital, Headington, Oxford OX3 7LJ (01865 231231). The Sexual Health Clinic (sometimes still known under its former name, the Harrison Clinic), is a 30-minute walk or alternatively you can take bus number 15 towards Wood Farm from opposite the College. You do not need an appointment and a minicheck clinic is available for those with no symptoms on Mon – Fri 1.15 – 3.15 pm without an appointment. All of these services can provide advice about, and testing for, sexually transmitted infections (including HIV) and general sexual health advice.

INFORMATION FOR STUDENTS WITH DISABILITIES

If I have a disability, why should I disclose it?

If you tell us that you have a disability, we will try to make reasonable adjustments appropriate to your individual needs. Thus it is in your interest to do so. You are not under any obligation to disclose details of your disability either to the College or to the University's Disability Advisory Service, but we can only provide you with appropriate support if we are made aware of any particular needs that you may have. Should you provide such information, it will be treated on a confidential basis. This means that it will be shared within the College on a need-to-know basis within the terms of the College's confidentiality policy.

The College's Disability lead is Dr Bell, the Senior Tutor, and he is assisted in this area by Mrs Catherine Flynn, the Disability and Welfare Administrator.

More information about all aspects of the University's provision for students with disabilities is available on the website of the Disability Advisory Service, which may be found here: <http://www.ox.ac.uk/students/welfare/disability>.

The College operates within the University's Common Framework for Supporting Disabled Students, which can be found here: http://www.ox.ac.uk/sites/files/oxford/field/field_document/A%20common%20framework%20for%20supporting%20disabled%20students.pdf

How can I disclose that I have a disability?

Ideally, any applicant to Oxford who has a disability will disclose this to the University on his or her UCAS form. This means that we can make appropriate adjustments for you if you are invited to come for an interview.

If you are offered a place at Univ, but have not yet disclosed that you have a disability, we would encourage you to do so as soon as possible after you receive your offer.

If you are already at Oxford, but have not yet disclosed that you have a disability, you may do so at any time. Likewise we would encourage you to tell us as soon as possible if you are diagnosed with a disability after you join the College. Remember that we cannot offer you appropriate help until we know about any difficulties that you may be facing, so we do encourage you to tell us sooner rather than later.

Disclosures of disability should be made to the University's Disability Advisory Service. You may also want to contact the College directly. If your disability is likely to require any adjustment to the way that you are taught, including additional disability-related provision or the way in which you sit Public Examinations, please contact the Senior Tutor, Dr Bell (senior.tutor@univ.ox.ac.uk). If your disability means that you are likely to require a particular type of accommodation, or proximity to a kitchen, please contact the Domestic Bursar, Mrs Unsworth (angela.unsworth@univ.ox.ac.uk) or the Disability and Welfare Administrator, Mrs Catherine Flynn (catherine.flynn@univ.ox.ac.uk).

Disability advisers can give you guidance and advice about any aspect of the disclosure process. Their contact details are as follows:

telephone: +44(0) 1865 289 828 or +44(0)1865 280 459

fax: + 44 (0)1865 289 850

email: disability@admin.ox.ac.uk

Funding is usually available to pay for additional costs that a student may incur as a direct result of his or her disability. The funding body to whom you should apply will depend on your status (e.g. if you are an undergraduate or a graduate; or if you are from the UK or elsewhere). More information about funding is available here: <http://www.ox.ac.uk/students/welfare/disability/funding>

A UK student with a disability who requires particular support (e.g. special computer software or hardware, or the support of a mentor or note-taker, all of which can be arranged through the Disability Advisory Service) will almost certainly need to apply for a Disabled Student's Allowance (DSA) or equivalent. You should do so as soon as possible so that funding and support can be in place for the beginning of your course. More information is available here: <http://www.ox.ac.uk/students/welfare/disability/study>. Further advice and guidance is also available from the Disability Advisory Service. Please note that there will be changes to the DSA owing to revised Government policy – details are not yet fully known but the Disability Advisory Service will be able to advise you.

The funding body to whom you apply may ask you to go for a Study Needs Assessment (SNA). The purpose of this is to determine what support you may require.

Again, the Disability Advisory Service can offer guidance and advice about what is required of you when you apply for a SNA.

How does Univ administer its support for students with disabilities?

Each student who discloses that he or she has a disability or disabilities has a single point of contact who oversees and plans the overall support required and provided for the student. This person is known as the **Disability Lead**. For undergraduates, the Disability Lead is the Senior Tutor, Dr Andrew Bell (senior.tutor@univ.ox.ac.uk). The Disability Lead is supported by someone known as the **Disability Coordinator**. This is the Disability and Welfare Administrator, Mrs Catherine Flynn (catherine.flynn@univ.ox.ac.uk). Acting together, they will draw up a statement of the support required by and available to each student who has a disability, including the names of relevant departmental or faculty contacts. Students with disabilities are welcome to contact the Disability Lead and the Disability

Coordinator at any time.

Special examination arrangements for both undergraduates and graduate students need to be applied for by the **Senior Tutor**, and require (depending on the nature of the disability) either appropriate medical certificates or an assessment and/or report from an approved chartered psychologist, preferably from the University's list of professionals approved to make these assessments (further details of whom are available from the Disability Advisory Service). It can take some time for these assessments to take place, so it is good to begin the process as soon as possible.

The Domestic Bursar, Mrs Angela Unsworth, and the College Surveyor, Mr Richard Pye, play a crucial part in advising on practical problems and devising solutions to difficulties faced by students who have a disability. Univ actively supports its students with disabilities. The College has some excellent accommodation that has been adapted for the needs of physically disabled students.

What will happen after I arrive in Oxford?

Soon after your arrival, you will meet with the **Disability Lead (the Senior Tutor)** and/or the **Disability Coordinator (the Disability and Welfare Administrator)** and, if appropriate, your subject tutors to discuss your study needs and the support required. Hopefully by then we will already have a copy of your Study Needs Assessment, which will make it easier to ensure that the support you need is in place. Once you start your course, you may find that you need additional support (such as a note-taker for lectures, a particular computer software package, or sessions with a study support tutor). If this is the case, you must contact either the Disability Service in the University or the Senior Tutor as soon as possible so that the appropriate help can be arranged for you.

Throughout the academic year, the Senior Tutor and the Disability and Welfare Administrator are available to meet with students as problems or concerns arise, as are advisers at the Disability Advisory Service. The Senior Tutor is responsible for organizing special examination arrangements for students who need extra time for exams, special computing facilities, or an amanuensis. It is essential that the Senior Tutor be made aware at an early stage (i.e. ideally in the first term of study) of any special needs because all departures from the standard examination arrangements require the prior approval of the Proctors: leaving this to the last minute is likely to lead to a refusal. Special adjustments can also be made for the arrangements for Collections (College exams at the start of term); this also requires early discussion.

What happens if I'm already at Univ and think I may have a disability not previously diagnosed?

If you think that you may have a disability (e.g. Asperger's syndrome, or a specific learning disability such as dyslexia) you may wish to be assessed by a University-approved educational psychologist or other appropriate specialist. Information and advice about approved Chartered Educational Psychologists and other professionals is available from the University Disability Advisory Service. It will probably be useful to speak first to a tutor who will be familiar with your work, or to your GP, or the Senior Tutor. Each of these people can give you advice about whether they think that you have good reasons to see a specialist. The University offers some financial support towards the cost of specialist assessment, provided that you have proof of (e.g.) dyslexic tendencies in a letter of support from a GP, a tutor or from the College. Further information is available from the Disability Advisory Service.

LIVING WITH MENTAL HEALTH CONDITIONS

Students are probably no more or no less likely to suffer from mental health problems than anyone else their age. However many people who encounter mental health problems do so at the age when they are students.

The College is keen to help any student who thinks that he or she may be affected by a mental health condition. We also wish to do whatever we reasonably can do in order to help and to encourage students to maintain good mental health.

Who can help?

Students who do have concerns are strongly encouraged to approach a member of the college staff. Suitable people include the College Nurse, the Chaplain and Welfare Fellow, or any other member of the Welfare Team (most of whom are trained in Mental Health First Aid), the Senior Tutor, their own tutor, or anyone else in whom they might wish to confide about a mental health issue. They may also contact peer supporters, or JCR and MCR welfare officers.

Students who confide in any of these people can expect a sympathetic and non-judgemental response. Any person in whom they confide will listen to what he or she is told. That person may discuss with the student what sources of support are available, and what the student's options might be, or may suggest that the student speak to someone else who may be better placed to help.

Any information that is given will be treated on a confidential basis. This means that it will be shared within the College only on a need-to-know basis within the terms of the College's guidance on confidentiality in student health and welfare.

(http://www.univ.ox.ac.uk/sites/www4.univ.ox.ac.uk/files/Student%20Welfare%20Confidentiality%20Policy_3.pdf#overlay-context=node/236)

Any student may also go directly to a doctor (<http://www.19beaumontstreet.com>) or to the University Counselling service, (<http://www.ox.ac.uk/students/welfare/counselling>) or other sources of support. Neither doctors nor the Counselling Service will contact the College unless a student explicitly asks them to do so.

Mental health and disability

Students with mental health conditions may not think of themselves as having a disability. However the Law defines a disability as any physical or mental impairment that has a 'substantial' and 'long-term' adverse affect on someone's ability to do normal daily activities. This can apply to many mental health conditions. The reason that this is relevant is that the University Disability Advisory Service can offer specialist support to students with disabilities, and can advise the College on how we can make reasonable adjustments appropriate to a student's individual needs.

Information on why it is helpful for a student to disclose a disability to the College, and on how to do so, is available on the College's website (<http://www.univ.ox.ac.uk/content/students-disabilities-0>).

Further information and resources

There are many places where students can find reliable information about mental health issues, and how they can access support for themselves and others. These include national resources, such as the NHS (<http://www.nhs.uk/Livewell/studenthealth/Pages/Mentalhealth.aspx>) and charities like Mind (<http://www.mind.org.uk>) and Student Minds (<http://www.studentminds.org.uk>).

Information about local resources and sources of support in Oxford may be found via the University Counselling Service (<http://www.ox.ac.uk/students/welfare/counselling>), the University Disability Advisory Service (<http://www.ox.ac.uk/students/welfare/disability>), the Student Advice Service (<http://ousu.org/advice/student-advice-service/>) and the College Doctors (<http://www.19beaumontstreet.com/Healthinfo/Mentalhealth.aspx>).

A range of books and booklets about mental health issues are available in the College Library, the College Lodge, and from the Nurse, the Chaplain and Welfare Fellow, and the Disability and Welfare Administrator.

Members of the college welfare team are trained in Mental Health First Aid. They are happy to offer support or able to refer you to other services as may be appropriate.

SPECIAL EXAM ARRANGEMENTS AND FACTORS AFFECTING PERFORMANCE IN PUBLIC EXAMINATIONS

Special exam arrangements

All students who believe they might need any sort of special exam arrangements should consult the Examination and Assessments section (<http://www.ox.ac.uk/students/academic/exams>) of the University website AND contact the Senior Tutor as soon as possible. Routine requests for bringing in medication or medically necessary food and drink, or equipment, into the exam room should be discussed with the Disability and Welfare Administrator, Catherine Flynn (email as above), Room 3, Ground Floor, Staircase 11. Requests for special exam arrangements for students with existing disabilities or ongoing medical conditions have to be submitted to the Exams Schools before the end of 4th Week in in the term before the exams (e.g., 4th Week of Michaelmas Term for exams in Hilary Term), but urgent requests can be made closer to the examinations. If a significant adjustment is being requested (such as additional writing time, rest time, use of special facilities like word-processors, switch of examination venue into College) the Senior Tutor will need to apply to the Examination and Assessment team with a letter or medical certificate from the College Doctors in support of the application. You must not send your request yourself or contact the Chairman of Examiners about these adjustments. The College Doctors in 19 Beaumont Street (01865 240501) normally complete the requisite Oxford University medical certificates following a consultation with the student involved. New forms have been introduced for the current academic year, but the procedure remains essentially unchanged, except that students will be asked to provide signed consent to the disclosure of their medical and other personal information.

If a more straightforward adjustment is involved because a student has a minor ailment (e.g. a cold which is being treated by non-prescription medicine) or injury (e.g. resulting in a leg being in a plaster-cast which makes it difficult to wear sub fusc clothing) a note from the Senior Tutor on headed College paper will suffice.

Factors affecting performance in Public examinations

A number of changes were introduced by the Education Committee in 2014-15 to the regulations, processes and procedures related to applications for the consideration of factors affecting performance in public examinations. In practical terms, this means that it is now students, rather than colleges, who are responsible for making and submitting the application using a new application form known as form EAP 13. It is available from the exams section of the University website or can be obtained from Mrs Flynn. Applications must be submitted electronically. Colleges must still sign the form and confirm that all supporting material has been provided and that the student has discussed the application with the Senior Tutor. All applications submitted before the final Examiners' meeting will automatically be forwarded to the Chairman of Examiners. Applications submitted after the final meeting will have to be submitted to the Proctors within 3 months of the meeting, and the Proctors will decide whether or not to act upon it. As before, all applications made on medical grounds must be accompanied by medical evidence. It is strongly recommended that you discuss the position with the Senior Tutor before completing the form.

Illness or accidents

If you become unwell, have an accident, or anything similarly disturbing and distracting occurs during or immediately before an examination, you must seek advice and help straightaway from any of the people listed below:

- Your tutor(s)
- Disability and Welfare Administrator, Mrs Catherine Flynn (catherine.flynn@univ.ox.ac.uk 01865 2-76662)
- Senior Tutor, Dr Andrew Bell (senior.tutor@univ.ox.ac.uk 01865 2-76673)
- The Welfare Fellow, Revd Dr Andrew Gregory (andrew.gregory@univ.ox.ac.uk 01865 2-76663)
- Academic Services Manager, Miss Sally Stubbs (sally.stubbs@univ.ox.ac.uk) 01865 2-76951

If you become ill during the exam period there are two things you need to do. The first is to contact the Disability and Welfare Administrator or Academic Services Manager if during office hours. The Out- of-

Hours Porter on duty can contact the Pro-Dean for Welfare or the Junior Deans; the second is to seek appropriate medical advice. Needless to say, in a medical emergency standard medical emergency procedures apply!

If you will be submitting the details of your illness and its impact to the Examiners (see above) you will need a well-documented case. If a specific paper has been affected, ensure that the College Doctor is aware of the dates and exams affected by illness so that the medical certificate matches the facts.

There is no point in requesting a doctor's medical certificate for what are regarded as trivial conditions (e.g. colds, headaches, tummy ache, upset stomach) that might affect revision for a week or so before the exams.

Late Submission of Examination work

The Proctors will be notified by the Examination Schools of any work that is submitted late even if it is just a few minutes late: there is normally an automatic academic penalty and a late entry fee will need to be paid. The fee charged for unauthorized late submission will be £40 in all cases (at current levels). If you face an insuperable problem that will result in a late submission, you should must alert your tutor and the Academic Office (academic.office@univ.ox.ac.uk, 2-76601 or 2-76951) of the difficulty as a matter of urgency and well before the due date.

Examination arrangements for religious holidays

Students who have a clash between their examinations and specific religious observances, such as the Jewish Sabbath or Ramadan, can apply for adjustments to their examinations. Applications should be made as early as possible, through the Senior Tutor, so that where possible, timetables can be adjusted. If this is not possible, alternative arrangements will need to be requested, which might include sitting papers at a different time. Candidates who are fasting for Ramadan, when it falls within the Trinity Term examination period, may apply to sit their afternoon papers in the mornings, after which they will be invigilated in a room in the Examination Schools until the rest of their cohort begin their exams at the normal time. Please note that this must be done as a matter of urgency, well before Christmas.

HARDSHIP

When the University and the College accept students they do so on the basis that the students will be able to support themselves financially throughout their university career. Information on student funding is available from <http://www.ox.ac.uk/students/fees-funding>.

The Oxford Bursaries Scheme (funded jointly by the University and the colleges) exists to help undergraduate students from lower-income families. For details, please consult the University's website (<http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support>). Students may also be eligible for further support from the OMT (Alumni of the College) Bursary Scheme. See <http://www.univ.ox.ac.uk/content/bursaries> for further information.

Some students may face financial problems owing to unforeseeable circumstances that make it difficult for them to continue with their studies and in such cases the College and the University will endeavour to help as much as they can within their means.

Students with financial difficulties should consult the Chaplain and Welfare Fellow, the Domestic Bursar, the JCR or WCR Presidents.

VACATION STUDY GRANTS (UNDERGRADUATES ONLY)

If you are required to stay in Oxford beyond the end of term to sit public examinations and are in need of financial assistance for the extra accommodation cost, you may be able to apply for a vacation study grant. The details are available from the College intranet, or you can request a form from the Academic Office. The deadline is Friday of Week 7. See <https://intranet.univ.ox.ac.uk/content/undergraduate-funds>.

ACADEMIC TRAVEL AND CONFERENCE GRANTS

The College has generous schemes for travel and other costs for academic purposes. The details are available from the College intranet: <https://intranet.univ.ox.ac.uk/content/undergraduate-funds> (undergraduates) or <https://intranet.univ.ox.ac.uk/content/graduate-funds> (graduates).