



Handbook of Information 2022-23

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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. 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 [here](#).

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.

The College's Governing Body, consisting of Tutorial Fellows, Supernumerary Fellows, Professorial Fellows and Senior Research Fellows, is as follows:

The Master, Baroness V Amos
 Professor W Allan
 Dr R Ashdowne
 Professor M Barnes
 Dr A G Bell
 Professor M Benedikt
 Professor J Benesch
 Dr N Benkhaled-Vince
 Dr J Bryson
 Professor R Chang
 Professor T W Child
 Dr R Chitnis
 Dr S Collins
 Dr A Ellis-Evans
 Dr M Filip
 Dr M Galpin
 Dr A Grant
 Revd Dr A Gregory
 Professor N Halmi
 Professor J J Hein
 Professor G M Henderson
 Professor P D Howell
 Professor C J Holmes
 Professor B Jackson
 Dr I Jacobs
 Professor P Jezzard
 Professor A Johnston
 Professor P Jones
 Dr A Ker

Professor B Klin
 Dr C Leaver
 Professor D Logan
 Professor S Mavroeidis
 Dr N Moneke
 Professor J Moshenska
 Dr N Nikolov
 Dr C J Pears
 Professor T Povey
 Dr P Rebeschini
 Professor R Rickaby
 Professor A W Roscoe
 Professor J Rowbottom
 Dr M Schentuleit
 Professor G Screator
 Professor T Sharp
 Professor A Smith
 Professor M Smith
 Dr S Smith
 Dr N Talbot
 Professor Y T Tan
 Professor C Terquem
 Professor S C Tsang
 Mrs A Unsworth
 Professor J F Wheeler
 Professor N Woods
 Professor N Yeung

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 A Hendry (Autism)
 Dr A Johnston (Classics)
 Dr G Mallon (History)
 Dr D Luban (Politics)
 Mrs L Rees (Egyptology)

Supernumerary Fellows

Dr R Ashdowne
 Professor M Benedikt
 Professor J Blundy
 Dr R Chitnis
 Dr C De Lisle
 Professor J Dewey
 Professor T Dong
 Professor D Freeman
 Dr M Galpin
 Mr R Gundle
 Professor S Harper
 Professor L Herz
 Dr I Jacobs
 Dr E Jones
 Dr C Leaver
 Dr C MacMinn
 Professor P Magill
 Mr F Marshall
 Professor T Mather
 Dr P McHugh
 Mr C Miller
 Professor J Morton
 Professor P Norreys
 Professor B Potter
 Dr N Rahman (Clinical Fellow)
 Dr M Schentuleit
 Professor N Sibson
 Professor P Simmonds
 Dr L Stevens
 Dr N Talbot
 Professor P Zhang

Stipendiary Lecturers

Dr C Bateman (French)
 Dr A Benn (Law)
 Dr A Brzezinski (Economics)
 Dr M Cheung-Salisbury (Music)
 Dr S Jenkinson (Organic Chemistry)
 Dr D Kanellakis (Medical Sciences)
 Dr M Laidlaw (Inorganic Chemistry)
 Dr F Lang (Physics)
 Dr J Lee (Physical Chemistry)
 Dr L Marini (Politics)
 Dr M Reithmayr (Politics)
 Dr L Varnam (Old & Middle English)

Emeritus Fellows

Professor J E Allen
 Dr P E G Baird
 Dr J D Bell
 Professor M Collins
 Professor E H Cooper
 Mrs E J Crawford
 Professor K Dorrington
 Professor J M Finnis
 Dr S Golding
 Dr J Jack
 Dr L Kallet
 Mr F Marshall
 Mr M H Matthews
 Professor J H McDowell
 Dr L G Mitchell
 Mr A Murray
 Professor R Nicholas
 Dr M A Nicholson
 Professor C B R Pelling
 Professor H J O Pogge von Strandmann
 Professor J N P Rawlins
 Dr G R Scream
 Professor M Smith
 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, Baroness Valerie Amos

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

The Senior Tutor, Dr Andrew Bell

Responsible for all academic matters, including undergraduate and graduate admissions, the academic performance and welfare of all students, academic appointments, and quality assurance.

Tutor for Undergraduates, Dr Richard Ashdowne

Responsible for matters of academic progress and welfare, and the first point of contact for students and tutors on these matters.

Tutor for Graduates, Professor Polly Jones (Hilary Term 2023 onwards)

Responsible for matters of academic progress and academic welfare, and the first point of contact in the College for graduate students on these matters.

The Finance Bursar, Dr Andrew Grant

Responsible for the College's funds and its financial procedures and controls.

The Domestic Bursar, Mrs Angela Unsworth

Responsible for the support services and staff in housekeeping and accommodation, IT, catering, the Lodge, and gardens/grounds. Also responsible for the allocation of hardship funds, domestic and teaching accommodation and other resources within the College.

The Dean, Professor Bill Allan

Responsible for discipline amongst students.

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 Degrees | Dr M Nicholson |
| Development Advisers | Professor G Henderson, Dr B Jackson, Dr M Smith, Professor N Woods |
| Director of Music | Mr G Underwood |
| Domestic Bursar | Mrs A Unsworth |
| Finance Bursar | Dr A Grant |
| Fellow Librarian | Professor N Halmi |
| Financial Adviser | Dr A Ker |
| Garden Master | Professor R Thomas |
| Harassment Officers | Professor S Harper, Ms C Ott, Professor T Sharp |
| Keeper of the Statutes | Professor A Johnston |
| Junior Deans | Mr S Bhat, Ms A Jia, Ms N Law, Mr M Obadha (Stavertonia), Ms A Paracha, Dr D Thakrar (Stavertonia) |
| Master | Baroness Valerie Amos |
| Senior Tutor | Dr A Bell |
| Tutor for Graduates | Professor P Jones |
| Tutor for Undergraduates | Dr R Ashdowne |
| Vice-Master | Professor P Jezard |

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 the ground floor of 10 Merton Street. 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 |
| Tutor for Undergraduates | Dr Richard Ashdowne | 76982 |
| Tutor for Graduates | Professor Polly Jones* | |
| Academic Registrar | Dr Ian Boutle | 76959 |
| Admissions Manager | Ms Nelli Chamings-Manley | 86565 |
| Academic Services Administrator | Ms Joanna Cooper | 76601 |
| Graduate Studies Officer | Mrs Karen Franklin | 86419 |
| Undergraduate Studies Officer | Ms Cameron Ott | 76951 |
| Disability and Welfare Administrator | Ms Aimee Rhead | 76662 |
| Schools Liaison and Access Officer | Ms Ffion Price | 86565 |

Development Office

The Development Office is also located on the ground floor of 10 Merton Street.

| | | |
|----------------------------------|-------------------|-------|
| Interim Development Director | Ms Rebecca Baxter | tbc |
| Deputy Development Director | Ms Harriet Bayly | 86208 |
| Senior Development Executive | Ms Martha Cass | 76958 |
| Head of Development – Operations | Mr Alex Sigston | 76639 |
| Events Coordinator | Ms Tess Raven | 76799 |

Domestic Bursary

The Domestic Bursary is located on the ground and first floor of Kybald House, 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.

| | | |
|-------------------------------------------|---------------------|----------------|
| Domestic Bursar | Mrs Angela Unsworth | 76619 |
| PA to the Domestic Bursar | Ms Joanne Lavender | 76980 |
| Catering Manager (Deputy Domestic Bursar) | Mr Rob Mercer | 76676 |
| Accommodation Manager | Mr Shane Pledge | 76625 |
| Head Steward | Mr Robert Wilson | 76954 |
| Head Chef | Mr Paul Moloney | 76612 |
| Head of Conferencing and Events | Ms Marilia Arezes | 76954 |
| Conferencing and Events Officer | Mrs Vivian Sawyer | 76687 |
| Housekeeping Manager | tbc | 76625 |
| Internal Events Officer | Mrs Julie Boyle | 76682 |
| Domestic Bursary Administrative Assistant | Mr Daniel Watkinson | 76784 |
| Head of Grounds Maintenance | Mr Robbie Eason | (Sportsground) |
| Boatman | Mr Jim Ronaldson | (Boathouse) |

* Hilary Term 2023 onwards.

IT Department

| | | |
|------------------------|--------------------------------------------------------------------|-------|
| IT Consortium Director | Mr Christopher Thompson | |
| IT Manager | Mr Paul Delany | 76781 |
| IT Officer | Mrs Karen Good | 76618 |
| IT Helpdesk | helpdesk@univ.ox.ac.uk | 76618 |

Finance Bursar's Office

| | | |
|----------------------------|------------------|-------|
| Finance Bursar | Dr Andrew Grant | 76630 |
| Finance Bursar's Secretary | Mrs Reija Fanous | 76630 |

Library

| | | |
|---------------------|---------------------|-------|
| Librarian | Mrs Elizabeth Adams | 76621 |
| Assistant Librarian | Mr Philip Burnett | 76621 |
| Assistant Librarian | Ms Liz Fleetwood | 76621 |
| Assistant Librarian | Ms Hannah Thompsett | 76621 |

Lodge

| | | |
|--------------------|--------------------|-------|
| Head Porter | Mr Charles Scarf | 76602 |
| Deputy Head Porter | Mr Jeremy Franklin | 76602 |

Master's Office

| | | |
|---------------------------------------|----------------------|-------|
| Executive PA to The Master (Weds-Fri) | Mrs Louise Watson | 76600 |
| Executive PA to The Master (Mon-Weds) | Mrs Manuela Williams | 76600 |

Student Welfare Office

| | | |
|--------------------------------------|------------------------|--------------------------------------------------------------------------|
| Welfare Fellow | Revd Dr Andrew Gregory | 76663 |
| Adviser for International Students | Mrs Jing Fang | jing.fang@orinst.ox.ac.uk |
| Disability and Welfare Administrator | Ms Aimee Rhead | 76662 |

Treasury

The Treasury is located on 83 High Street - enter via the door in Cecily's court (and not from the High Street) and 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 | Ms Samantha Martin | 76681 |

Works Department

| | | |
|-----------------------------------|-----------------------|-------|
| Buildings and Maintenance Manager | Mr Huw Davies | 76786 |
| Works Department Secretary | Mrs Stephanie Roberts | 76660 |

Contacting College Staff

Messages for any of the staff above may be left at the Porters' Lodge, or contact can be made by telephone or email (the format of the email 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 2022-23 are as follows:

Michaelmas Term 2022

Sunday 9 October - Saturday 3 December

Hilary Term 2023

Sunday 15 January – Saturday 11 March

Trinity Term 2023

Sunday 23 April – Saturday 17 June

Undergraduate 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. Graduate students must adhere to the relevant departmental requirements.

All undergraduate students must be available to sit the Start-of-Term Collections (see below, page 12) on Friday and Saturday of Week Nought. Undergraduate students who are not able to return by Thursday of Week Nought 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 [here](#).

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-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.

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. You need it 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

Completion and return of your University and College contracts 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.

Undergraduate freshers are sent a University Contract and a College Contract in their College freshers' packs.

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

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. 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.

Staff and students who lose their university card will be charged a £15 flat rate replacement fee to cover the additional cost involved in issuing lost cards, barring exceptional circumstances. 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 Online Store [here](#). On receipt of payment the Card Office will send a replacement card to the college for collection.

Tutorials

The main method of undergraduate 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 compulsory. 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 via the porters or the Academic Office. 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 will be subject to measures outlined in the College's Academic Disciplinary Procedure, as below.

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.

Both 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 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 ensure that their current address and mobile number are up-to-date in Student Self-Service. 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.

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 [here](#). Students who must be away from Oxford for any period of time longer than three nights during term should consult the Tutor for Undergraduates.

Temporary Period 'Out of Residence'

In rare cases, students may be in medical or other difficulties which require 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 Suspension exists to enable the College to make suitable provision for these rare cases.

Suspension from studies is usually granted only for medical and compassionate reasons. In very rare cases not covered by the Policy on Suspension, however, the College may exceptionally grant a student a single suspension 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 a suspension will be granted at the absolute discretion of the Governing Body and a refusal carries no right of appeal. The unanimous support of the relevant subject tutors will be required. If a suspension is granted it will be subject to academic conditions along the same lines as those prescribed in the College's Policy on Suspension para 2.8. If such conditions are not met and return into residence is not allowed, the College will permit an appeal as provided for in the College's Policy on Suspension para 4.4. 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.

These restrictions may, if appropriate and in particular cases, be modified to allow limited academic guidance, and/or 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.

If a student has any books on loan 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. Students will retain their Bod Card and will therefore retain Single Sign On 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 [here](#).

Return into Residence

Students seeking to return to College following a period of suspension of status will need to meet one or more academic conditions, usually the sitting of Special Collections, with a specified grade to be obtained. In cases in which suspension is on medical grounds, or on other grounds where there is a question of fitness to study, students will need to satisfy medical conditions for their return. For further details, please refer to the College's Policy on Suspension and to the Policy on Academic Standing and Performance.

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 the College, i.e. access to its premises and facilities will be suspended.

Employment of Students During Term

Students are not normally encouraged to take up employment during Full Term. This includes participating in medical trials. We recognise that some students may wish to undertake paid work during Full Term. Any undergraduate considering taking up paid work should discuss this with their tutors and seek their prior

permission. Students are encouraged to discuss their options with the Tutor for Undergraduates. 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 Tutor for Undergraduates. Students experiencing financial hardship are warmly encouraged to discuss their situation with either the Tutor for Undergraduates or the Welfare Fellow.

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.

Start-of-Term Collections

Undergraduates are generally required to sit college examinations (known as '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 apply 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.

University Examinations

Examinations are subject to rigorous assessment systems, including (in Finals) the use of external examiners. Each course has specific University Examination Regulations, available online [here](#). Please take some time to familiarise yourself with the examination structure for your course. The online version takes precedence over regulations published elsewhere, for example in programme handbooks.

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 Tutor for Undergraduates and the subject tutors at least once a year to discuss their academic progress.

Master's Collections take place in the Master's Lodgings throughout the year. Master's Collections are scheduled in advance by the Academic Office, and all students will be notified of their appointment in good time. Attendance is compulsory.

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). Please keep in mind the fact the tutorial is an opportunity for spoken feedback. You should engage with, and take notes on, your tutors' comments.

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 TMS, which students can access using their single sign-on password (details [here](#)). It is the College's policy to release all TMS 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 TMS 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 TMS 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 periodically invited to complete a tutorial feedback form. In completing the form students can choose whether or not they wish to remain anonymous. The form is 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 anonymous students cannot be identified. Feedback is also sought about the pre-sessional Maths Week and after Finals, and the College relies on a good response rate in order to monitor its provision effectively.

The purpose of the feedback forms is to improve communication on academic matters between senior and student members, 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 on both good and less satisfactory teaching and learning experiences.

The same purpose is served by the regular subject feedback sessions 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 feedback forms. The Senior Tutor meets at least once 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 exhibitions and then scholarships 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. All scholars and exhibitioners who are resident undergraduate members of the college will be invited to an annual scholars' dinner in Michaelmas Term also.

Students who perform at a demonstrably first-class level in one year, often but not necessarily the first year, will be awarded an exhibition. Exhibitioners who then perform at a first-class level in a subsequent year will be promoted to a scholarship. All students who achieve a first in Finals will be awarded a scholarship, regardless of what they achieved in previous years.

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 process as their peers. Please refer to the Policy on Scholarships and Exhibitions [here](#).

Scholars and Exhibitioners should note that their awards will be continued only if the Governing Body remains satisfied with their work and conduct. 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

Named prizes are awarded for distinguished work in certain University or College examinations.

Tutorial Awards

We want to encourage and celebrate ambition and industry across the whole student body, and whilst we reserve our major academic awards for first-class performance, there will always be other students who deserve particular recognition for their efforts. To that end, students who do not achieve a first in any given year but nonetheless have impressed their tutors with their diligence and their progress may be nominated for a discretionary Tutorial Award. Tutorial Awards carry a book prize of £100.

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 2022/2023

Room rent is charged according to the length of occupancy. 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 | Undergraduate | SHORT CONTRACT 3 terms of 62 nights 186 days <u>MT: 02/10/22 – 03/12/22</u> departing on Saturday December 3 rd by 10am <u>HT: 08/01/23 – 11/03/23</u> Departing on Saturday March 11 th by 10am <u>TT: 16/04/23 – 17/06/23</u> departing on Saturday June 17 th by 10am | £5001.54 Beyond this period, all additional days £26.89 per day |
| Main site, Stavertonia, Harberton Mead & Iffley Road | Undergraduate or Graduate | LONG CONTRACT 258 nights 02/10/22 – 17/06/23 Departing on Saturday June 17 th by 10am | £6086.22 additional days £23.59 |
| Main site only | Undergraduate – High Priority/finalists/4th years | HIGH PRIORITY CONTRACT 222 nights <u>MT: 02/10/22 – 03/12/22</u> Departing on Saturday December 3 rd by 10am <u>HT & TT: 08/01/23 – 17/06/23</u> Departing on Saturday June 17 th by 10am | £5236.98 additional days £23.59 |

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 £1.70 to £4.40

Lunch £4.00 to £8.00

Informal Dinner – as for lunch

Formal Hall: £11.83

Formal Hall guests: £18.06

Access to Facilities Charge (paid by all students but included in the rent of those living in our accommodation):
£205.65 annually, £68.55 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.

Batells bills are sent to students by email 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 2022-23:

Michaelmas Term

22 October 2022

Hilary Term

28 January 2023

Trinity Term

6 May 2023

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 waive or defer the payment of batells unless special arrangements have been made with the Domestic Bursar to ensure the payment will be met subsequently.

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 suspension of status 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 via email angela.gardner@univ.ox.ac.uk.

University and College Fees

University fees, which include a college fee component, are payable for a fixed number of terms.

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

The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your University and college fees, which separately form the consideration for your separate University and college contracts. This means that you are paying a set amount of your fees to your college for college services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details contact student.fees@admin.ox.ac.uk.

Students are responsible for the prompt payment of their 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. Fees continue to be payable even if the student is away from Oxford.

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 necessarily take steps to establish their eligibility for public support.

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

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

If you are resident in England details [here](#).

If you are resident in Wales details [here](#).

If you are resident in Scotland details [here](#).

If you are resident in Northern Ireland details [here](#).

If you come from elsewhere in the EU you will find details [here](#) 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 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](#).

LIBRARIES

The College Libraries aim 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 and New Library (incorporating the Law Library) are both open 24 hours a day during term. The libraries stock a wide range of books supporting undergraduate study as well as much of interest to graduates. In addition to academic textbooks the libraries maintain a section of books about study skills, writing essays, and staying healthy. The Librarians welcome book suggestions and are often able to have new books on the shelf within 24 hours. As well as providing the books you need for your course and a quiet and comfortable place to work, the two professionally trained librarians are on hand to help with all your information needs. Full induction in how to use the libraries will take place during Welcome Week.

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 a 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.

Further information, including the Library Rules and more detailed guidance, are available by contacting the librarian via email library@univ.ox.ac.uk.

COMPUTING AT UNIV

College Computing Facilities

The College provides a diverse range of computing facilities for its members. These are distributed around college and provide facilities such as printing, file storage and applications such as SPSS and matlab. Access to internet services, networked databases and library catalogues is provided by reader-workstations in the libraries. 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 IT Support Service for its members: the email address is helpdesk@univ.ox.ac.uk. All support requests should be directed here, and will be passed to the support team for attention. If you email support staff directly, you risk them being away or off duty, and your request may not be attended to promptly.

Distributed Computers

There are a number of PCs located around college for general use. Jobs can be submitted to colour or black/white print queues and then released at a number of multi-function devices around college (See WebPrint below). Computers are currently located at:

- Sykes I
- JCR
- Old Library (2 downstairs and 2 upstairs)
- 10 Merton Street Library
- Staverton Greenwood Computer Room

Web Printing

A number of devices allow members to print from the distributed PCs and from their own laptops, mobile phones and tablets. Further details on the use of this service can be found on the college intranet [here](#).

Multi-Function devices are currently located at:

- 10 Merton Street basement
- Staverton Greenwood Computer Room
- The JCR
- The MCR
- 90 High Street Lecture Room Lobby

College Network

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

If you wish to connect your own computer to the College network, you must agree to abide by all the rules specified by the University and sign a form to indicate your acceptance of these rules. In addition, your computer must be checked by the online security system (Fortinac Access Control). If you have any problems with the automated checks, please contact the IT Office.

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 Domestic Bursar. The College has wireless networking which can be accessed by students across the campus.

Further information

The College's ICT usage policy is available [here](#).

Univ's Data Protection Policy is available [here](#).

The student IT Guide is available [here](#).

ACCOMMODATION FOR STUDENTS

Accommodation is provided for all undergraduates either on our main site, our annexe in Staverton Road or in our properties on Iffley Road and Harberton Mead. You will be offered a main site room in your first year and one other year of study, depending on your subject, but for other years you will be offered a college owned 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 Accommodation Manager, shane.pledge@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 'Licence to Occupy' agreement for a pre-selected period. Flats for families are provided under assured short hold tenancies.

Further information on the College's accommodation can be found online [here](#).

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 students maintaining appropriate standards of behaviour in College.

Keys/Access Cards

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 email to works.request@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. Damage caused by such adhesives will be charged to the individual.

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 Policy

Smoking cigarettes (including electronic and vape devices) is not permitted anywhere other than the designated smoking areas.

The reason for this policy is to reduce odour and litter around College, contributing to a cleaner environment for students and staff.

The three designated places where staff, fellows, visitors and contractors may smoke are as follows:

Outside the College Bar

At the end of the Goodhart building, under the canopy, by Cecily Court.
Past the works department, near the bin storage area.

These three areas have a cigarette bin and a designated smoking sign.

Obviously, you may also wish to depart the main site onto Merton Street or the High Street in order to smoke.

Thank you for your co-operation in making Univ a healthier and cleaner place to live, study and work.

Drug Policy

We cannot accept the use, sharing or selling of illegal substances in our accommodation. If you are found with drugs you will be dealt with under the disciplinary procedure (which may result in eviction from your accommodation and also affect your academic course). We will also report any incidents to the police.

Televisions

You need to be covered by a TV Licence to download or watch BBC programmes on demand - including catch up TV - on BBC iPlayer. This applies to all devices, including a smart TV, desktop computer or laptop, mobile phone, tablet, digital box or games console.

Even if you access BBC iPlayer through another provider, such as Sky, Virgin, Freeview or BT, you must have a licence.

As before, you still need a TV Licence to watch or record any live TV on any channel, no matter what device you use.

Anyone in University College accommodation who watches or records television programmes without a valid TV Licence is at risk of prosecution and a fine of up to £1,000.

Visit the TV Licensing website [here](#) for more information.

Music and Noise

Residents in College are asked to show consideration for each other (and for the public) 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.

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) and on the College intranet. Any request must be made at least 48 hours in advance.

Living Outside College

Students in accommodation outside College must inform the Head Porter 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.

Cooking

Residents in College may make hot drinks in their rooms, but cooking in rooms is not permitted. The 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. Cooking appliances can easily trigger the fire detection system, which results in false alarms which the fire services will attend. Such false alarms are dangerous to our wider community who may require real assistance from the emergency fire services. False alarms triggered by cooking in rooms will be referred to the Dean.

Residents are expected to take care when using kitchens and to 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. 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 incurs 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 and fairy lights 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 £2.20 per wash and £1.20 per dry and payment is made by card.

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 see online [here](#).

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

Please do not dry wet washing in your room, this creates problems with mould and is prohibited under your agreement, please use the drying rooms or machines provided.

Scouts and Cleaning

The scouts work Monday 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. Please treat the scouts courteously in all your dealings with them.

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.

Cleaning in self-contained flats is not included in your agreement. It is your own responsibility to keep your flat clean and tidy during your occupancy.

Condensation

Condensation is a common problem where several people are cooking, showering and generally living communally, as a lot of moisture is generated. One of the best ways to avoid condensation is to ventilate by opening windows and using extractor fans in the kitchen and bathroom when you are cooking or showering. You should also keep the kitchen and bathroom doors closed when these rooms are in use to prevent the moisture circulating. Any build-up of condensation should be reported immediately. Please ensure you do not hang wet washing in your room, as this will contribute to condensation.

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 items being donated to charity or disposed of appropriately.

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 can arrange storage at the end of Michaelmas and Hilary terms; however, this is extremely limited and will be for suitcases and boxed items. Items of personal furniture and large bulky items will not be stored. Detailed advice will be given by the Head of Accommodation 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:

3 December 2022

11 March 2023

17 June 2023

If you need to stay after this date you **MUST** fill in the form.

Ordinarily 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 Accommodation Manager know so we can be sure of who is on site.

If you need to stay after your agreement finishes on 17 June 2023 onwards, then please fill in the extra residence form.

We can normally allow graduates to stay in college rooms until mid-August. However, you may be asked to move to one of our external properties at the start of the long vacation.

The cost per extra day will be added to your batells. These charges normally show on your summer batells.

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. Details are on the Univ intranet [here](#). **You must apply directly to the Accommodation Manager for extra residence as well as applying for a vacation study grant.**

Students living in the self-contained flats located at Stavertonia can stay for the duration of the agreed term, normally one year.

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 have an occasional overnight guest, but certainly not on a regular basis. If you would like a guest to stay over in your room, please fill in the overnight guest form, found on the intranet. No overnight guests are permitted unless this form has been completed and sent.

Guest Rooms

We have a couple of guest rooms available for your friends and family to use. Please contact the Domestic Bursary for availability. These rooms are en-suite and the rate per night includes breakfast or brunch.

Accommodation Insurance

University College has arranged contents insurance for you with Endsleigh, the student insurance provider. This cover does not protect laptops and phones or other items when you are outside your room, or certain 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 [here](#) 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 as necessary.

LIVING AT UNIV

Emails and Notices

Tutors and College Officers will contact you primarily via your Oxford University email address. It is a strict requirement of the University's Statutes and Regulations that students check their university emails on a daily basis. Please be aware that auto-forwarding your university emails to another email provider is not always reliable and you may, as a consequence, miss important messages.

Notices may also be left in students' pigeonholes so students are also required to check their 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 [here](#) (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 Email).

Post, Messenger Service and Messages

Incoming mail is delivered to students' individual pigeonholes. These are found in your respective common room. Parcels are received at the Lodge and later placed in the Packcity parcel locker situated underneath the Goodhart Seminar room. When placed in the locker an email is generated automatically and sent to the recipient. Only when you receive the Packcity email will the parcel be ready for collection, even if a confirmation of delivery email has been sent by the delivery company.

Outgoing mail should be posted in the post box 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. 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, jewellery 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 must be referred to the Senior Tutor in the first instance.

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 [here](#).

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 or she is available on a mobile telephone number.

Lodge telephone: 76602

Lodge mobile: 07775764117

Lodge email: lodge@univ.ox.ac.uk

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 have serious safety and security implications.

Food and Dining

As a student, you will be taking meals in our seventeenth century Dining Hall, as will Fellows and staff members.

The Hall is open from 8am 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 WiFi 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 snacks and take-away food.

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)

When you are near the end of your credit (see above, page 16) you will need to top up your account by credit or debit card using the meal booking system [here](#) (internal access only). You will be unable to eat in College if you do not have sufficient credit on your account. The Buttery and Hall staff are not permitted to charge any Bod card unless the cardholder is present at the transaction so please do not ask them to charge a meal to someone else's 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 three 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, details [here](#).

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, and allows you to cancel bookings. This information goes straight through to the Buttery, kitchen and Treasury and your batells will be charged automatically. You will not be allowed to book if you have insufficient credit on your batells.

Students are expected to wear a gown to Formal Hall.

University Clubs and Societies

A meeting or other function of a University Club or Society will not normally be allowed to take place in College 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 the Accommodation 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

College societies may organise events throughout the academic year. Organisers of these events should make their bookings with the Domestic Bursary and should follow the advisory information 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 11pm Sunday - Thursday, and by 12am 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. For further details visit the College website [here](#).

College Sports Ground

The College's sports ground is shared with Corpus Christ College and is on Abingdon Road, about 20 minutes' walk from the main site. 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. 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.

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 rule that no student member shall participate in rowing on the river between the hours of 8.30am and 1pm 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.

Squash Court

The Squash Court is located in the Goodhart Building. Bookings can be made at the Porters Lodge.

University Gymnasium

The college has a small onsite gym located at the bottom of Masters Lodgings. You must complete a registration form, found on the intranet, before use.

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.

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 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 flowerbeds, lawns, plants or window boxes.

College Bar

The College Bar is situated beneath the Hall and is entered from a staircase opposite the Library or from Staircase I, Main Quad. It is also accessible by the lift outside the Buttery. It is open to members of the College and their guests Tuesday - Sunday evenings during term time.

Music

We have three music rooms. Two are located in the basement of 10 Merton Street and one in the basement of Master's Lodgings.

Booking can be made at the Porters Lodge.

Permission to play the piano in 10 Merton Street must be obtained from the Organ Scholars and the Domestic Bursary.

Sustainability at Univ

For the latest news on what the College community is doing to improve environmental sustainability in College, see [the news section of the College website](#). Below is a snapshot of recent and ongoing sustainability projects in College.

- April 2021 – Sustainability Committee was set up to be a dedicated forum to discuss and progress the College’s sustainability work.
- The kitchens have reduced plastic packaging, for example, by removing plastic bottles, milk bottles and sauce sachets and replacing with dispensers. All grab-and-go take away pots are made with Vegware, a range of eco food-safe catering disposables. [[See here](#) for more examples of steps taken in College catering.]
- The gardeners compost green waste throughout out sites and [partnering with Happy Earth Soil](#) to process excess green waste.
- [Univ has joined The Wildlife Trusts](#) which will work with the College at Univ North on Biodiversity Net Gain.
- The College has made efforts to reduce the amount of printing, for example, by moving to digital welcome booklets for incoming students and stopping the printing of a College prospectus for Open Days.
- The College collects building-by-building energy usage, to assess the most urgent areas for building improvements such as secondary glazing.
- We are implementing energy-saving measures across College such as using lower energy lighting and electrical equipment with best energy rating where possible.
- Written a webpage of small actions all College members can take to reduce their impact on the environment: <https://www.univ.ox.ac.uk/news/univs-sustainability-action-plan/>

What can you do?

- Read and follow the information on the College intranet under Sustainability and Recycling. 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
- 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
- Fill kettles with only what you need if making hot drinks
- Take short showers
- Use a bag for life or a Univ bag if you go shopping
- Let us have your own ideas through the JCR or MCR officers
- Bring your own refillable water bottle to college.
- Use a Univ keepcup for your hot drinks and receive a discount from the buttry
- Consider whether there are any other sustainability actions that you can implement to reduce your impact on the environment: <https://www.univ.ox.ac.uk/news/univs-sustainability-action-plan/>

Sustainability Committee

In April 2021, the College set up a Sustainability Committee, with representatives from key college offices, along with students and academic staff, to report on and push forward the College’s sustainability efforts.

One of the initial aims of the committee is to record the sustainability work already taking place across the College and publish a sustainability report. The scope of the committee extends from the energy use to the wider impact of College activities in areas such as catering, waste disposal, and the College’s gardens.

Contribute your ideas

Sustainability Committee warmly welcomes ideas and feedback from staff and students. You are encouraged to fill in the Sustainability Feedback Form or email justin.bowyer@univ.ox.ac.uk. Students can also pass on suggestions via the JCR or MCR reps.

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) 276602 or ring the police (999) if you see anyone behaving suspiciously.

Fire Precautions

Instructions on procedures to be followed in an emergency are given in each student room. **All students are to 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. Any individual not vacating the building on the fire alarm sounding will be reported to the Dean.

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. Under no circumstances is fire equipment to be removed from its station. Fire equipment is not to be used to hold open doors. Under no circumstances are fire doors to be propped open.

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

Bikes must not be kept in student rooms, corridors, hallways or any internal building without the express permission of the Head of Accommodation. These create a hazard in the event of a fire evacuation.

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 [here](#).

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

The three designated places where staff, fellows, visitors and contractors may smoke are as follows:

Outside the College Bar

At the end of the Goodhart building, under the canopy, by Cecily Court.

Past the works department, near the bin storage area.

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).

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.

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.

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 [here](#) and included in the Regulations.

STUDENT WELFARE

Our Approach to Student Welfare

Univ takes students' well-being seriously. One reason for this is that we believe that a positive working environment in which people may flourish and find appropriate support is itself a positive good. Another reason is that we know that a student's general health and well-being often has a bearing on his or her ability to make good academic progress.

Everyone runs into welfare problems at one point or another – big and small. Sometimes it can feel as though everything is fine for everyone else but you. People don't usually shout about their welfare issues, but don't be fooled. You are not alone in encountering difficulties and Univ has a range of people who can help to support you.

Most of the time, most of us get support from our friends or family. But sometimes friends or family members are not the right people to help, or you might not want to overburden them. These are two reasons why the College and the University have people with designated welfare roles. The welfare team at Univ, and other welfare professionals within the wider university, are happy to listen to any concerns you may have and can offer you support. Details of some of them are given in the "Where to go for help" section.

No-one minds being approached about minor issues. 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.

(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. 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 Tutor for Undergraduates, Chaplain and Welfare Fellow, the Disability and Welfare Administrator, Adviser for International Students, Nurse and the College Doctors. Univ 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 and experience to our work. The person best able to help you 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.

Full information on the welfare support available to Univ students can be found in the [Student Welfare booklet](#). If you do need help at any point, we hope that you will be pleased with the support you get at Univ.

Welfare: Where to go for Help

Univ has a team of people who are there to provide support to students. They are keen to do so, they have time to do so, and they have a great deal of experience – as well as appropriate training – in working with students and the issues that students may face. They can provide advice and guidance, practical help, or a referral to someone better placed to support you. They can also simply be a sympathetic person with whom to talk.

Welfare support is divided into two categories: academic support and non-academic support. The academic welfare of students is primarily the responsibility of tutors, the Senior Tutor and the Tutor for Undergraduates. Non-academic welfare of students is primarily the responsibility of the Chaplain and Welfare Fellow. However,

the pastoral role of a tutor will often extend to providing support on non-academic matters where it is appropriate to do so, or students may approach any member of the college welfare team for support.

Students should feel free to approach their own tutors, the Senior Tutor, the Tutor for Undergraduates or any member of the welfare team about any issue or difficulty that may be concerning them. Problems might overlap several areas and you will probably want to approach someone with whom you feel comfortable. The person you first approach can always refer you on to someone else who is better placed to help.

Confidentiality

All members of the welfare team work according to the College's Code of Practice on Confidentiality, which can be read at bit.ly/univpolicy. They are not required to maintain absolute confidentiality, and may at their discretion share information within the welfare team. However, they will not pass on information elsewhere without permission to do so unless they believe that there is a risk that an individual may harm him/herself or another person. Even in such rare circumstances, information will be shared only on a strict 'need to know' basis, preserving strict confidentiality in relation to other third parties.

Information about a student's welfare or disability disclosures are not part of the student's academic record and will not be included in any academic reference that may be provided by the College.

Student-led support

Students may wish to talk first to their peers when discussing any difficulties or issues that they may face. Often they will turn to friends but sometimes they will wish to turn to peers who have a formal pastoral role. These include the various JCR and WCR Welfare Officers, the JCR and WCR Presidents, and the College's peer supporters. These students are able to offer a listening ear or to suggest other people to whom students might wish to speak.

For more information about student welfare officers, peer supporters and other support options, please see the JCR or WCR web pages.

Chaplain and Welfare Fellow

Dr Andrew Gregory is the Chaplain and Welfare Fellow and leads the Welfare team.

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 has 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. The telephone number is (01865) 276663 and his email address is andrew.gregory@univ.ox.ac.uk. He lives nearby and can easily be contacted via the Porters' Lodge if he is not in College. If you wish to do so, you are welcome to call in socially, or talk to him in confidence about any matter of concern.

Senior Tutor

Dr Andrew Bell is responsible for the academic aspects of College life, including academic support and academic discipline. He is also Univ's Disability Lead and can offer advice on appropriate support for students with disabilities and for those experiencing welfare issues which are affecting their studies.

Dr Bell will try to see you as soon as possible if you have a problem which you need to discuss with him. To arrange a mutually convenient time to meet with the Senior Tutor, please contact either Mrs Karen Franklin (karen.franklin@univ.ox.ac.uk, 01865 286419), or Dr Bell directly (andrew.bell@univ.ox.ac.uk).

Tutor for Undergraduates

Dr Richard Ashdowne is responsible for matters of academic progress and welfare, and serves as the first point of contact for students and tutors on these matters.

Adviser for International Students

Mrs Jing Fang (jing.fang@chinese.ox.ac.uk) is Univ's Adviser for International Students, with particular reference to students from China. 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.

Disability and Welfare Administrator

Aimee Rhead is Univ's Disability and Welfare Administrator. She assists the Senior Tutor in making reasonable adjustments for students with disabilities and also works as a member of the welfare team. Aimee is available as a first point of contact for students who might want to talk about any issue affecting their welfare (email aimee.rhead@univ.ox.ac.uk or telephone 276662).

Dean

Professor Bill Allan is responsible for non-academic discipline. He is available for consultation on urgent matters at any time. Otherwise, please email Professor Allan directly (william.allan@univ.ox.ac.uk) to make an appointment.

Junior Deans

The Dean is assisted by the Junior Deans who are usually graduate students at Univ. Their main role is to assist the Dean in maintaining non-academic discipline. They are also able to offer welfare support to students who are experiencing difficulties. 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 Sameer Bhat (sameer.bhat@bsg.ox.ac.uk)

Ms Alicia Jia (alicia.jia@univ.ox.ac.uk)

Ms Nicole Law (nicole.law@univ.ox.ac.uk),

Mr Melvin Obadha: Junior Dean of Stavertonia (melvin.obadha@univ.ox.ac.uk),

Ms Alizeh Paracha (alizeh.paracha@univ.ox.ac.uk),

Dr Dixa Thakrar: Junior Dean of Stavertonia (dixa.thakrar@univ.ox.ac.uk).

The Domestic Bursar

As well as being responsible for College accommodation, Angela Unsworth (angela.unsworth@univ.ox.ac.uk) 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.

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 current Harassment Officers are:

Professor Sarah Harper, Supernumerary Fellow, (sarah.harper@ageing.ox.ac.uk)

Ms Cameron Ott, Undergraduate Studies Officer (cameron.ott@univ.ox.ac.uk)

Professor Trevor Sharp, Neuroscience Tutor (trevor.sharp@univ.ox.ac.uk)

Please see the College's Code on Harassment for an explanation of what constitutes harassment and a summary of the options open to those who feel they are victims of such behaviour.

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

Tutor for Graduates (from Hilary term 2023 onwards)

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 Polly Jones. Professor Jones is available to graduate students for academic advice and pastoral support. To contact her, please contact the Graduate Studies Officer, Mrs Karen Franklin (286419, karen.franklin@univ.ox.ac.uk)

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.

Welfare Support from the Wider 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 270300, email counselling@admin.ox.ac.uk.

The Counselling Service 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. If your problem is more urgent than this, you may approach your GP, the College Nurse, or another member of the College's welfare team for help.

The Counselling Service also produces a range of useful leaflets covering subjects such as exam stress, bereavement and depression, which can be accessed on their website at <http://www.ox.ac.uk/students/welfare/counselling/self-help>

Ms Marigold Brown is the College Counsellor. Marigold is a member of the University Counselling Service, who will be on-site and available to see Univ students, for pre-booked appointments, on one afternoon of the week during term. Students can contact Sarah directly by email to arrange an appointment on univ.counsellor@admin.ox.ac.uk.

Please note that the College Counsellor inbox is not monitored during the vacations. Requests made prior to the start of term should be sent to counselling@admin.ox.ac.uk so that a member of the university counselling service team can book an appointment there if required.

Oxford Nightline

This is a confidential information and listening service run by students for students. It can be reached every night during term from 8pm to 8am, by phone 01865 270270 (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.

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).

HEALTHCARE PROVIDERS

The College Nurse

The College Nurse is **Ms Victoria Manellari**. Her surgery is on the ground floor of Kybald House. The Nurse may be reached by email (university.nurse@nhs.net) or by phone (01865 276605, or 76605 if calling from the college and university internal telephone network).

Students are welcome to see her during surgery hours, or can ask her to come to see them in their room in College if they cannot come to the surgery.

Surgery hours (term-time only, weeks 1-8) are usually 12pm to 2.30pm, Monday to Thursday.

The College Doctor

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 is 01865 240501.

Further information about the practice can be found on its website [here](#). The website also includes links to a range of sources of advice and support on physical, mental and emotional health and 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.

Illness

The College Nurse is happy to give advice about managing minor illnesses. If you are ill, you are encouraged to let the College know. The College Nurse is well placed to advise on whether all you need is a quiet day in bed, or whether you should seek a doctor's opinion.

Outside of surgery hours, students may access non-urgent medical advice through the NHS by calling 111. When seeking medical advice outside of normal surgery hours, it is essential that the patient (or someone who has personally seen the patient) speak to the doctor and has the patient's name, room number, mobile phone number and some details of the illness.

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 (276602) 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 276602). 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 telephoning 999, you need to be prepared to:

- give the patient's name
- give the patient's room number or other location in College
- give the College address (University College, Oxford, OX1 4BH)
- give your phone number
- give brief details of the problem

You must then contact the Lodge (01865 276602) to inform them an ambulance is on its way: 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 is a 30-minute walk, or alternatively you can take bus number 10 or the City 4 service. You do not need an appointment and a minicheck clinic is available for those with no symptoms, Monday to Friday 1.15pm-3.15pm and Sat 9.00am - 12.00pm without an appointment.

All of these services can provide advice about, and testing for, sexually transmitted infections (including HIV) and general sexual health advice.

Using the National Health Service

Your general practitioner will be able to deal with most problems. If you need a referral for specialist treatment, your general practitioner will be able to refer you. Serious illnesses are treated quickly, but there may sometimes be a wait for a non-emergency specialist appointment under the NHS. You can see a specialist privately but it is usually expensive.

Physiotherapy is available through the NHS (via a referral from your GP) or privately; chiropractic, osteopathy and complementary therapies are all available privately. The Yellow Pages telephone directory lists practitioners; you may be able to get recommendations from your doctor, friends, or from the College Nurse.

International students

Students from Britain, the European Economic Area (EEA) and any country with reciprocal health arrangements are eligible for free treatment under the National Health Service (NHS).

Students from outside the EEA who are studying full time for more than 6 months and who applied for a visa before 6 April 2015 are entitled to free NHS treatment. Those who paid the Immigration Health Surcharge (IHS) as part of a visa application on or after 6 April 2015 are also allowed access to the NHS free of charge. Family members in the UK as dependants will be eligible for the same access to the NHS.

Individual hospitals are responsible for checking whether a patient is entitled to free treatment, in accordance with the relevant regulations. In order to establish entitlement, hospitals can ask you to provide documentation that supports you and your family's claim.

If you are unsure whether you are entitled to free hospital treatment, check with the Department of Health at:

Room 4W04b, Quarry House

Quarry Hill

Leeds LS2 7UE

Tel: 0113 2545819

Email: overseasvisitors@dh.gsi.gov.uk

If you are not exempt from hospital charges, or only partially exempt for other reasons, you are advised to take out appropriate private healthcare insurance for the length of your stay in the UK. For primary healthcare, you are advised to register with your college doctor or other local General Practitioner (GP).

INFORMATION FOR STUDENTS WITH DISABILITIES

What is a disability?

Under the Equality Act (2010) a person is considered disabled if they have a substantial and long-term mental or physical impairment that has an adverse effect on their ability to undertake normal day-to-day activities. A condition is deemed to be long-term if it has lasted, or is expected to last, for 12 months or more. Cancer, HIV and Multiple Sclerosis are included from the time of diagnosis and do not have to have lasted for 12 months. Study, including examinations, falls under the category of a day-to-day activity.

Any student who is diagnosed with a substantial and long-term physical impairment, a social or communication impairment (such as Autistic Spectrum Disorder or Asperger's Syndrome), a mental health issue, and/or a Specific Learning Difficulty (such as dyslexia or dyspraxia) may fall under the definition of disability. Such students may be eligible for and benefit from disability-related support.

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

If you tell us that you have a disability, we will make appropriate reasonable adjustments to support your individual needs and to ensure that you are able to access both your studies and other aspects of college life. 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 individually-tailored 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.

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

How can I disclose that I have a disability?

Any applicant to Oxford who has a disability can disclose this to the University on his or her UCAS form. This means that we can make appropriate reasonable 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 support until we know about your disability, 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 in the first instance. The Disability Advisory Service works with students to determine the individual reasonable adjustments needed, and they will create a tailored Student Support Plan for each student that can be shared with the college and/or department.

The Advisers at the University's Disability Advisory Service can provide advice and guidance about any aspect of the disclosure process. Their contact details are:

telephone: +44(0)1865 280 459
fax: + 44 (0)1865 289 830
email: disability@admin.ox.ac.uk

In addition to contacting the University's Disability Advisory Service, you may also wish to disclose a disability directly to the College. If your disability may require any adjustment to the way that you are taught or the way in which you sit Public Examinations, please contact the Senior Tutor, Dr Andrew Bell (andrew.bell@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, Angela Unsworth (angela.unsworth@univ.ox.ac.uk).

A useful summary of the disability disclosure process can be found at <https://www.ox.ac.uk/students/welfare/disability/needs>

Funding for study-related costs

Funding may be 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: www.ox.ac.uk/students/welfare/disability/funding

A UK student with a disability who requires specialist support (e.g. specific computer software or hardware, or the support of a mentor) 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. The University's Disability Advisory Service will be able to guide you through the process of applying for your disability-related funding.

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 on what is involved.

What will happen after I arrive in Oxford?

Soon after your arrival, you will meet with Univ's Disability Lead (the Senior Tutor), 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 Student Support Plan, which will make it easier to ensure that appropriate support is in place.

Once you start your course, you may find that you need additional support that is not included in your Student Support Plan. If this is the case, you must contact either the Disability Advisory Service or the Senior Tutor as soon as possible so that your needs can be reassessed and the appropriate support can be arranged for you. Throughout the academic year, the Senior Tutor is available to meet with students if problems or concerns arise, as are the Advisers at the Disability Advisory Service.

The Senior Tutor is responsible for organising alternative examination arrangements for students who are eligible for extra time in 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 support needs because all departures from the standard examination arrangements require the prior approval of the Proctors. Leaving exam arrangement requests to the last minute is likely to lead to a refusal. Reasonable adjustments can also be made for the arrangements for Collections (College exams at the start of term); this also requires early discussion.

If your exam preparation or the exams themselves may have been compromised by illness or other significant factors beyond your control, you must inform the Senior Tutor of this as a matter of urgency, and *before* the exam results are published.

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, 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, the Disability and Welfare Administrator, 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 may offer some financial support towards the cost of specialist assessment in certain circumstances. Further information is available from the Disability and Welfare Administrator or from the Disability Advisory Service.

MENTAL HEALTH

University study is demanding and there will be times when you may feel under pressure and stressed. Other mental health issues, such as depression, anxiety, issues around food, etc., can also affect students at different times during their studies.

We recognise that asking for help when you are feeling low can be a challenge and some students worry about what people might think of them. Please don't worry. If you experience any mental health issues while you are at Oxford, we want to help support you.

Remember that even relatively common mental health problems, like stress, can affect your judgment about all sorts of things from how good you are academically to how serious the problem actually is. Talking to someone who is experienced in supporting people with mental health issues can help you to manage your symptoms and to start to recover your mental wellbeing.

You can talk in confidence to your doctor, the College Nurse, or the University Counselling Service. The Chaplain and Welfare Fellow, the Disability and Welfare Administrator and other members of the welfare team are also available to help support you. Several members of the college welfare team are trained in Mental Health First Aid.

If you are concerned that your mental health is starting to affect your studies, please talk to the Chaplain and Welfare Fellow, the Senior Tutor, the Tutor for Undergraduates or the Disability and Welfare Administrator who will help you to explore your options to stay on track with study.

Please also be aware that an on-going mental health issue (i.e. one that has lasted, or is likely to last, for 12 months or more) may be considered a "disability" under the Equality Act 2010. You may not feel that the term "disability" applies to you. However, it is worth noting that the University Disability Advisory Service can offer specialist support to students with disabilities, including those with on-going mental health issues, and can advise the College on how we can make reasonable adjustments to support your individual needs. These adjustments can be very helpful in supporting you to stay on track with study while you recover. For further information on the support available, please see the Students with Disabilities section above.

If you are not ready to talk, there are many places where you can find reliable information about mental health issues, and how to access support. These include national resources, such as the NHS available [here](#) and charities like [Mind](#) and [Student Minds](#). You can also access a range of self-help resources via the University Counselling Service website [here](#).

ALTERNATIVE EXAM ARRANGEMENTS AND FACTORS AFFECTING PERFORMANCE IN PUBLIC EXAMINATIONS

Alternative Exam Arrangements

Any students who believe they might need any sort of special exam arrangements should consult the Examination and Assessments section of the University website [here](#) 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. Requests for special exam arrangements for students with existing disabilities or on-going 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 Chair 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. 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 or injury a note from the Senior Tutor on headed College paper will suffice.

Factors Affecting Performance in Public Examinations

It is students, rather than colleges, who are responsible for making and submitting applications for the consideration of extenuating circumstances to their examiners using an application form known as form EAP 13. It is available from the exams section of the University website or can be obtained from Aimee Rhead. Applications must be submitted electronically. The Senior Tutor signs the form and confirms that all supporting material has been provided and that the student has discussed the application with the College. All applications submitted before the final Examiners' meeting will automatically be forwarded to the Chair 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. All applications made on medical grounds must be accompanied by medical evidence. It is strongly recommended that you discuss your 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 either your tutors(s), the Disability and Welfare Administrator, the Senior Tutor, the Tutor for Undergraduates, the Chaplain and Welfare Fellow, or the Academic Services Administrator.

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 Welfare Fellow 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 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, 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 submission 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 unavoidable problem that will result in a late submission, you 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 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, and before the end of Michaelmas Term.

STUDENT SUPPORT

We know that money worries are stressful. They can feel all-consuming and affect your health and wellbeing. Some people find it hard to ask for help with money worries or don't know where to turn.

The College has funds available to help students who are in unexpected or long-term hardship, and we warmly encourage students to access these funds should they need to.

Students who would like to be considered for financial support from the College may apply for the following funds.

Vacation Residence Grant (undergraduates only)

This can help to pay the cost of accommodation for those who need to be in Oxford during the vacation for academic reasons (such as for exams, coursework, or for courses with extended terms).

Books and Equipment Grant

Undergraduates and Graduates can apply for a one-off grant towards the purchase of approved books and academic equipment.

Student Support Fund

The College's main source of support for students who need financial assistance is the Student Support Fund. All students, both undergraduates and graduates are eligible to apply. Awards may be awarded in cases of unexpected financial difficulty, or in other circumstances. These awards may be made as grants, as interest-free loans, or as some combination of the two.

You can find further information and application forms for all of the above funds on the college intranet at <https://intranet.univ.ox.ac.uk/financial-support>

We're happy to talk to anyone who is struggling with money about their situation and the support that might be available to them. If you're feeling overwhelmed or unsure about your financial situation, please have a chat with Andrew Gregory (Chaplain and Welfare Fellow), Andrew Bell (Senior Tutor) or Aimee Rhead (Student Disability and Welfare Advisor).

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 [here](#).