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PART A – INTRODUCTION

A.1. Arriving at Brasenose

Welcome to Brasenose! Coming to university is a unique opportunity for academic and personal development. Oxford University and its colleges offer unrivalled facilities for academic, sporting, and cultural achievement. Of course, your academic work must be given priority over all other activities, but with careful organisation of your time you will be able to enjoy many of the other opportunities on offer. We hope that your time in Oxford will be happy and productive.

When you arrive, you will have a busy schedule of important introductory meetings in the college and in your faculty or department. There will also be a number of social events to welcome you and to give you an opportunity to meet your fellow students. These are organised by the Junior Common Room (JCR) for undergraduates, and by the Hulme Common Room (HCR) (the equivalent of the Middle Common Room (MCR) in other colleges) for graduates. Undergraduates are given a mentor, known as a ‘parent’: one of the more senior undergraduates who will welcome you and give you guidance on the College’s customs and organisation.

New students are often referred to as ‘freshers’. Your formal welcome as new members of the College takes place at the Freshers’ Dinners. These are special dinners in Hall with the Principal and Fellows in the week before term starts, usually on the Tuesday for graduates and on the Thursday for undergraduates.

Your admission as new members of the University takes place at the Matriculation ceremony, which is usually held at the end of the first week of term. The Freshers’ Book contains the names and addresses of all new students at Brasenose College. The first volume was started in 1509 and the tradition has continued. Please ensure you sign the book on Matriculation Day, or ask to sign it at the Bursary after this.

A.2. Who’s Who

The *Principal* is the head of the College and chairs the Executive Council and Governing Body. The *Executive Council* consists of the Principal and Official Fellows and has authority to deal with most matters concerning Junior Members (this term denotes both graduate and undergraduate members of College). The *Governing Body*, which has ultimate authority within the College, consists of the Principal and Governing Body Fellows.

The *Senior Tutor* has general oversight of all the academic activities of the College. He is also the Tutor for Admissions and oversees graduate and undergraduate admissions, outreach and liaison with schools.

The *Tutor for Graduates* is responsible for keeping under review the academic progress of graduate students and may be consulted by graduates about any matter, whether

academic, personal or financial.

There are two individuals with bursarial roles. The person referred to simply as the *Bursar* has responsibility for College finances and estates, while the *Domestic Bursar* is responsible for the 'hotel keeping' side of College life.

The *Dean* is in charge of discipline and also works with the Chaplain and Senior Tutor to co-ordinate pastoral support within the College. The College appoints two *Junior Deans*, who are resident in the College and in Frewin Annexe; and a *Graduate Warden*, who lives in Frewin. They represent the Dean and also act as a channel of communication between the Junior and Senior Members of College. They can also suggest ways in which you can use the pastoral support available within the College.

One of the roles of the JCR and HCR committees is to represent undergraduates and graduates respectively to the College authorities. If you want to discuss something about the functioning, facilities or rules of the College, you should ask for their help in the first instance. The names of the HCR and JCR Presidents are at the front of this book.

A.3. The Student Handbook

This Student Handbook, prepared at the request of the Governing Body by the College Officers with the aid of the JCR and HCR, is designed to introduce you to the College and help you understand how we function. It provides information on academic matters, discipline, domestic matters, welfare, financial information, and College and University codes of practice.

On joining the College, you will sign a contract of membership which refers you to this Handbook for details of your rights and obligations as a Junior Member of Brasenose. It is a condition of membership of the College that you abide by the rules laid down in this Handbook.

If you have a particular problem which is not addressed in this Handbook, you should consult the appropriate College Officer. If you have a comment on the Handbook itself, you should contact the Senior Tutor, who has overall responsibility for editing it.

You should read this Handbook in conjunction with the *Proctors' and Assessor's Memorandum*, which provides details of your rights and obligations as a member of the university. Detailed information about degree course requirements and examinations is provided in the *Examination Regulations*. You will receive a copy of both documents when you arrive and you should keep them in a safe place. You may also receive a handbook or similar document from your faculty or department giving further information about your chosen course.

PART B – ACADEMIC MATTERS

B.1. Aims and Objectives

The fundamental objectives of the College as an educational institution are to create an environment conducive to learning and to pursue excellence in teaching and research.

The College seeks to enable undergraduates to realise their full academic potential whilst they are in Oxford. Your tutors will encourage, guide and advise you, giving you the opportunity to make the best possible academic progress in all aspects of your degree course. You must give your academic work priority over all other activities.

Graduate students make a different and distinctive contribution to the intellectual life of the College and University. Whether you are taking a taught course or conducting research, you will expect to advance the boundaries of knowledge and understanding in your field. You will find that membership of the HCR gives you access to an international community of scholars across a wide range of disciplines, providing an opportunity to enrich and enlarge your intellectual horizons.

Sections B2, B3 and B4 provide general information for graduates and undergraduates. Section B5 deals with graduate education. Sections B6 – B9 deal with undergraduate education.

B.2. General Information

B.2.1 The Academic Year

At Oxford, the three terms which make up the academic year are called Michaelmas (Autumn), Hilary (Spring), and Trinity (Summer). Each is a period of eight weeks known as Full Term. The weeks of term are generally referred to as First Week, Second Week and so on. The week before the start of Full Term is known as Noughth Week and the week after the end of Full Term as Ninth Week.

The dates of Full Term in 2007/2008 are as follows:

Michaelmas Term 2007	12 October to 6 December
Hilary Term 2008	18 January to 14 March
Trinity Term 2008	26 April to 20 June

Undergraduates must arrive by noon of the Thursday before Full Term (Thursday of Noughth Week). The Friday and Saturday are reserved for Collections (see B.6.4 below) and meetings with tutors. In Michaelmas Term, freshers are expected to arrive on Monday of Noughth Week for 'Freshers' Week', a programme of events designed to introduce you to college and university life.

You must not make arrangements to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week). You may be required to attend Principal's Collections (see B.7.1 below) or meetings with tutors on the Thursday or Friday of Eighth Week. You must vacate your room by 12 noon on Saturday of Eighth Week.

If you need to be away from Oxford during Full Term, you must discuss this first with your tutor. Absence from College will not be accepted as an excuse for failure to meet your academic requirements. The University requires students to keep residence for a set number of weeks each term in order to be awarded a degree.

In general, graduates living in College accommodation are allowed to arrive by the last week of September and are not required to move out until early September of the following year. If your course requires you to arrive earlier or to stay later, the college will endeavour to accommodate you. Please contact the Accommodation Manager to arrange this.

B.2.2 Information about Academic Matters

Important information relating to tutorials, examinations, and other matters is displayed on notice boards and/or blackboards in the Lodge. Tutors from this and other colleges also frequently communicate via your pigeon-hole in the Lodge or by e-mail. You should check notice boards, mail and e-mail regularly (daily is recommended). Failure to check notice boards, mail and e-mail will not be accepted as an excuse for not complying with requirements. Communications delivered to College pigeon-holes or sent to an e-mail address '@bnc' will be deemed to have been received after 48 hours.

B.2.3 Academic Dress

Full academic dress is worn to the Matriculation ceremony, when taking University examinations and when graduating. This consists of 'subfusc' clothing, gown and cap (mortar board). Women may wear a soft cap instead of the mortar board if they wish.

Subfusc clothing for men denotes a dark suit, dark socks and black shoes or boots, a plain white shirt and white collar, and white bow tie. Subfusc clothing for women denotes a white blouse, black ribbon tie, dark skirt or trousers, black stockings, black shoes or boots, and if desired, a dark coat.

For undergraduates, the appropriate gown is the commoner's gown, unless you are a scholar or exhibitioner (see B.7.7 below), in which case you are entitled to wear a special scholar's gown.

There is a graduate student's gown for graduates reading for higher degrees. If you are reading for a second undergraduate degree, you should wear a commoner's gown.

Further information about academic dress can be found in the *Proctors' and Assessor's Memorandum*.

B.2.4 Degrees

Degrees may be taken in person, at a ceremony in the Sheldonian Theatre, or in absentia. If you would like to take your degree in person, you should contact the Admissions Secretary to book a place at a degree ceremony. You may invite up to three guests. The College provides lunch for those graduating and their guests after the ceremony.

You will not be able to take your degree if you are in debt to the College nor will the College furnish details of your academic performance to enquirers.

You may not use the style of your degree (B.A., MA., M.Litt., D.Phil. etc.) until you have taken your degree.

B.3. Facilities

B.3.1 The Library

The College Library is a lending library and a place to study with the majority, but not all, of the books available for loan.

Regulations for use and borrowing must be observed and you are advised to familiarise yourself with the library protocol. All books taken out of the library must be issued using the self-issue system and borrowers are responsible for books borrowed in their name. Lost or damaged books will be charged for and if periodicals or books forming part of a set are lost/damaged the cost of a replacement set may have to be charged.

Access to the Library is with the College Fob. For security reasons the Library door must be kept closed. Food and drink must not be consumed in the Library. Failure to observe library regulations will result in Decanal action.

Photocopying is charged with your meal card (see D.13.1 below for details). Printing is charged to batels. IT rules and regulations apply to computers in the library and when connecting your own computer to the web using the Ethernet ports or a wireless connection (see B.3.2 for details).

B.3.2 IT Facilities

JCR Computer Rooms are situated in the basement of Staircase XV, and in Frewin Hall. They are open for the use of all resident members of the College during Full Term and in the weeks before and after, i.e. Noughth and Ninth Weeks. Permission is required from the Domestic Bursar for use at other times. The HCR Computer Room is available to HCR members throughout the year.

In each academic year, those wishing to use these facilities must first register or re-register with the IT Technician. Access to the Computer Rooms is with the College Fob. For security reasons the doors must be kept closed. Failure to observe these regulations will be the subject of Decanal action.

Any problems with the machines, or queries concerning the operation of the room, should be addressed to the IT Technician. Printing is charged at 2p per page and photocopying at 6p per page (HCR charging is under review). Undergraduates who have an academic requirement for a substantial volume of printing/photocopying and for whom the cost will cause hardship may apply for financial support from the College.

There is a wireless network available in Brasenose. This network is available for all resident members of the College and operates all year round. Please check the latest wireless coverage map and instructions for connecting to this network at the following website: <http://tech.bnc.ox.ac.uk>.

The computers and the wireless network are provided for academic purposes only. It is a serious offence to use them otherwise. All users must obey the University's regulations relating to the use of I.T. facilities, which are set out in G.9, below. The College subscribes to the University Policy in regard to computer misuse, and any infringements of this policy will be reported to the appropriate authorities. Failure to adhere to the rules may result in the removal of your network access.

B.4. Academic Officers

The Senior Tutor has general oversight for all the academic activities of the College. The Senior Tutor is also responsible for matters relating to the admission of all students, both graduate and undergraduate.

The Tutor for Graduates is the College Officer responsible for keeping under review the academic progress of graduate students.

B.5. Graduate Education

B.5.1. Academic Provision

The primary responsibility for the provision of graduate education lies with the University. If you are a research student, the University will assign you a supervisor to guide your studies. If you are taking a taught course, your faculty or department will provide much of your teaching, though the College may in some cases be responsible for organising tutorials for you. The role of the College is to facilitate your studies by providing academic and pastoral support of various kinds, and to provide you with social and recreational facilities through the HCR.

B.5.2. Tutor for Graduates

The Tutor for Graduates is responsible for keeping under review the academic progress of graduate students. You may consult the Tutor for Graduates in confidence about any matter, whether academic, personal or financial.

Students studying for a Second BA come within the jurisdiction of the Tutor for Graduates for all non-academic matters and are members of the HCR. However, the organisation of your studies is similar to that of undergraduates, so you should pay particular attention to the information on undergraduate education, below.

B.5.3. College Advisers

The College appoints a College Adviser for each student. You will be notified of the name of your College Adviser when you arrive and you should feel free to contact him or her to introduce yourself. Your College Adviser is not intended to be a replacement for

the supervisor appointed for you by the university, but he or she will take an interest in your progress and should be regarded as a useful source of advice about any matter, whether academic, personal or financial. In particular, you should contact your academic adviser if you have difficulties with your supervision.

B.5.4 Monitoring of Academic Progress

The College takes a serious interest in the academic progress of graduate students. The Principal, Tutor for Graduates and Senior Tutor hold regular Collections for graduates. These are short meetings at which your supervisor's reports will be discussed with you and your College Adviser. You should make every effort to attend these meetings, but if for some good reason you are unable to do so, you should contact the Tutor for Graduates to arrange an alternative time.

B.5.5. Changing Courses

Graduates who wish to change course, whether between postgraduate courses or between postgraduate and undergraduate courses, should discuss the matter with their supervisor, College Adviser and the Tutor for Graduates.

B.5.6. Research Support Grants

The College awards research grants to graduate students for purposes such as attendance at relevant conferences (especially if a paper or poster is being presented), and visits to libraries or archives outside Oxford. You must apply in writing on the appropriate application form (available from the College Secretary) to the Tutor for Graduates with a letter of support from your supervisor. You should explore parallel sources of funding, for instance from Divisions, Faculties, Departments, and from Research Council funds.

Applications for grants must be made *in advance*; grants will not normally be made retrospectively. A one-year graduate may be awarded up to £100, a two-year graduate up to £200 and a D.Phil student up to £450.

If you are in doubt about whether an application is appropriate, or the terms in which it should be made, please consult the Tutor for Graduates.

B.5.7. Graduate Scholarships

Each year in Trinity Term the College pre-elects to Senior Hulme Scholarships up to two final year Brasenose undergraduates intending to go on to read for higher degrees. The Scholarships entitle the holders to College accommodation (at the usual charges) plus an emolument of £200 and limited rights of dining at High Table. The College sometimes elects additional Senior Hulme Scholars after Finals results are known, but in such cases it is usually not possible to provide accommodation.

Each year in Michaelmas Term the College elects several Senior Hulme Scholars from among all students beginning graduate studies. The Scholarship entitles the holders to an emolument of £200 and limited rights of dining at High Table.

The academic progress of all Senior Hulme Scholars is reviewed once a year. Senior Hulme Scholars who have performed poorly may be demoted. Other graduates who have

performed exceptionally may be promoted.

The College funds six graduate studentships in association with the Clarendon Fund and University Departments.

B.5.8. Hulme Continuation Grants

A small number of Hulme Continuation Grants are available annually for members of the College, offering assistance to research students who for good reasons need an extra term to complete their thesis. The grants are advertised each year.

B.5.9. Prizes

College prizes are awarded as follows:

- i) for obtaining a Distinction in a taught graduate degree or the BCL
- ii) for being the winner or *proxime accessit* of a University prize.

B.5.10. College Facilities

Graduates paying fees are entitled to participate equally with undergraduates in all aspects of College life. Graduates who have fulfilled the necessary residence requirements and paid the required fees for their course, but are still working for their degree in Oxford may, at the College's discretion, be permitted to continue to use the College facilities.

The HCR provides you with an opportunity to become part of an international, multi-disciplinary community of scholars. You are strongly encouraged to make use of the HCR and to take part in the events it organises. The College lays on a special formal dinner for graduates once a term. There are a number of informal seminars, called 'Blurbs', held jointly by the HCR and the Senior Common Room (SCR), followed by dinner, throughout the year.

B.6. Undergraduate Education – Your Academic Obligations

This section outlines the key components of an undergraduate education at Brasenose and explains your obligations as an undergraduate member of this College. It should be read in conjunction with B.7, which provides further details of the support provided by the College, and B.8, which explains what will happen if you fail to meet your academic obligations.

B.6.1. College Teaching

All undergraduates are assigned one or more tutors (depending on the subject) from among the Fellows or Lecturers of the College. In general, your College tutor will teach you some subjects him- or herself, and will be responsible for arranging suitable tuition for the remainder.

The main method of instruction within the College is by tutorials and classes. The purpose of a tutorial is to discuss your knowledge and understanding of a topic as presented in an essay or other written work. You will be using the tutorial system to best

advantage if you take an active role, testing your own thoughts against those of your tutor. The tutorial system is a privilege. Make sure that you use it to the full.

Attendance at tutorials and classes is an absolute obligation. Recreational and social activities will not be regarded as good reasons for missing a tutorial. If you are unable to attend a tutorial due to illness or other good cause, you should inform your tutor in advance wherever possible.

You must also complete any assigned work for the tutorial (essays, problem sheets etc.) in a conscientious and organised manner. You must comply with your tutor's instructions regarding the date and manner of submission of these assignments.

Persistent failure to attend tutorials or classes, or to prepare properly for them, may lead to you being put on probation (see B.8.2 below).

B.6.2 University Teaching

In addition to College tutorials and classes, instruction is provided by the University through lectures, practical classes, field courses and other means. Tutors will give advice on these matters.

Where the University requires you to fulfil certain obligations (e.g. laboratory classes in science subjects) or where your tutors tell you that you must attend specified lectures or classes, you must do so in an organised and conscientious manner. The College will treat any failures to meet these obligations with the same severity as it views lapses in College-based teaching.

B.6.3 Academic Work in the Vacation

It is not practicable to cover all of the academic syllabus during the three eight-week terms. Tutors will therefore set vacation work which you should regard as an integral part of your course. **The College expects you to devote sufficient time during the vacations to the completion of vacation work and to give it priority over other vacation activities.**

You will also need to devote time in the vacation to revising for collections (see B.6.4).

B.6.4 College Examinations (Collections)

At the beginning of most terms, you will normally be expected to sit one or more College examinations known as 'Collections'. These usually take place on Friday and Saturday of Noughth Week. **Attendance at Collections is compulsory.** If you are ill, or unable to attend for some other good reason, you must obtain permission to postpone Collections from the Senior Tutor (this can be done through your tutors or the College Office).

The purpose of Collections is to assess the progress you are making with your studies. **The College expects you to engage in systematic and appropriate academic work in preparation for Collections and to devote a suitable amount of time in the vacation to this task.** Your tutors should mark and return Collections promptly, with some

comment on how you have done and how you can improve.

Excellence may be rewarded with Collection Prizes, and consistently high standards of achievement may lead to election to an Open Exhibition or Scholarship (see B.7.7).

Conversely, poor or unsatisfactory performance will be treated as a matter of very serious concern. Persistent unsatisfactory performance may lead to a period of probation or to penal collections (see B.8.2 and B.8.3).

Note that the annual report on your academic progress made by your tutor in your presence to the Principal and Senior Tutor is known as a Principal's Collection (see B.7.1 below).

B.6.5. University Examinations

All undergraduates take two University examinations. The First Public Examination is usually taken during the first year, at the end of either two or three terms (five terms in Classics). It is known as the Preliminary Examination or Honour Moderations according to subject. The Second Public Examination is the final examination on which the degree is awarded. In some subjects there are two or more parts to these examinations. It is your own responsibility to ensure that you enter for examinations at the right time, though you will receive adequate notice and guidance. You should seek help from your tutors or from the College Office in case of difficulties.

Satisfactory performance in the First Public Examination is required for continued membership of the College. This means that for examinations in which classes are awarded, at least a Third Class must be achieved. In the others, passes in all papers are required. If you fail to pass an examination you will normally be allowed to re-sit the relevant papers. The re-sit must be at the first opportunity offered by the University. Re-sits in Preliminary Examinations take place towards the end of the Long Vacation. A re-sit in classified Moderations has to be taken the following June, and normally you will be required to go out of residence during the intervening year (for detailed information on residence, see G.1 below). If you do not satisfy the above criteria after this second opportunity, you will be 'sent down' (your place will be withdrawn). Your right of appeal against being sent down is described in detail in B.9.1 below.

You will not allowed to re-sit your First Public Examination if College academic disciplinary procedures are already in place at the time of the first attempt, and you have received a written warning which provides, at least four weeks before the first examination (and subject to the normal college appeal mechanism) that a specified number of failures on identified papers or other elements of the First Public Examination at the first attempt will lead to termination of your course of study.

B.6.6 Plagiarism

Plagiarism, in brief terms, is the passing off of someone else's work as one's own. **Plagiarism must be avoided in all academic work.** If plagiarism is detected in work submitted to the University for examination purposes then academic penalties may be imposed (see *Proctors' and Assessor's Memorandum*, pp. 32-33). Similarly the College

regards instances of plagiarism in regular tutorial and class work as examples of academic misconduct that may lead to the imposition of appropriate academic penalties.

Although plagiarism is clearly unacceptable, it is not possible to provide a single set of definitions and guidelines that are appropriate for all subject areas. However, many undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with, and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing. Also please consult the University website: <http://www.admin.ox.ac.uk/epsc/plagiarism>.

B.6.7. Membership of Clubs and Societies

Students contemplating taking on a significant extra-curricular commitment should discuss this with their tutors. This may include a major Committee position or a very time-consuming sporting or cultural activity. Students who are producing poor academic work or who are on academic warning may not be allowed to take on such commitments.

B.7 Undergraduate Education – Academic Support

The College is committed to helping you to achieve your full potential. In addition to providing the teaching detailed in B.6, the College seeks to support and encourage you in a variety of different ways. This section provides information on matters such as how your tutors will provide you with feedback on your progress, how to seek help if you have a problem or a complaint, and the rewards we offer for academic excellence.

B.7.1. Academic Feedback

The intensive nature of College teaching provides ample opportunities for you to obtain feedback on your academic performance. If you need any further advice, you should discuss your concerns with your tutor.

You are entitled to have essays and problem sheets either marked or commented on every week (or at time intervals agreed with the Faculty or Department). Tutors should mark and return Collections promptly, with some comment on how you have done and how you can improve. Once every term, you are entitled to a meeting with tutors and/or a written report about your progress over the course of the term. Written reports are kept on file in the College Office and you may ask to see them.

Every year you will have a Principal's Collection. Principal's Collections take place throughout the afternoon of the last Thursday and Friday of each term. Gowns are worn. Your subject tutors will report briefly on your progress to the Principal and the Senior Tutor, and you will be given an opportunity to comment. **Attendance at Principal's Collections is compulsory.** If for some good reason you are unable to attend at the time allocated, you must contact the Senior Tutor in advance to obtain written permission to be absent. You should not make arrangements to leave the College until the Saturday morning of Eighth Week.

B.7.2. Tutorial Questionnaires

Each term all undergraduates are invited to complete a questionnaire on tutorials. The purpose of the questionnaire is to help the College to achieve best practice in teaching and in other academic provision. It gives you the chance to communicate back to the College on both good and less satisfactory experiences with your tutors. To achieve these aims, a high response rate is needed. Please make sure that you participate in this exercise.

The questionnaire includes a list of standard questions plus space for additional comments. A separate questionnaire should be filled in for each of the tutors who has taught you, including Fellows, College lecturers, tutors from other colleges, and (if applicable) graduate students. Questionnaire forms can be downloaded from the college website (www.bnc.ox.ac.uk) or may be obtained from the College Secretary, the Lodge, or the JCR.

In completing the questionnaire you can choose whether or not you wish to remain anonymous; and even if you do, whether you wish your form(s) to be 'open' or 'confidential'. If you choose the 'open' mode, the form will be read in the first instance by the Principal and the Senior Tutor, who will take such action as may be necessary including discussing the contents with particular tutors. In addition, tutors will have the opportunity to see the forms to enable them to reflect on their own practice. If you choose the 'confidential' mode, the form will be scrutinized by the Principal and, at his discretion, also by the Senior Tutor. The Principal and/or the Senior Tutor will, where appropriate, discuss the contents with particular tutors, and may convey the substance of the comments either verbatim or in summary form, but will take care that the student concerned cannot be identified. If the matter appears to be sensitive the Principal will, as an additional safeguard of confidentiality, cause the comments to be typed out.

B.7.3 Dealing with Problems

If you have problems with work, make sure you raise them quickly, as something can always be done to solve them. This will save you much undue pressure and anxiety.

The first port of call if you are having problems with your work should be your tutor, who is best placed to deal effectively with difficulties. You may, however, feel uncomfortable approaching your tutor, in which case there are various alternatives:

- i) speak to the organising tutor for your specific subject
- ii) get in touch with the Senior Tutor (through the College Office)
- iii) contact the other specially-appointed tutors, such as the Panel of Undergraduate Advisers, or the Adviser to Women Students (for both, see list of Fellows at the front of the book)
- iv) speak to the JCR Academic Affairs Rep (see JCR website: www.bnc-jcr.co.uk) who, if you would prefer, can speak to tutors or the Senior Tutor on your behalf.

Where the subject tutor is not a Fellow of the College, one of the Fellows will exercise general tutorial oversight. If there are any matters of an academic or personal nature on which you would like advice, you should contact that person.

B.7.4 Changing Courses

You will have been admitted to the College because you showed aptitude to study a particular subject. Do not assume that you will necessarily be allowed to change to some other subject. If you think you might do better by changing subject, you must discuss this possibility both with your current and prospective tutors. Only with the agreement of all concerned and the College will a change be possible.

B.7.5 Complaints

If you have a concern about the organisation of your course or the teaching you are receiving, you should raise this with your College tutor. He or she will be able to advise you as to whether the matter is the responsibility of the College or of your faculty or department, and as to how best to resolve the problem. If you are uncomfortable about raising your concern with your tutor, you should feel free to approach any of the other people listed in B.7.3 above.

The ultimate responsibility for resolving problems related to college teaching lies with the Senior Tutor. If you are unhappy with the Senior Tutor's decision in your case, you may appeal to the Office of the Independent Adjudicator for Higher Education, a body external to the college. Further information about this procedure is available from the College Office or from <http://www.oiahe.org.uk/>.

B.7.6 Prizes

College prizes are awarded as follows:

- i) for a first-class performance in a collection;
- ii) for sustained excellence in tutorial essays or analogous assignments and for academic improvement;
- iii) for a Distinction in Prelims or a First in Honour Moderations;
- iv) for a First in Finals;
- v) for being the winner or *proxime accessit* of a University prize.

The Erasmus Prize is awarded annually for the best performance in the First Public Examination in an Arts subject or a joint school including an Arts subject.

B.7.7 Scholarships and Exhibitions

Scholarships and Exhibitions are awards made by the Governing Body and announced in the University *Gazette* in recognition of academic excellence. The annual value of a Scholarship is £200 and of an Exhibition £150, credited to batels. Scholars and Exhibitioners are entitled to wear a special gown and are invited to the annual Scholars' and Exhibitioners' Dinner in Hilary Term.

Proposals for awards of Scholarships and Exhibitions and promotions from Exhibitioner to Scholar are made by tutors at the Executive Council, usually after initial proposal at the Tutors' Meeting. To ensure consistency across subjects, awards are made in a gathered field. The main exercise takes place at the beginning of Michaelmas Term each

year, on the basis of results in Trinity Term university examinations and a review of the previous year's work. The list of awards is finalized and the elections made at the Fifth Week meeting of the Governing Body. There is a supplementary exercise at the beginning of Trinity Term, principally on the basis of results in Hilary Term examinations. Exceptionally, awards may be made at other times.

The criteria that contribute to the making of an award are:

- i) the marks awarded in the First Public Examination;
- ii) the marks awarded in College collections;
- iii) the quality of tutorial contributions and written work;
- iv) the progress that the student has made during the course.

Decisions are guided by the following principles:

- i) Any student who gains a Distinction or First Class Honours in the First Public Examination automatically qualifies for an award. In most cases, this will be an Exhibition, though tutors have a discretion to propose the award of a Scholarship in exceptional cases.
- ii) Any student who narrowly misses a Distinction or a First in the First Public Examination, has gained first-class marks in any college collection(s), and is judged by his or her tutors to have worked hard and made good progress, is eligible for an Exhibition.
- iii) Any student who, after the First Public Examination, has consistently produced work at the first-class margin or better, and who is thus on track to obtain a First or a high 2:1, is eligible for an Exhibition. This provision is to enable the College to reward progress as well as achievement.

Awards are subject to renewal each year. Scholars and Exhibitioners who appear to be seriously underachieving are warned that their award may be in jeopardy, and that they may be demoted to the status of Exhibitioner or Commoner as appropriate. Such action is usually taken as part of the normal procedures for monitoring students' performance and enforcing academic discipline (see B.8 below). Demotions may take place at any time in the year.

B.7.8 Research Grants

The College makes small grants towards the preparation of compulsory dissertations requiring fieldwork, archival visits, etc., when such expenditure is unavoidable. You must apply in writing to the Senior Tutor, and you must arrange for your tutor to send a letter to the Senior Tutor in support of your application. It is expected that, whenever possible, undergraduate dissertations should be based on materials available in Oxford or otherwise readily accessible.

In very special cases, and with a tutor's strong support, the College may occasionally make small grants towards attendance at conferences or other meritorious projects. Possible applications should be discussed beforehand with the Senior Tutor.

B.7.9. Michael Woods Travel Grants

Small travel grants in memory of Michael Woods, formerly a tutor of the College and a distinguished philosopher, are made at the end of Hilary Term. The travel should have some intellectually constructive purpose, though it is envisaged that the fulfilment of this purpose would also be, typically, something enjoyable and refreshing. The travel should not be for the purpose of pursuing the student's academic course, nor should it involve working for a charitable organisation. Applications should include a reasonably detailed account of the proposed travel, with an estimate of the total cost and an indication of the degree of assistance required from the fund.

B.7.10. Holroyd-Collieu-Stelling-Hall Memorial Travel Grants

Travel grants from this fund are made annually in Trinity Term, for use in the following Long Vacation or Easter Vacation. Applicants must not have yet taken a Final Honour School and must be due to return into residence in the term following the vacation in respect of which the travel grant would be awarded.

In accordance with the wishes of the donors, preference will be given to undergraduates studying the Humanities (particularly classical or historical subjects), or to those whose travel proposals are connected with the study of the classical civilizations of the Mediterranean area, or to those whose travel projects involve visits to the USA. All applicants should, in the first instance, consult their tutors, without whose recommendation applications cannot be considered.

Applications should explain the nature and duration of the travel envisaged; its conformity with the principles of this scheme; its practicability; its estimated total cost, and the extent to which the applicant could contribute towards it. Initiative and imagination and efficiency displayed in the planning of the travel will be taken into consideration in deciding awards.

Successful applicants will be required to submit a report to the Senior Tutor by the first Monday of the term following the vacation in which the travel is undertaken.

B.7.11. Peters Fund Travel Grants

Additional funds for travel grants are available from the Peters Fund. Procedures for application and selection will be announced during the year.

B.8 Undergraduate Education – Failure to Meet Your Academic Obligations

B.8.1. Identifying Poor Performance

The principal responsibility for monitoring your compliance with the academic obligations outlined in B.6 above lies with your College tutors. If your academic performance is judged by your tutors to be unsatisfactory, they will in the first instance warn you informally. If you are unsure how to improve, or if you have problems, you are strongly encouraged to seek help at this stage from your tutors or from any of the people

listed in B.7.3 above.

If your performance does not improve, your tutors may report this to the Senior Tutor. Where appropriate, the Senior Tutor may require you to attend Principal's Collections in order that your poor performance may be formally recorded. In all other cases, the Senior Tutor will arrange to meet with you to discuss the situation. After the meeting, the Senior Tutor will write to you indicating that your unsatisfactory performance has been formally recorded by the college and advising you on the steps you need to take to improve. You will also be warned that if your performance does not improve, you may be put on Probation or set a Penal Collection (see B.8.2 and B.8.3 below).

If, at some later date, the Senior Tutor receives further reports that indicate that your academic work is still unsatisfactory, then he will initiate a disciplinary procedure that will take one of two alternative forms: Probation or Penal Collections. These are described in B.8.2 and B.8.3 below.

B.8.2. Probation

If the principal issue of concern is associated with a lack of academic organisation or effort, then the disciplinary procedure will take the form of a period of Probation.

If you are to be put on Probation, the Senior Tutor will arrange a meeting with you and your subject tutors at which the terms and conditions of the Probation will be decided. These terms and conditions will be based on detailed requirements that are relevant to the obligations set out in B.6 above.

At the meeting, you will be given an opportunity to comment on the terms and conditions proposed by the Senior Tutor. It is important that you raise any objections to the terms and conditions at this stage, for example, if you think that the terms and conditions extend beyond the obligations set out in B.6 above or if, for any other reason, you regard the terms of the Probation as being unfair or impractical. The Senior Tutor and subject tutors will take your views into account when deciding on the terms and conditions. If you wish to receive advice or assistance prior to or at the meeting, you should approach the Principal who will appoint a Fellow to assist you.

After the meeting, the Senior Tutor will write to you stating that you have been put on Probation and specifying the terms and conditions attached to the Probation.

If you are placed on Probation you are strongly advised to keep a diary of your academic activities. This may help you to establish that you have met the terms and conditions of the Probation.

A judgment on whether the terms of a particular period of Probation have been met will initially be made by the subject tutor(s) concerned, in consultation with the Senior Tutor. Where the issue is not clear cut, the College will arrange for an external assessment to be made of the extent to which the terms of the Probation have been met. If the terms of the

Probation are not met, you will be required to attend a Disciplinary Panel Hearing (see B.9.2 below) which may result in you being sent out of residence either temporarily or permanently.

B.8.3 Penal Collections

If the principal issue of concern is that you are producing academic work that is of an unsatisfactory standard then, as an alternative to Probation, you will be required to sit a Penal Collection. A Penal Collection is an examination set by the College to determine whether your academic performance justifies your continued membership of the College.

If you are to be set a Penal Collection, the Senior Tutor will arrange a meeting with you and your subject tutors at which the Penal Collection will be discussed. Normally two examination papers are set, and you are required to achieve a particular pass mark.

At the meeting, you will be given an opportunity to comment on the proposed syllabus for the examination, the timing of the examination, and the proposed pass mark. It is important that you raise any objections at this stage. The Senior Tutor and subject tutors will take your views into account when deciding the terms of the Penal Collection. If you wish to receive advice or assistance prior to or at the meeting, you should approach the Principal who will appoint a Fellow to assist you.

After the meeting, the Senior Tutor will write to you stating that you must sit a Penal Collection and stating the syllabus for each examination paper and the pass mark you are required to achieve. The Senior Tutor will also inform you of the time and place of the Penal Collection.

Penal Collections are double marked by two examiners external to the College. The Senior Tutor will write to you to inform you of the marks you achieved. If you failed to reach the required standard, you will be required to attend a Disciplinary Panel Hearing (see B.9.2 below) which may result in you being sent out of residence either temporarily or permanently.

B.9. Undergraduate Education – Academic Penalties

B.9.1. Failure in University Examinations

If your performance in the First Public Examination is unsatisfactory, the Senior Tutor will write to you to inform you that you are liable to be sent out of residence. ‘Unsatisfactory’ performance is defined in B.6.5 above. You may appeal to the Executive Council against being sent out of residence. The Executive Council only has the power to waive the rule if there are ‘exceptional circumstances’ in your case.

If you intend to appeal, you must write to the Senior Tutor within five working days of receipt of the Senior Tutor’s letter. You should set out the exceptional circumstances applicable in your case.

The Senior Tutor will notify you of the date of the hearing. The hearing will be

conducted and determined by the Executive Council consisting of at least five members including the Principal (or his deputy) who will chair the meeting.

If you intend to rely on medical evidence at the hearing, you must submit a report from a qualified medical practitioner to the Senior Tutor at least 24 hours in advance of the hearing.

You may choose to be represented at the hearing by any current member of the College, Senior or Junior (except the Senior Tutor or your subject tutors), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing.

The purpose of the hearing is to enable the Executive Council to assess whether there are any exceptional circumstances in your case. At the hearing, the Senior Tutor (or his deputy) will present a report on the circumstances of your case. Your subject tutors may also attend the hearing and may be asked for their comments. You will then have the opportunity (either yourself or through your representative or both) to present your own view of the situation and any supporting evidence, and to respond to the Senior Tutor's report and to your tutors' comments. After this, members of the Executive Council will be given an opportunity to ask you questions on any aspect of the case.

At the end of the hearing, you, your representative, the Senior Tutor and your subject tutors will withdraw whilst the Executive Council considers its decision.

The Principal (or his deputy) will write to you as soon as possible to inform you of the Executive Council's decision. He will also give a brief account of the reasons for the decision. If the Executive Council decides that there are exceptional circumstances in your case, you will be informed of any conditions you must meet before you are allowed to return into residence.

If the Executive Council decides that there are no exceptional circumstances in your case and that you must therefore go out of residence, you may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the college (see G.10, below). You must normally exercise your right to appeal within five working days of receipt of the Executive Council's decision. The Principal's letter will explain how to do this. Further information is also available from the College Office.

B.9.2 Breach of Probation or Failure of Penal Collections

If terms attached to a period of Probation or to a set of Penal Collections are not met, then you will be summoned to attend a Disciplinary Panel hearing. You should pay careful attention to what follows because the Disciplinary Panel has the power, in an appropriate case, to send you out of residence (either temporarily interrupting or permanently terminating your course).

The hearing will be conducted and determined by a Disciplinary Panel consisting of five members of the Executive Council (excluding the Senior Tutor and your subject tutors), including the Vice-Principal (or his deputy) who will chair the meeting.

The reasons why you are being summoned to attend the hearing (normally in the form of an assessment of the extent to which the terms of a particular period of Probation have not been met, or, alternatively, the marks achieved in a Penal Collection) will be communicated to you at your Oxford address by the Senior Tutor at least five working days before the date of the hearing. The Senior Tutor will also provide you with copies of any written evidence relating to your case, such as your termly reports.

If you intend to rely on medical evidence at the hearing, you must submit a report from a qualified medical practitioner to the Senior Tutor at least 24 hours in advance of the hearing. (If there is medical evidence relevant to your circumstances, you are strongly advised to introduce it now. Save in exceptional circumstances, you will not be allowed to introduce new evidence if your case proceeds to an appeal (see B.9.3 below).)

You may choose to be represented at the hearing by any current member of the College, Senior or Junior (except members of the Disciplinary Panel, the Senior Tutor or your subject tutors), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing.

The purpose of the hearing is to enable the Disciplinary Panel to obtain a full understanding of the circumstances of your case. At the hearing, the Senior Tutor (or his deputy) will present a report on the circumstances of your case. Your subject tutors may also attend the hearing and may be asked for their comments. You will then have the opportunity (either yourself or through your representative or both) to present your own view of the situation and any supporting evidence, and to respond to the Senior Tutor's report and to your tutors' comments. After this, members of the Disciplinary Panel will be given an opportunity to ask you questions on any aspect of the case.

At the end of the hearing, you, your representative, the Senior Tutor and your subject tutors will withdraw whilst the Disciplinary Panel considers its decision.

The Disciplinary Panel may decide:

- i) to send you down (i.e. to terminate your course permanently)
- ii) to impose a period of rustication (i.e. to interrupt your course for a specified period of time), and to place academic or other conditions on your return into residence
- iii) to allow you to continue in residence, subject to such academic or other conditions as it sees fit

The Chair of the Panel will write to you as soon as possible to inform you of the Panel's decision and of any conditions you must meet. He or she will also give a brief account of the reasons for the Panel's decision.

You have the right to appeal against the Disciplinary Panel's decision to the Executive Council. The appeal procedure is described in B.9.3 below.

B.9.3 Appeals against Disciplinary Panel decisions

If you are not satisfied with the decision of the Disciplinary Panel, you may appeal to the

Executive Council.

You must indicate your intention to appeal by writing to the Principal within five working days of receipt of the Disciplinary Panel's written decision. In your letter you should set out your grounds for appeal: in other words, you should say why you think the Disciplinary Panel's decision is wrong and should not stand, for example, because the Panel did not follow the above procedures correctly, or because the Panel imposed an unreasonably harsh penalty. You may not introduce new evidence at this stage unless you can show that you could not reasonably have obtained the evidence in time to put it before the Disciplinary Panel. Your letter will form the basis for discussions at the meeting of the Executive Council.

The Principal (or his deputy) will convene a meeting of the Executive Council and will notify you of the date. At least five members of the Executive Council, including the Principal (or his deputy), must be in attendance. The Senior Tutor, your subject tutors, and the members of the Disciplinary Panel that heard your case will not sit as members of the Executive Council for the purpose of hearing your appeal. The Chair of the Disciplinary Panel will attend the meeting to answer questions about the Panel's decision.

You may choose to be represented at the hearing by any current member of the College, Senior or Junior (except members of the Disciplinary Panel, the Senior Tutor or your subject tutors), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing.

The purpose of the hearing is to enable you to explain why you think that the decision of the Disciplinary Panel should not stand, by elaborating on the grounds of appeal set out in your letter. You (or your representative, or both) will first present your case. Members of the Executive Council may ask you questions. The Chair of the Disciplinary Panel will then be given an opportunity to clarify or elaborate on any matters in the Panel's written decision and to respond to your case. You will be given a further opportunity to comment on the Chair's statement.

At the end of the hearing, you, your representative, and the Chair of the Disciplinary Panel will withdraw whilst the Executive Council considers its decision.

The Executive Council may decide to affirm or to vary the Disciplinary Panel's decision. The Principal (or his deputy) will write to you as soon as possible to inform you of the Executive Council's decision and the reasons for that decision.

The decision of the Executive Council is the final decision of the College in your case. If you wish to challenge it, you may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the College (see G.10, below). You will normally need to exercise your right to appeal within five days of receipt of the Executive Council's decision. The Principal's letter will explain how to appeal. Further information is also available from the College Office.

PART C – DECANAL MATTERS

C.1. Introduction

Courteous and reasonable behaviour is expected from Junior Members at all times, both in and out of College. Members of the College are also responsible for the behaviour of their guests in the bar, at parties, and elsewhere. Impoliteness to College staff will not be tolerated. Members of the College are warned that drunkenness is no excuse for bad behaviour, and offensive behaviour due to drunkenness will be penalised.

C.2. The Dean, Junior Deans and Graduate Warden

The Dean is the College Officer responsible for enforcing College rules relating to discipline.

As representatives of the Dean, the Junior Deans and Graduate Warden will report to the Dean matters for possible further action. Typical tasks undertaken by the Junior Deans are ensuring that functions end on time, dispersing crowds when the bar is being closed and enforcing reasonable behaviour regarding noise within the College and Frewin.

The Junior Dean and Graduate Warden in Frewin provide security and emergency cover when the Curator of Frewin is not on the site. They also assist in ensuring that the College Rules are observed and will report any infringements to the Dean.

The Building Monitors at the St Cross and Hollybush Graduate Buildings have similar responsibilities, particularly with regard to the upkeep of College accommodation.

C.3. Decanal Penalties

The Dean has authority to punish Junior Members for misconduct. Possible penalties include:

- a) a fine;
- b) exclusion from the College premises (including occupation of College accommodation) except for the purpose of attending tutorials;
- c) rustication (i.e. sending down temporarily – see G.1 below);
- d) sending down/expulsion – see G.1 below;
- e) other appropriate action.

The following table gives an indication of the likely action to be taken by the Dean if you breach the College rules:

<u>Offence</u>	<u>Indicative Penalty</u>
Misuse of fire equipment, fire doors or fire alarms	£200 – exclusion from College accommodation
Accidental activation of fire alarms in private rooms	£20
Vandalism	£100
Climbing on College buildings	£100
Unacceptable behaviour in college	£50-£100
Kindling of naked flames	£100
Contravention of IT Regulations (Appendix 1)	£100 + suspension from network
Criminal offences including drug dealing	Rustication or expulsion
Using Class A drugs	Rustication or expulsion
Using Class C drugs	£50-100 – exclusion from College accommodation
Serious breach of tenancy agreement e.g. repeated wilful damage to College rooms	Exclusion from College accommodation

If you damage College property or cause unreasonable mess, you may (in addition to any Decanal penalties) be required to pay for repairs or cleaning. Details of this are set out in D.1.4, below.

C.4. Disciplinary Proceedings before the Dean

C.4.1. General

Any instruction to see the Dean is mandatory. You must wear your gown. If you have been reported to the Dean for a disciplinary offence, the Dean will:

- a) ask you to state your position on the facts of the case and on any mitigating circumstances
- b) confer with others at his discretion (including Tutors and College Officers)
- c) inform you of his decision as soon as possible.

C.4.2. Burden of Proof

Before deciding that a penalty of being sent out of residence is appropriate, the Dean will need to be satisfied beyond reasonable doubt that the case is proved. For other penalties, establishing guilt on the balance of probabilities will be sufficient.

C.4.3. Asking the Dean to Reconsider

If you think that the penalty imposed by the Dean is unduly harsh, you may ask him to reconsider. You may write a letter to the Dean outlining any mitigating factors you think are applicable in your case. Where these mitigating factors include medical evidence, you must submit a report from a qualified medical practitioner. (You are strongly encouraged to introduce all relevant evidence at this stage. Save in exceptional circumstances, you will not be allowed to introduce new evidence if you decide to appeal against the Dean's decision.) The Dean will write back to you as soon as possible with his decision.

C.5. Appeals Against Decanal Decisions

Section C.5.1. outlines the procedure for appealing against the Dean's decision to send you out of residence or to exclude you from College accommodation. Section C.5.2. outlines the procedure for appealing against all other decisions of the Dean. **In both cases, you may appeal against the level of penalty imposed by the Dean. You may only appeal against the Dean's findings of fact if you can show that the investigative procedure adopted by the Dean was flawed.**

C.5.1. Appeals Against Sending Out of Residence/Exclusion from College Accommodation

If the Dean decides to send you out of residence whether temporarily or permanently, or to exclude you from College accommodation, you have the right of appeal to the Governing Body in accordance with the procedure described in this section.

You must indicate your intention to appeal by writing to the Principal within five working days of receipt of the Dean's written decision. In your letter you should set out your grounds for appeal: in other words, you should say why you think the Dean's decision is wrong and should not stand, for example, because the Dean did not investigate the case properly, or because the Dean imposed an unreasonably harsh penalty. You may not introduce new evidence at this stage unless you can show that you could not reasonably have obtained the evidence in time to put it before the Dean. Your letter will form the basis for discussions at the meeting of the Governing Body.

The Principal (or his deputy) will convene a meeting of the Governing Body and will notify you of the date. At least five members of the Governing Body, including the Principal (or his deputy), must be in attendance. Neither the Dean nor your subject tutors will sit as members of the Governing Body for the purpose of hearing your appeal.

You may choose to be represented at the hearing by any current member of the College, Senior or Junior (except the Dean), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing.

The purpose of the hearing is to enable the Governing Body to obtain a full understanding of the circumstances of your case. At the hearing, the Dean (or his deputy) will present a report on the circumstances of your case. Your subject tutors may also attend the hearing and may be asked for their comments. You will then have the opportunity (either yourself or through your representative or both) to present your own view of the situation and any supporting evidence, and to respond to the Dean's report and to your tutors' comments. After this, members of the Governing Body will be given an opportunity to ask you questions on any aspect of the case.

At the end of the hearing, you, your representative, your subject tutors and the Dean will withdraw whilst the Governing Body considers its decision.

The Governing Body may decide to affirm or vary the Dean's decision. The Principal (or his deputy) will write to you as soon as possible to inform you of the Governing Body's decision and the reasons for that decision.

The decision of the Governing Body is the final decision of the College in your case. If you wish to challenge it, you may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the College (see G.10, below). You will normally need to exercise your right to appeal within five days of receipt of the Governing Body's decision. The Principal's letter will explain how to appeal. Further information is also available from the College Office.

C.5.2 Appeals Against All Other Decanal Decisions

If you are dissatisfied with the Dean's decision in your case (where that decision is not a decision to send you out of residence), you may appeal to an Appeals Panel in accordance with the procedure set out in this section.

You must indicate your intention to appeal by writing to the Principal within five working days of receipt of the Dean's decision. In your letter, you should set out your grounds for appeal: in other words, you should say why you think the Dean's decision is wrong and should not stand, for example, because the Dean did not investigate the case properly or imposed an unreasonably harsh penalty. If you wish to rely on medical evidence, you must submit a report from a qualified medical practitioner.

The Appeals Panel will consist of five members of the Governing Body (excluding the Dean and your subject tutors) including the Principal (or his deputy) who will chair it. If the Principal is absent, the matter will be dealt with by the Vice-Principal or another senior Fellow.

Where the Panel reasonably regards the case as clear-cut, it may decide the case on the basis of the information contained in your letter and in the Dean's written decision. In all other cases, the Panel will conduct a hearing as soon as it is reasonably practicable to do so. The Principal will notify you of the date of the hearing.

You may choose to be represented at the hearing by any current member of the College, Senior or Junior of your choice (except members of the Panel or the Dean), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing.

The purpose of the hearing is to enable the Panel to obtain a full understanding of the circumstances of your case. At the hearing, the Dean (or his deputy) will present a report on the circumstances of your case. You will then have the opportunity (either yourself or through your representative) to present your own view of the situation and any supporting evidence, and to respond to the Dean's report. Your subject tutors may also be invited to attend the hearing and may be asked for their comments. After this, members of the Panel

will be given an opportunity to ask you questions on any aspect of the case.

At the end of the hearing, you, your representative, the Dean and your subject tutors (if present) will withdraw whilst the Panel considers its decision.

Where the investigation is flawed or where new evidence has come to light, the Panel may remit the case to the Dean for further investigation and a fresh decision. (You retain the right to appeal against the Dean's fresh decision in your case.) Where the appeal is against the penalty imposed by the Dean, the Panel has the power to affirm or reduce, but not increase, the penalty. The Principal will write to you as soon as possible to inform you of the Panel's decision. He will also give a brief account of the reasons for the decision.

The Panel's decision is the final decision of the College in your case. If you are dissatisfied with this decision, you may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the College (see G.10, below). You will normally need to exercise your right to appeal within five days of receipt of the Panel's decision. The Principal's letter will explain how to appeal. Further information is also available from the College Office.

C.6 Organising a Function in College

C.6.1 General

The Domestic Bursar's permission must be sought if you wish to hold any parties or gatherings in public College rooms (including the JCR and HCR) or on College lawns or grounds. The Sports Ground and Pavilion are not available to Junior Members for parties or other gatherings. If you book a College room for a meeting of a University club or society, you must be present for the duration of the meeting.

For gatherings of more than ten people in private College rooms, permission must be obtained from the Domestic Bursar.

If the gathering involves alcohol, approval must first be sought from the Dean. The amount of alcohol to be consumed must be indicated clearly.

Any gathering involving the provision of College food or drink must be requested well in advance of the date.

The College expects all members to act responsibly when organising functions or parties, especially when alcohol is served.

In particular, it is your responsibility to ensure that the function ends on time. In order to comply with this requirement, you should start closing the function down at least 15 minutes before the time at which it is due to finish.

C.6.2 How to Apply for Permission

You must fill out a green permission form, which can be obtained from the Domestic Bursary. You should also make sure that you book the room at the same time.

In the case of functions involving alcohol, you must submit the green form first to the Dean (via pigeon-hole), who will either grant permission and pass it on the Domestic Bursar for approval, or refer it back to you for clarification or amendment. If permission has been granted, confirmation will be placed in your pigeon-hole before the event takes place.

A minimum of seven days' notice is required for room bookings and Decanal approval. Your application will be refused if it is late.

C.6.3 Responsible Behaviour

Permission given by the Dean, via the Green Form system, is conditional on organisers of parties and gatherings seeking to ensure that forms of behaviour set out in (a) and (b) below are discouraged. If such discouragement proves ineffective, then future permissions may be withheld. Additionally, any individuals found engaging in these activities, or any other forms of irresponsible behaviour, will be subject to Decanal sanctions.

(a) Coercion to consume alcohol

Pennyng (the practice of dropping a coin in a cup to coerce someone to consume the contents) and other forms of coercion put pressure on individuals to consume more alcohol than they would otherwise choose. This practice, particularly when used in the context of an 'initiation' of some sort, is a form of harassment. Pennyng, and other similar forms of coercion, is regarded as an example of irresponsible behaviour. It is not permitted.

(b) Standing on tables and other furniture

Standing on furniture during a party where alcohol is being consumed is unsafe. It is another example of irresponsible behaviour.

PART D – COLLEGE ACCOMMODATION AND FACILITIES

D.1 College Staff and College Officers

D.1.1 College Staff

The College policy is to support its staff in carrying out their jobs in a reasonable and diligent manner. All staff should be treated with courtesy and consideration at all times. Failure to observe this rule will be treated as a serious disciplinary offence.

Members of staff may report Junior Members to the appropriate College Officer if a Junior Member's behaviour is considered to be offensive or to breach the College's rules on living in College.

D.1.2 The Domestic Bursar

The Domestic Bursar is the officer appointed by the Governing Body to exercise responsibility for the day to day running of the domestic aspects of college life. Her role is to ensure that the College complies with its statutory and contractual responsibilities in relation to the provision of accommodation and facilities for Junior Members.

D.1.3 Breaches of Licence to Occupy

The Domestic Bursar has the power to take appropriate action where you breach your licence to occupy or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. This action may include:

Violation of overnight guest rule	£50 per violation
Additional furniture/ electrical appliance in room without permission or certification	£50
Improper care of rooms	Cost of repair + £100
Leaving milk on windowsills	£10
Blue tack on walls	£10 per violation

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, she may refer it to the Dean for decision under his jurisdiction. Any such referral is without prejudice to the Domestic Bursar's power to charge you for cleaning and repairs, though in such cases this power must be exercised in consultation with the Dean. You should note that the Dean has power to exclude you from College facilities (e.g. the Bar or New Buttery) or to withdraw your privilege of living in College accommodation.

D.1.4 Cost of Repairs

If damage occurs to College property, and you are found to be responsible, you will in general be required to meet the cost of making good the damage to the satisfaction of the Domestic Bursar. The Domestic Bursar may, at her discretion, reduce your financial liability where she is satisfied that the damage was accidental, or where there are mitigating circumstances. Damage to communal areas (e.g. shared bathrooms or kitchens) may be charged to all users if the perpetrator cannot be identified.

D.1.5 Procedure Before the Domestic Bursar

Where the facts of the case are clear-cut, the Domestic Bursar will write to you with her decision. If the facts are not clear-cut, the Domestic Bursar will invite you to a meeting at which you will be given an opportunity to explain what has happened and to identify any mitigating circumstances. The Domestic Bursar may confer with others (including College staff and subject tutors) at her discretion. She will write to you as soon as possible to inform you of her decision.

If you think that the penalty imposed by the Domestic Bursar is unduly harsh, you may ask her to reconsider. You may write to the Domestic Bursar outlining any mitigating factors you think are applicable in your case. Where these mitigating factors include medical evidence, you must submit a report from a qualified medical practitioner. The Domestic Bursar will write back to you as soon as possible with her decision.

D.1.6 Dealing with Problems and Complaints

If something in your room or staircase needs repairing you should fill in a work ticket. Work tickets for the St Cross Annexe are yellow and are available in the lobby. Work tickets for Frewin are pink and are available in the Frewin computer room or in the lodge. Work tickets for College are green and are available in the Bursary or in the lodge.

If you have any other concerns about your accommodation or College facilities which cannot be addressed through the work ticket scheme, you should contact the Accommodation Manager. Where the concern is a more general one about the College's policies, it may be more appropriate to involve the JCR or HCR Committee and to raise it with the Domestic Bursar.

If you wish to complain about a member of the Domestic staff you should do so in the strictest confidence to the Domestic Bursar. If the Domestic Bursar decides that a serious breach of College rules has taken place she may invoke the College formal disciplinary code for members of staff. The Domestic Bursar's decision in this matter is final. Complaints about other members of staff should be made to the relevant College Officer.

We hope that you will be able to resolve any concerns or problems about College accommodation within College. However, if you remain dissatisfied, you may be able to appeal to the Office of the Independent Adjudicator for Higher Education, a public body independent of the College. Details of how to do this are available on the web at: <http://www.oiahe.org.uk/>.

D.1.7 The Bursar

The Bursar deals primarily with the JCR Committee rather than with individual undergraduates.

D.2. Health and Safety

D.2.1 General

Student residences and their contents as supplied by the College meet the requirements of all relevant health and safety regulations and codes of practice. Certain special circumstances (e.g. legislation relating to listed buildings) may justify a partial relaxation of these requirements.

The College makes an analysis of the risk of such events as fire, outbreak of disease or major breakdown and develops procedures for dealing with them. The analysis and the procedures are documented in risk registers and are available for inspection by residents subject to data protection legislation and assessed security risks.

D.2.2 What to Do in an Emergency

In the event of an emergency requiring the attendance of the police, fire or ambulance services, you should first dial 999 and then contact the appropriate person listed below.

In less serious cases of emergency (e.g. when urgent maintenance is required), you should contact:

In College: the lodge (2) 77830 or the Junior Dean 07770572403

In Frewin: the Curator 07765251325, the Junior Dean or the Graduate Warden (2)78890 or 0776525302

In the St Cross Annexe: the Caretaker 07710916095 or the Building Monitors

In Hollybush Row the Lodge (2)77830 or the Building Monitors

D.3 Fire safety

D.3.1 Fire Prevention

You must not engage in any activity which could give rise to a fire hazard.

At Frewin and the Graduate Annexe, cooking is permitted only in the kitchens. You may have an electric kettle but no other cooking equipment (including toasters) in your room.

In College, no cooking is allowed except in the microwave ovens which the JCR has been authorised to provide. In your College room, you may have an electric kettle. You may not have any other cooking equipment (including toasters) in your room.

Inflammable items and liquids are banned from College rooms. Candles of all types are also banned, both as ornaments and as functional objects. Such items will be removed from rooms without notice and will be disposed of without further consultation. No naked flames may be kindled in any College building.

Smoking is banned in all parts of the College property, except the designated smoking areas.

You must ensure that Staircase doors shut properly behind you. Fire doors must not be wedged open at any time.

You must not drape clothes over heaters.

D.3.2 Fire detection and alarm systems

For the safety of occupants, the College has installed a comprehensive fire precautions system. Fire safety systems are maintained in working order and regularly tested in accordance with the appropriate regulations. The design and detail of systems in existing buildings is determined in accordance with a fire safety risk assessment and in consultation with the appropriate authorities.

The fire alarm in College, Hollybush Row and at Frewin is tested at 11.00 am every Friday. The fire alarm at St Cross is tested every Wednesday at 2.45 pm.

Fire evacuation practices will be conducted on three occasions during the academic year in accordance with arrangements for particular buildings and fire detection systems agreed with the local fire authority. A record will be maintained. You must participate in any such practices. Failure to do so will result in you being reported to the Dean.

D.3.3. What to Do if the Fire Alarm Sounds

Instructions on procedures to be followed in an emergency are given on the Dean's notice board in the Lodge and also at the foot of each individual staircase and in each room. All Junior Members should make themselves thoroughly familiar with these instructions.

If the fire alarm sounds continuously on your staircase, evacuate your room promptly. An intermittent alarm indicates that a detector has been activated on an adjacent staircase. Be prepared to leave your room, and do so if the alarm becomes continuous. For your own safety make sure that you are aware of the escape route from your room.

D.3.4 Misuse of Fire Equipment

It is a criminal offence to misuse a fire extinguisher, smoke detector, a fire alarm, or a fire escape, or to behave recklessly with respect to fire. Frivolous activation of the fire alarms or misuse of fire extinguishers or fire escape doors is a serious matter which endangers everybody. Any such action will be regarded as a very serious disciplinary matter to be dealt with by the Dean (see C.3 above) and may lead to the withdrawal of your permission to live in College.

D.3.5 Fire Escapes

The College undertakes to maintain means of fire escape, internal and external, and to ensure that they are available at all times. The design and detail of systems in existing buildings will be determined in accordance with a fire safety risk assessment and in consultation with the appropriate authorities. Safety systems such as emergency lighting, emergency secondary power supplies, and fire doors will be regularly tested in accordance with the appropriate British Standard.

You must not do anything to obstruct corridors, landings, stairs, hallways or fire exits because this may endanger people's lives in the event of a fire.

Students with disabilities should make themselves known at the beginning of their first term or as soon as otherwise practicable so that they may be advised of any special arrangements (e.g. personal evacuation plans) which are in place for them in case of fire or other emergency.

D.4 Services

D.4.1 Electricity and gas supplies

The College undertakes that, except in the case of emergencies or essential maintenance, electricity and gas supplies and lighting will be maintained without interruption. Gas and electrical installations will be properly maintained and tested in accordance with gas safety regulations and British Standards.

Instructions will be provided on the safe operation of all gas or electrically operated equipment that a student may need to operate. These instructions will be available on or near to the relevant equipment.

D.4.2 Gas Installations

The College undertakes to ensure that all gas supplies, distribution pipe work and gas fired appliances comply with the relevant gas safety regulations.

The College ensures that all gas appliances have an annual gas safety check undertaken by a CORGI registered gas installer. A copy of the safety certificate is available from the Domestic Bursar in accordance with the regulations.

Where students need to operate controls for gas fired central heating or hot water systems, simple and precise instructions for their safe and efficient use will be available on or near to the relevant equipment.

D.4.3 Electrical Installations

The College undertakes to ensure that all new electrical installations including fixed equipment will be installed and all existing installations maintained in accordance with the most recent version of the Institute of Electrical Engineers (IEE) Regulations. All building electrical installations will be inspected and tested in accordance with the IEE Regulations, currently at least every 5 years, and the results recorded in an appropriate register.

D.4.4 Electric Heating

Where rooms are provided with fixed electric heating, instructions on the use of the equipment will be available in the room. Central heating is switched on from 1 October to 1 May. It is intended to provide a temperature of $17 \pm 1^{\circ}\text{C}$ during the hours 7:00-11:00 a.m. and 3:00-10:00 p.m. Additional heating by electric radiators is metered and charged.

The central heating in Frewin is of obsolete design (except on S/C II, III, IV, V, VI, VII, XVII & XIX) and no performance criteria can be specified. College has a programme of replacement for the obsolete areas. The target is 19°C. A room list posted outside the Bursary gives details of room costs and heating provision.

D.4.5 Electrical Safety

Electrical appliances may only be brought into the College if their safety can be guaranteed. If they are over two years old they should be tested by a competent person before being brought into College. Proof of testing may be required, and a fee will be charged if the College has to test the item. Testing will normally be carried out if an appliance is thought to be unsafe. Junior Members are responsible for ensuring that appliances are well maintained and tested regularly by competent people. If you are unsure of this process please contact the Clerk of Works on (2)87142.

The College understands that this requirement may pose some difficulties for international students. If you are travelling from abroad and are unable to get your electrical equipment tested before coming to Brasenose, you should contact the Clerk of Works for assistance. The College may be able to test your equipment when you arrive but reserves the right to levy a charge to cover its costs.

Every applicant must carry the appropriate British Standard number or an international equivalent such as BEAB approved or CE marking. The plug must also carry BS 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.

Electrical fittings may not be interfered with and appliances may not be connected to lighting circuits, nor any two or three plug (multi-way) adaptors plugged directly into a socket. DIY multi-sockets and rotary extension cables are strictly prohibited. Factory made, fused multi-sockets fitted with a plug to BS 1363 and a cable not exceeding one metre long may be used where there are insufficient permanent sockets.

If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disabled.

You are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter your room e.g. ensuring that cables to personal electrical equipment are safe and do not present trip hazards.

All portable electrical appliances supplied by the College, or used in the premises by College staff, will be inspected and maintained in accordance with the College's Portable Appliance Testing (PAT) policy.

D.4.6 Water Supplies

All premises are provided with hot and cold water to appropriately marked taps. Any cold water supply that is not drinkable is clearly identified as such.

All waste water is removed via an appropriate trapped connection to the sewerage system.

The College undertakes to ensure that hot and cold water services are installed, monitored and maintained in accordance with all appropriate legal requirements.

D.4.7 Lighting

The College provides lighting in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the recommended level of illumination may be achieved by the use of local task lighting (e.g. desk lamps).

D.5 Security

D.5.1 General

The College has a security plan which identifies the general approach to security matters. The plan includes procedures in the event of an emergency e.g. bomb alert, summoning ambulances etc. It is available for inspection in the Domestic Bursar's office. The College undertakes to ensure that student rooms and buildings are secure against intrusion, by ensuring that student room doors are lockable and that main entrance doors are lockable where a risk assessment indicates that this is appropriate. As an aid to security the College has installed high quality ASSA locks on all doors to rooms and fob access to the main entrance doors. The College will endeavour to fit window locks to all ground and first floor windows. Windows may also fitted with stops to prevent over-opening where appropriate.

D.5.2 Your responsibilities

There are a number of steps you can take to maintain security in College. You should always lock your room, even if you are only going out for a short period of time. You should close and if possible lock your windows when you are out, particularly if you have a ground-floor room. Take care not to let strangers follow you through the gate into the St Cross Annexe or Frewin, or into the lodge when the main College gate is closed.

The College does not accept responsibility for loss of or damage to your personal possessions when on College premises. **College has taken out a block student insurance policy to cover your personal belongings. The details of this policy are in your welcome pack. You should review the terms and conditions of the policy and ensure that they are sufficient to cover your belongings. If they are not then you are encouraged to arrange you own further cover. Any claims for loss or damage of your property should be dealt with by contacting the insurance company direct.**

D.5.3 Keys and Fobs

If you lose your key, you should report the loss to the Lodge immediately, so that you can

be given a duplicate key. An administration charge of £10 to cover the issue of temporary keys may be made at the discretion of the Domestic Bursar. You should also inform the Accommodation Manager. (sabina.white@bnc.ox.ac.uk). If the lost key cannot be found within 3 days, the lock will be replaced. Because of their quality, the locks are expensive. You will be charged only the replacement cost – no fine will be imposed. You are strongly advised to join the JCR collective “insurance” scheme for keys (for both JCR and HCR members).

Room keys and fobs must be returned to the Lodge at the end of every term. There is an automatic penalty if they are not returned promptly. You will also be charged rent on your room until the keys and fobs are given in. Do not on any account lend your keys or fobs to other people.

D.5.4 Security Staff

Any staff with security responsibilities (e.g. the porters) will wear uniforms and will be vetted by the College under the relevant legislation. If there is a need for your room to be accessed by staff other than those normally granted access (i.e. anyone other than your Scout or maintenance staff) when you are absent, a log will be kept recording the reason for access.

D.5.5 CCTV

The College maintains a CCTV system for the safety and security of staff, students and visitors. Notices to this effect are posted in the lodge and in other building entrances as appropriate. The College operates the CCTV system in accordance with the relevant legislation.

D.6 Domestic Facilities

D.6.1 Kitchens

The College undertakes to maintain all kitchen facilities in good order and repair with all equipment supplied in working order. Efforts will be made to ensure that facilities for the preparation, cooking and storage of food are appropriate to the number of students using the facilities.

There are no kitchens for student use in College, but the JCR provides some microwave ovens for the use of College residents. Allocated kitchens are provided in the Graduate Annexes, in the Frewin Hall Extension and Annexe and on Frewin Staircase II and III. Shared kitchens are provided in other parts of Frewin.

It is the responsibility of those who use these kitchens or microwaves to keep them clean and hygienic.

Access to kitchens is restricted by key access to those living in close proximity who are expected to use the kitchen. Any costs relating to damage necessitating repairs will be charged to those students with access to the kitchen unless an individual responsible can be identified.

You may find it helpful to bring some mugs, glasses, plates and cutlery to College for your own use.

D.6.2 Food storage

Cold storage provision will be made available in kitchens and on some staircases in College. Where necessary students will be given the means to lock and secure fridges so as to prevent pilfering. If you use a fridge, it is your responsibility to keep it clean and hygienic and in particular to empty it out at the end of term.

D.6.3 Bathroom, toilet and shower areas

The College undertakes that these areas will be provided with adequate ventilation and slip-resistant flooring. All sanitary ware will be in good working order and free from cracks and breaks. All toilets will be provided with fitted toilet seat. Shower curtains or screens will be provided as appropriate.

Where en-suite facilities are provided, these will comprise sanitary ware located within a study bedroom or between two adjacent single study bedrooms for the sole use of the resident(s) of the room(s). The facility, although contained in the room, will have external ventilation and an entrance door fitted making it a self contained unit.

You may attach a shower hose to your bath taps if you use it with care, but the hose must in all circumstances be removed when unattended because accidental spray can cause serious water damage. Please take care to avoid causing flooding (e.g. by allowing the bath to overflow). You will be charged for any water damage for which you are responsible.

It is especially important that baths, showers and lavatories are kept clean. Penalties will be imposed on anyone littering or unreasonably soiling common rooms and other communal spaces and the grounds and gardens. Residents of College staircases are collectively responsible for the good order of those staircases.

D.6.4 Furniture

The College undertakes to ensure that décor and furnishings will be in good order with regular checks taken on defects and refurbishment programmes. All furnishings provided will conform to the relevant regulations. All bedrooms will be fitted as a minimum with bed, mattress, worktop, chair, curtains/blind, drawers/shelving, wardrobe and waste receptacle. Furniture and furnishings must not be removed from rooms, nor should any furniture be brought into rooms.

In special circumstances permission may be given to bring your own furniture into a room but if you do so it must be removed over vacations. If you believe that you qualify, you must seek permission from the Domestic Bursar before you proceed to bring any extra furniture into College. Cases will be considered on an individual basis.

You may bring a television into your room but you are advised that you are required by

law to have your own TV licence. You may not bring any cooking equipment (other than a kettle) into your room. It is your responsibility to ensure that all electrical appliances have been tested and certified (see D.4.5 above).

Nails, screws, pin-tacks, drawing-pins or similar devices must not be driven into any surface; nor must adhesive tape, Blue Tack or any other form of adhesive be used to attach objects to walls, doors, mantelpieces or other surfaces. On request, the College will affix a reasonable number of picture hooks, except where rooms have picture rails, when appropriate hangers will be supplied.

D.6.5 Cleaning

A cleaner (known as a Scout) will visit your room every day to empty the waste basket. The College will endeavour to clean your room thoroughly, including dusting, vacuuming and general cleaning, once a week. You must allow your Scout to have access to your room on the appropriate days and you must keep it tidy enough for him or her to clean it effectively. If you have any complaints or suggestions about cleaning, you should direct these to the Accommodation Manager.

D.6.6 Laundry facilities

There are coin-operated washing machines and dryers, in College, at Frewin and in the Graduate Annexes. The College will endeavour to keep these in good working order. Instructions, including fault reporting and emergency procedures, are available in the laundry rooms.

You need to provide your own bed linen: duvet, duvet covers, sheets and pillowcases. You will also need to bring your own hand towels and bath towels.

D.6.7 Mail

You should arrange for your mail to be addressed to you at Brasenose College, Oxford, OX1 4AJ. Your mail will be delivered to your pigeon-hole in the lodge. Larger items such as parcels will be kept by the porters for you to collect. You should check your pigeon-hole regularly. Although every effort is made to keep the lodge secure, you should not leave valuable items in each others' pigeon-holes. When you leave, it is your responsibility to notify others of your change of address. All uncollected or undeliverable mail will be returned, as far as is practicable, to sender.

D.7 Occupancy

D.7.1 Living Out of College

If you live out of College you must give the Lodge your address and telephone number. Failure to do so will put your statutory residence (and, therefore, your degree) at risk.

D.7.2 Allocation of Rooms - Undergraduate

A range of middle-priced rooms has been set aside for the Domestic Bursar to allocate to first-year undergraduates. At the time of admission you are given an opportunity to

express a preference as to costs.

For students in other years, a ballot is organised by the JCR at the end of Michaelmas Term to establish a 'pecking order'. Scholars and Exhibitioners are given priority. The first person in the pecking order gets first choice of room and so on until all rooms have been allocated. The College reserves the right to move students to alternative College accommodation in exceptional cases and to allocate rooms to any students who wish to live in College but who do not express a preference.

At present all undergraduates who so wish can usually be accommodated on either the main or Frewin site, although as the Prospectus points out, an absolute guarantee cannot be given. The University Accommodation Service can offer guidance and practical help should you need, or want, to live out.

D.7.3 Allocation of Rooms - Graduate

Graduates are accommodated in the Graduate Annexes at 10, St. Cross Road, Hollybush Row and Kings Cross Road. Rooms are allocated to in-coming graduates according to priorities determined by the College. It may be possible to accommodate some continuing graduates as well. Where the number of continuing students wishing to stay in College accommodation exceeds the number of rooms available, a ballot will be held.

D.7.4. Licence to Occupy

A copy of the Licence to Occupy between students residing in College accommodation and the College is contained at the end of this Handbook. A copy is also emailed to all junior members before the start of Michaelmas Term. Receipt of this Handbook, or an email containing the tenancy agreement and collection of the key to your room acts as acceptance of the terms and conditions of the Licence to Occupy.

D.7.5 Rent

Rooms allocated to be occupied on a termly basis may be relinquished by notifying the Domestic Bursar before the end of first week of Hilary Term in the preceding academic year. Rent is payable for the full academic year. Those opting for accommodation allocated to be occupied on a continuous basis, normally 40 weeks at Frewin or 51 weeks in the Graduate Annexes, are committed to paying rent for the full period once the terms and conditions have been accepted as outlined in D7.4.. No rebates are given. If you fail to take up residence or move out during the year the College will seek to re-let the room and will consider any proposals for a replacement tenant which you may have, but if it is not possible to re-let the room then rent will be charged. Rooms will be re-let to Brasenose students in priority to all other students of Oxford University and will in no circumstances be re-let to persons who are not members of Oxford University. Rental charges are determined by discussions held annually between the Bursar and Junior Members.

D.7.6 Guests

All rooms are allocated by the College on the condition that they are occupied only by the person to whom they have been allocated, save for occasional overnight guests as

indicated below. You are responsible for the actions of your guests.

Guest rooms may be booked for visitors through the Domestic Bursar's office. You will be charged for this on Batels. No guest may stay in a guest room for more than three nights in any two week period, and for more than nine nights in any term. Junior Members' guest rooms are not available during vacations.

If you are an undergraduate, one guest may stay in your room overnight, but no guest, whether normally resident in Brasenose or not, may stay for more than three consecutive nights in College. You may not have guests in your room for more than nine nights in any one term.

If you are a graduate, you may have one guest to stay in your room overnight and he or she may stay for up to six consecutive nights. You may have guests for up to a total of twelve nights per term. This reflects the fact that graduates are more likely to have visitors from overseas given the international nature of the HCR.

The presence of guests must be recorded in case fire breaks out or an emergency occurs (emergency service personnel must know how many people are in each room) and you must record the presence of your guest and the date(s) they are here in the book either just outside the lodge in college or in the computer room in Frewin. In the Graduate Annexes, overnight guest forms are available in the lobby, to be filled in and returned to Michael Henderson, the caretaker at St Cross and to the Lodge for guests at Hollybush Row. Failure to record the presence of an overnight guest will result in disciplinary action (see D.1.3 above).

D.7.7 Residence - Graduates

In general, graduates living in College accommodation are allowed to arrive by the last week of September and are not required to move out until early September the following year. If your course requires you to arrive earlier, the college will endeavour to accommodate you. Please contact the Accommodation Manager to arrange this.

D.7.8 Residence – Undergraduates

Undergraduates must arrive by noon of the Thursday before Full Term (Thursday of Noughth Week). In Michaelmas Term, Freshers are expected to arrive on Monday of Noughth Week. You must not make arrangements to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week). You must vacate your room by 12 noon on Saturday of Eighth Week. You should notify the lodge of your arrival and departure. Term dates are given in B.2.1 above.

In general, you are expected to be in residence throughout the term. If you need to be away from Oxford during term, you must discuss this first with your tutor. The University requires students to keep residence for a set number of weeks each term in order to be awarded a degree. If you do not intend to sleep in your room for one or more nights you should record this in the sign out book in the lodge, and leave a contact phone number in case you need to be contacted in an emergency.

D.7.9 Additional Residence for Undergraduates Out of Term

There is a long-standing agreement that conferences have priority in vacations because conferences constitute a valuable source of income for the College, which is used to keep student rents as low as possible.

However, it may be possible for undergraduates to remain in College accommodation outside term in certain circumstances. In all cases, you must fill in a form (available from the Accommodation Manager) and your application must be supported by your tutor. First priority is given to students who are taking university examinations after the end of term. In these cases, accommodation of some kind is guaranteed and every effort is made to ensure that students can remain in their usual rooms. You will be expected to vacate your room by noon on the day following your final examination. Second priority is given to students who need additional residence in Oxford for vacation reading in libraries, projects or laboratory work. When applying you will have to confirm that you are willing to move to another room (usually at the Frewin Annexe). Only a very small number of rooms, if any, are likely to be free, and the period of availability may be limited.

D.7.10 Vacation Address and Change of Address

You must leave a vacation address and telephone number at the Lodge. Any change in your permanent home address must be notified to the College Office, Bursary and Lodge.

D.7.11 Storage

When you vacate your room, you must take all your personal belongings with you – including any kitchen equipment - even if you are returning to the room in the following term. This is because the room may be let out to conference guests during the vacations.

A limited amount of storage space during the vacations may be available for those returning as members of the College the following term, though no guarantee of storage space can be given. Please apply to the Accommodation Manager. Space is allocated on a 'first come, first served' basis, with priority to those from overseas. Once the area for storage is full, the College regrets that members will have to find private storage space outside College. The College accepts no liability for theft of, or damage to, property in storage.

D.8 Maintenance and repair regimes

D.8.1 General

All College buildings are constructed, altered or refurbished, and maintained, in accordance with the appropriate building, planning and housing legislation. The relevant approval notices and certificates are available for inspection at the City Council Offices.

D.8.2 Repairs

If something in your room or staircase needs repairing you should fill in a work ticket. Work tickets for the St Cross Annexe are yellow for Hollybush Row they are orange and are available in the lobbies of the relevant buildings. Work tickets for Frewin are pink

and are available in the Frewin computer room or in the Lodge. Work tickets for College are green and are available in the Bursary or in the Lodge.

Where Brasenose is directly responsible for repairs and maintenance these will be carried out by uniformed College staff or external contractors from the College's approved list.

Target response times for emergency, urgent and non-urgent repairs are available from the Domestic Bursar.

D.8.3 Maintenance

The College will seek to minimise inconvenience to residents when undertaking maintenance works. For planned maintenance, seven days notice will normally be given to any students likely to be affected. Wherever possible, the College will endeavour to avoid conducting planned maintenance work during sensitive periods such as examination times. For urgent work the minimum notice to students will be 24 hours. In the event of an emergency, immediate action will be required and it will not be possible to give notice.

D.9 Grounds Maintenance

D.9.1 Gardens

The College endeavours to provide a safe and attractive outdoor environment. Principal pathways and car parks are hard paved (or have another suitable surface) and are illuminated appropriately for the environment. All planting and fences around residences are maintained to be tidy and to minimise opportunities for concealment of intruders. Considerable efforts are made to make the flowerbeds, tubs and window boxes look attractive. Any vandalism will result in disciplinary action.

Walking on lawns is not permitted. During the Trinity Term, permission may be given to sit on the New Quad lawn or for croquet to be played on it. To avoid undue wear, you are asked not to use the lawn as a short cut. The lawns at Frewin and the St Cross Annexe may be used similarly. Games (whether formal or informal, and including throwing balls or frisbees) other than croquet and bowls must not be played on College premises. Any use of lawns for functions requires the Domestic Bursar's permission. Drinks parties, whether formal or informal, on the lawns or College grounds are subject to the same requirements as those in College rooms.

D.9.2 Litter Clearance

Grounds are normally cleared of rubbish and litter every day during the week. Please make use of the bins provided.

D.9.3 Path Clearance

The College endeavours to clear hazards (ice, snow or leaves) from paths as soon as it is reasonable practicable to do so. Target times for clearing paths are available from the Domestic Bursar. Please take care when walking around College in bad weather.

D.10 Environmental Quality

Junior Members are required to comply with the University of Oxford's environmental policy which can be viewed at:

<http://www.admin.ox.ac.uk/estates/environment/statemento.shtml>

D.10.1 Energy Efficiency

The College will provide adequate heating, hot water and ventilation, as appropriate, for each bedroom, social space, kitchen and shower/bath room.

Occupants of College accommodation are encouraged to switch off lights and electrical devices when they are not required and to avoid excessive use of electric fires for space heating, in order to reduce the emission of 'greenhouse gases'. It is the College's policy gradually to fit time control switches to lights in communal areas (landings, staircases etc.) where it is safe to do so. Energy efficient light bulbs are being fitted in all areas on a rolling replacement programme.

D.10.2 Rubbish and Recycling

All members of College can recycle paper and glass in the bins located near Stamford House off New Quad and in the bin area at Frewin. There is also a paper recycling bin located in the JCR. Please recycle as much as possible.

The waste basket in your room and bins in communal areas will, in general, be emptied daily during the week.

D.11 Cars and Bicycles

D.11.1 Bicycles

Bicycles must be registered with the Domestic Bursar's Office and kept in the places provided (in College, Frewin, Hollybush Row or St Cross) and not brought into rooms or staircases. Bicycles are not to be ridden on College property.

You are strongly advised not to bring expensive bicycles to Oxford because theft of bicycles or parts of bicycles is widespread. The College is able to provide a few secure places, which will be allocated to those who are members of the University Cycle Club, on a 'first come, first served' basis. All bicycles should be kept locked when not in use. The College is unable to accept responsibility for loss or damage to bicycles stored on college premises.

During the vacation, you should either take your bicycle home or store it in the bicycle sheds in Frewin and College. Bicycles not removed or placed in a secure area during the Long Vacation will be disposed of.

D.11.2 Motorcycles

There are a few parking places for motorcycles at Frewin but not in College or at any other sites. You should apply to the Domestic Bursar for a permit.

D.11.3 Cars

Parking of cars by members of the College, their family or friends is strictly forbidden in Brasenose Lane, Radcliffe Square or at Frewin. You are warned that there is very little free on-street parking in central Oxford. At the start and end of each term, temporary parking in both Radcliffe Square and St. Michael's Street (Frewin) is permitted for very limited times exclusively for loading and unloading. Permits, available from the Lodge and Frewin gatehouse, **must** be displayed.

D.12 Good Neighbour Policy

D.12.1 General

Since the College, the Frewin Annexe and the Graduate sites are densely populated, consideration for others is essential. Care must be taken not to disturb other students or to hinder staff in their work, or to disturb people in neighbouring properties. Please treat your room and the communal areas of the College with care and respect.

D.12.2 Music

Please be sensible about playing music and do not play it so loud as to disturb other students and Fellows. If someone asks you to turn the music down, please do so. Music may not be played before 8am or after 11pm. The Junior Deans and Graduate Warden monitor the volume of music in the College Bar and at functions.

D.13 Meals

D.13.1 Meal Card

From Michaelmas Term 2007 onwards all new students will use their University card as their Meal Card. All existing students will continue to use the yellow Meal Cards.

The Meal Card is used for all meal payments in Hall and at the New Buttery (Gertie's Tea Bar). You must top up your Card using a bank debit or credit card using the terminals available in the Frewin computer room or the Lodge. Alternatively you can top up online via the Brasenose website <http://www.bnc.ox.ac.uk>. Please go to the Finance Bursary to make alternative arrangements if you do not have a debit or credit card.

Meal Cards are not charged through Batels, except for Undergraduate Freshers who will have a £10 credit on their cards which will be charged to Batels for Michaelmas Term only.

There is no overdraft facility with the Meal Card so it must not be used if overdrawn. A charge of £10 will be made if this happens. Continued misuse may result in your card being withdrawn.

If a terminal does not work please inform the IT Office before speaking to Finance Bursary staff to make alternative arrangements. If the terminal is down and you wish to

book for Formal Hall, please request a sign on sheet from the Lodge staff or use the function booking facility on the Brasenose website <http://www.bnc.ox.ac.uk>.

If your University card is lost, damaged or stolen, then a temporary Meal Card can be issued by the Finance Bursary. When your replacement University card arrives please return the temporary card and bring your new University card to the Finance Bursary so it can be added into the system.

If you have a yellow Meal Card and this is lost, damaged or stolen then your University card will be used in its place. Please bring your University card to the Finance Bursary so it can be added into the system.

D.13.2 Meal Times

Breakfast in Hall (Monday to Friday 8.15 – 9.00 am)

Breakfast is cafeteria style. A choice of fruit juice, cereal plus toast and tea or coffee is available. Cooked breakfast is available two days a week. It is paid for at the time with the Meal Card. No breakfast is served on Saturdays and Sundays.

Lunch in Hall (Monday to Friday 12.30 – 1.15 pm)

Lunch is also cafeteria style, with a choice of hot dishes and salads and desserts. It is also paid for with the Meal Card.

Brunch in Hall (Saturday and Sunday 11.30 am until 1.00 pm)

This replaces breakfast and lunch at weekends.

Dinner in Hall

Informal Hall: Monday, Wednesday, Thursday and Saturday 6.30 – 7.15 pm

Formal Hall: Tuesday and Friday 7.15 pm. Gowns must be worn for Formal Hall.

Sunday: First Hall sitting 6.30 pm and second Hall sitting is 7.30 pm.

Dinner is booked via the terminals in the Frewin computer room or Lodge using the Meal Card. Alternatively you can book your dinner online via the Brasenose website <http://www.bnc.ox.ac.uk>. A receipt is issued, confirming the meal booking. On arrival at the Hall you must hand the receipt to a member of staff. The kitchen will prepare the number of dinners which have been pre-booked, and you will therefore be charged even if you do not turn up.

Snacks in Gertie's Tea Bar

Snacks are available in the Tea Bar and paid for with the Meal Card.

D.14 Junior Common Room

During term time and, usually in the week before and after term, the JCR is available for use by all current students (i.e. undergraduate and postgraduate).

The JCR is open from 7.00 a.m. until 10.00pm and must then be vacated. The Dean may,

exceptionally, give permission for later opening. The late key can be drawn from the Lodge in order to watch TV, but it must be drawn before 11.45 p.m. The JCR Treasurer will fine offenders who mistreat the JCR.

The College staff will undertake reasonable cleaning duties. If on any occasion the state of the JCR or TV Room is unacceptable it will be closed; the JCR Committee will be responsible for cleaning it. The Dean may also impose a penalty.

D.15 Hulme Common Room

The Hulme Common Room is available to graduate members during term and the vacations. It is kept locked at all times for security reasons. Admission is by a fob-operated lock. The College staff will undertake reasonable cleaning duties. If on any occasion the state of the HCR is unacceptable it will be closed; the HCR Committee will be responsible for cleaning it. The Dean may also impose a penalty.

D.16 The College Bar

The College Bar is situated in the basement of Staircase XI in New Quad and is open to Senior and Junior Members of the College and their guests each evening during term (except, usually, Sunday) from 7.00 pm - 11.00 pm. The procedure for holding events or entertainment in the Bar is the same as in all other College rooms (see D.19). Requests should be made well in advance of the proposed date and, in any case, no later than 7 days in advance of the event.

D. 17 Sports Facilities

The College ground in Abingdon Road has a pavilion with changing facilities, large sports grounds and tennis courts. The sports ground and Boathouse are not available for private parties. Boats are housed in the boathouse on the Isis.

There are College teams in most sports, with opportunities both for casual and serious athletics organised by the Amalgamated Clubs.

During the summer the JCR runs a Punt Club.

D. 18 Animals

No animal may be kept in College. The College would consider making an exception to this policy if a student with a disability needed an assistance dog, provided that appropriate arrangements could be made for the accommodation and care of the dog. A student in this situation should discuss the matter with the Domestic Bursar.

D. 19 Organising a Function in College

D.19.1 General

The Domestic Bursar's permission must be sought if you wish to hold any parties or gatherings in public College rooms (including the JCR and HCR) or on College lawns or grounds. The Sports Ground and Pavilion and Boathouse are not available to Junior Members for parties or other gatherings. If you book a College room for a meeting of a University club or society, you must be present for the duration of the meeting.

For gatherings of more than ten people in private College rooms, permission must be obtained from the Domestic Bursar.

If the gathering involves alcohol, approval must first be sought from the Dean. The amount of alcohol to be consumed must be indicated clearly.

Any gathering involving the provision of College food or drink must be requested well in advance of the date.

The College expects all members to act responsibly when organising functions or parties, especially when alcohol is served. Organisers of functions will be held responsible for any problems or mess caused by their function.

In particular, it is your responsibility to ensure that the function ends on time. In order to comply with this requirement, you should start closing the function down at least 15 minutes before the time at which it is due to finish.

D.19.2 How to Apply for Permission

You must fill out a green permission form, which can be obtained from the Domestic Bursary. You should also make sure that you book the room at the same time.

In the case of functions involving alcohol, you must submit the green form first to the Dean (via pigeon-hole), who will either grant permission and pass it on the Domestic Bursar for approval, or refer it back to you for clarification or amendment. If permission has been granted, confirmation will be placed in your pigeon-hole before the event takes place.

A minimum of seven days' notice is required for room bookings and Decanal approval. Your application will be refused if it is late.

D.19.3 Responsible Behaviour

Permission given by the Dean, via the Green Form system, is conditional on organisers of parties and gatherings seeking to ensure that forms of behaviour set out in (a) and (b) below are discouraged. If such discouragement proves ineffective, then future permissions may be withheld. Additionally, any individuals found engaging in these activities, or any other forms of irresponsible behaviour, will be subject to Decanal sanctions.

(a) Coercion to consume alcohol

Pennyng (the practice of dropping a coin in a cup to coerce someone to consume the contents) and other forms of coercion put pressure on individuals to consume more

alcohol than they would otherwise choose. This practice, particularly when used in the context of an 'initiation' of some sort, is a form of harassment. Pennyng, and other similar forms of coercion, is regarded as an example of irresponsible behaviour. It is not permitted.

(b) Standing on tables and other furniture

Standing on furniture during a party where alcohol is being consumed is unsafe. It is another example of irresponsible behaviour.

D.20 Smoking Policy

No smoking is permitted in any College rooms, including those of senior and junior members, and all common areas save the designated smoking areas on the main College site, and at the Frewin and Graduate Annexes sites. Cigarette waste bins are provided in these areas.

Smoking whilst walking around the College quads is also prohibited.

Support for students who wish to cease smoking will be provided by the College Doctor and Nurse.

Each infringement of the College smoking policy will be dealt with on an individual basis. It is expected that the first infringement will result in an offer of counselling, help and advice. Subsequent incidents, however, will be dealt with by fines and possible exclusion from College accommodation. Students breaking the College policy will initially be dealt with by the Domestic Bursar; repeat offenders will be passed to the Dean.

PART E - WELFARE

E.1 Introduction

University life can be very taxing both physically and mentally, and like everyone else you may be subject to various other pressures – relationships, troubles at home and so on. Together the College and the University offer a wide range of personal support agencies that you can call on when necessary for help or advice. Whatever your problem, whether a relatively trivial ailment or something more serious or persistent, it is in your interests to take appropriate professional advice as soon as possible. Do not let things drag on. This is particularly important if the problem is in any way likely to affect your academic performance. In such cases you should normally inform your Tutor(s). If for any reason this is impossible or inappropriate, you should make sure that the College doctor or one of the other people listed below is aware of the circumstances so that they may vouch for you if your academic progress is called in question. Information given to the College doctor in confidence will not be revealed without your permission.

E.2. Health

E.2.1. General

If you are unwell, please try to see that the Lodge is informed as soon as possible. If necessary the Porters will contact the College doctor or Nursing Sister on your behalf.

E.2.2 College Doctor

It is essential to register with an Oxford doctor when you arrive. Free treatment is available for residents of the EU and countries with which the UK has reciprocal arrangements. Students from overseas are strongly urged to check the availability of free health treatment on arrival.

You are free to register with any doctor. One Oxford medical practice has agreed to act as 'College Doctor'. It is:

Jericho Health Centre
Walton Street
Oxford OX2 6NW
Tel 311234

The members of the practice most likely to see you are:

Dr Judith Bogdanor
Dr Lawrence Leaver
Dr Mark O'Shea

You may choose whom you prefer to see. Please bring your medical card with you. The mechanics of signing on are explained at a meeting shortly after you arrive in Oxford.

E.2.3 Nursing Sister

Mrs Helen Brough attends College from Noughth to Ninth Week inclusive. Surgery hours are 12.30 pm – 1.30 pm, Monday – Friday. Mrs Brough's surgery is on Staircase XII.

She can also be contacted in an emergency if necessary from 8.30 am – 12 noon in Merton College (Tel: (2)76320), and by email on college.nurse@bnc.ox.ac.uk.

E.2.4 College Dentist

In the case of a dental emergency advice should first be sought from the College nurse. Where appropriate she will arrange an appointment with the College dentist, Dr Roz Tritton. The Dental Practice is located at 6a The Parade, Headington, Oxford, OX3 7BL.

Treatment of emergencies will usually be under the NHS arrangements. However, unless patients are exempt from charges on the grounds of age (under 19 and in full-time education), or in receipt of income related benefit (HC2 Certificate, Working Tax Credit), the appropriate NHS fee will be payable at the appointment.

Treatment will be for the relief of pain and stabilisation of the condition. Any further treatment should be arranged with your regular dentist. If you do not have a regular dentist and wish to find one in Oxford, you will be given the telephone number to access details of local practices accepting NHS patients.

E.3 Welfare

E.3.1. The Chaplain

The College Chaplain, the Reverend Graeme Richardson, has a room in College (Heberden-1). He is available to talk to any member of the College on any matter at any time, and can be contacted at night in emergency through the porters.

E.3.2 The University Counselling Service

The Counselling Service provides confidential advice. It is located at 11, Wellington Square, Oxford. It is available 9.30 am – 1.00 pm and 2.00 – 5.00 pm Monday – Friday during term and much of the vacations. Note that it is not a drop-in or emergency service, so you need to make an appointment (Tel. (2)70300).

E.3.3 Undergraduate Advisers

A panel of Fellows chosen in consultation with the JCR is available to undergraduates to give help or advice on any matter. The names of the members of the Panel are listed at the front of this book. You will meet one of them in an informal capacity in your first week at Brasenose. You may contact any member of the Panel for help and advice on welfare matters.

E.3.4. Graduate Advisers

Every graduate student is allocated a College Adviser. You may contact your College Adviser for help and advice on welfare matters.

E.3.5 The Adviser to Women Students

Dr. Anne Edwards is available to give advice and help to female students, or to those concerned about the welfare of other students. Her availability and contact details are posted in the Lodge.

E.3.6. Other Welfare Bodies in College

Other than those already mentioned, the following people are also available to you should you need them: the peer support group, the JCR and HCR Welfare and Women's Representatives and the JCR and HCR Presidents. The JCR has a list of the undergraduate Welfare Volunteers who are available to listen to any problems you may want to talk about. This can be found on most notice boards around college and Frewin and on the JCR website – jcr.bnc.ox.ac.uk.

E.4 Safety and Security

Useful advice on personal safety is provided in the *Proctors' and Assessor's Memorandum*, section 3. Personal emergency alarms are available free of charge in College. They are issued by the HCR and JCR.

E.5 Equality Issues

E.5.1 Equal Opportunities

Brasenose fully supports the principles of equal opportunities and is committed to satisfying these principles in all its activities. The College's codes of practice are set out in G.3 and G.4, below.

E.5.2 Harassment

The College is committed to protecting its members from harassment. It has adopted a Code of Practice Relating to Harassment which is set out in G.5, below. The Code gives guidance on how any member of the College who has suffered harassment and wishes to make a complaint should proceed. In the first instance, you may find it helpful to seek advice from the Harassment Officer, Dr Anne Edwards, or a member of the Advisory Panel on Harassment (Dr Martin Ingram, Dr Susan Lea, and the Junior Deans).

PART F – FINANCIAL MATTERS

F.1 The Finance Bursary

The Finance Bursary is available to all students for assistance with financial matters. Opening hours are Monday to Friday 9.30am – 12.00pm and 1.00pm – 5.00pm. Appointments can be made outside these hours if necessary.

Any member of the team should be able to either help you or direct you to a colleague if your query relates to any of the following:

- Bursaries
- Scholarships
- Fees
- Student Loans
- Grants
- Batels
- Meal Cards
- Batels Payment

If the Finance Manager is not available, an appointment can be made to see her to discuss any matter, for example in relation to personal finances or a situation of hardship. A payment plan can be arranged in discussion with the Finance Manager where necessary.

Queries can also be emailed to bursary@bnc.ox.ac.uk, and will be forwarded to the member of staff best placed to assist.

F.2 Fees

Fees are payable for both the University and the College. University Fees are collected by the College and transferred.

Those who receive a contribution to their University fees from U.K. Local Authorities are particularly reminded that they **should apply annually to their LEA for public funding**, even if no support is expected. Failure to establish that you are, in principle, eligible to apply for public funds to help with your University fee may render you liable to pay the College fee also. In the event that fees are not paid by the due date the individual will have to make the payment and reclaim. The College will not pay to the University fees it has not collected. You are warned that it is not possible to use College facilities or premises if fees (College or University) are outstanding.

In cases where Fees will be paid (in whole or in part) by other funding bodies the fees are invoiced separately and collected at agreed dates. It is the responsibility of the student to make sure that the College is provided with evidence of funding. The College cannot

enter into negotiations with funding bodies.

All students are personally responsible for making arrangements for Fees to be paid. Fees are payable yearly in advance, though in special circumstances the College may be willing to agree a timetable of staged payments. These must be agreed by the Finance Manager **before** the payment due date.

F.3 Charges

Charges (e.g. rent, electricity, printing etc.) are payable to the College. Any JCR or HCR charges are collected by the College on their behalf and transferred each term.

All students incur a Facilities Charge (also known as a Fixed Charge) each term. A higher rate is paid by those who live in College accommodation and a lower rate by those who live out.

Those who receive a contribution to their Fees from funding bodies may **not** necessarily receive funding for Charges. As funding bodies are invoiced separately, students are liable for all amounts appearing on their Batels.

All students are personally responsible for making arrangements for Charges to be paid. Charges are payable termly in advance, though in special circumstances the College may be willing to agree a timetable of staged payments. These must be agreed by the Finance Manager **before** the payment due date.

The College sets its rents and other charges at levels which endeavour to reflect the costs it incurs in providing accommodation and other services to students. The College's policy is to consult Junior Members about increases in rents and other charges with a view to reaching agreement.

F.4 Payment of Accounts (Batels) and University Fees

F.4.1 Payment Methods

Batels are issued at the beginning of each term by the Finance Bursary. They consist of Fees and Charges and must be paid by the due date.

Payment should be made at or sent to the Finance Bursary. Payment by bank transfer is the preferred option. **Bank Transfer** details are as follows:

Bank	Barclays Bank
Branch	Oxford Corporate Centre
Account Name	Brasenose College
Bank Sort Code	20-65-18
Account Number	20204226
Reference	<i>Your surname</i> /BATELS

IBAN	GB48BARC20651820204226
SWIFT	BARCGB22

Please give a reference as shown above with your transfer. Please also email the Bursary on bursary@bnc.ox.ac.uk with your transfer details e.g. £1000 transferred 19 January by Jane Smith. Bank transfers will take at least three working days to show on our account.

Alternatively the College will accept:

Cheque payable to Brasenose College

Credit Card or **Debit Card** (we cannot accept Amex or Diners Card)

Cash

F.4.2 Problems and Late Payments

If you are unable to obtain the funds necessary to pay on time you should contact the Finance Bursary immediately to discuss your circumstances and to agree a payment schedule.

A charge of £50 may be imposed for late payment, at the discretion of the Finance Manager. Failure to check your pigeon-hole for Batels or late notices will **not** be accepted as a reason for late payment. Further action will be at the discretion of the Finance Manager. Students in debt to the College or University without permission cannot occupy College accommodation. Students leaving College with batels outstanding are not permitted to graduate.

Payment by a cheque which is returned to drawer by the Bank, (i.e. “bounced”) will incur an automatic charge of £10.

F.5 Maintenance Grants

Some postgraduate grants are sent to the College for distribution. Notices are posted in the Lodge when grants arrive. Enquiries can be made in the Finance Bursary.

F.6 Student Loans

Notices are posted in the College Lodge and Finance Bursary giving information about how those who are eligible can apply for loans.

Once you have applied and received your registration form, **you must present this at the College Office before the Students Loans Company will make any payment to you.** The registration process will take up to four working days.

The College cannot enter into discussions with the Student Loans Company on behalf of students.

F.7. Financial Assistance

The College and JCR acknowledge that some students may face financial difficulties. The following paragraphs summarise the assistance available.

F.7.1 Oxford Opportunity Bursaries

This is a scheme for UK/EU students which was introduced in 2006/7. If your residual household income is below about £50,000 you will receive a bursary towards your living costs awarded on a banded structure of up to £4,000. Full details are available at: www.admissions.ox.ac.uk/finance/bursaries.

Further information on funding is available at: www.admissions.ox.ac.uk/finance/financeguide.pdf

F.7.2 Government Access to Learning Funds

The University is allocated some funds by the government to assist students with financial difficulties. Notices are posted in the College Lodge and Finance Bursary giving guidance on how to apply. You should note that you are not eligible for Access Funds unless you have applied for the maximum student loan and in appropriate cases a hardship loan.

F.7.3 Student Support Funds

The College has some, but limited, funds available to help those in residence who suffer hardship arising from financial difficulties **which could not have been foreseen at the time of admission**. However, failure by parents to pay the assessed contribution to fees is specifically excluded as a ground for application. Applications for these grants should be made to the Bursar.

In addition to the Student Support fund, there is a small fund administered by the Bursar who is able to make grants in special cases.

The first call on a hardship grant is any debt to the College.

F.8 Additional Residence Grants

The College has limited funds for awarding grants or rent reductions to students who need to remain in residence outside term. Priority is given to those taking examinations which take place before the beginning or after the end of full term, but funds may also be available to support limited periods of directed vacation reading. Forms for additional residence grants are available from the College Secretary and must be completed by the end of Sixth Week in the relevant term. The form must be signed by your tutor.

F.9 Scholarships and Exhibitions

The value of Scholarships and Exhibitions is credited on Batels. For further information about the award of Scholarships and Exhibitions, see B.7.7 above.

PART G: COLLEGE AND UNIVERSITY POLICIES AND CODES OF PRACTICE

G.1 Residence

G.1.1 Definition and Privileges

'Residence' has a formal meaning within the University. To be in residence a Junior Member must be (a) paying fees and (b) living in Oxford or within the distance prescribed by the University for statutory residence (unless dispensed). Only a person who is 'in residence' and has paid their fees (College where applicable and University) is permitted to use the facilities of the College (unless prohibited from doing so by a competent College authority). The College may at its discretion allow postgraduate students working for research degrees who have completed the statutory residence required by the University and have no further fee liability, and who are living in Oxford to continue with work for their degree, to use some or all of the College's facilities. All students in these categories are members of the College.

G.1.2 A Temporary Period Out of Residence

A student, whether undergraduate or postgraduate, may go 'out of residence' for a limited period, either voluntarily for good reason with the permission of the College, or compulsorily because of either academic or disciplinary problems. A period 'out of residence' is equivalent to temporary suspension of a course.

G.1.3 A Voluntary, Temporary Period 'Out of Residence'

Where in the judgement of the Executive Council there are adequate academic or personal reasons, it may give leave to individuals to go 'out of residence' for a limited period and then to resume their studies. The Council may attach such conditions to its permission as it considers appropriate. Any such conditions shall be notified at the time to the person in writing by the Senior Tutor or other designated College Officer.

G.1.4 A Compulsory, Temporary Period 'Out of Residence'

The situation in which a student is required by the College to go 'out of residence' for a limited period is sometimes referred to as 'rustication'. The reasons why this might be required and the safeguards that are in place to protect the interests of students who are in danger of being rusticated are described in B.8 and C.3 above.

G.1.5 The Consequences of Being 'Out of Residence'

When students, whether undergraduate or postgraduate, are out of residence, the college normally stipulates that 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, the Tea Bar or the Bar;
- (ii) receive tutorials, attend classes or otherwise receive academic instruction under the aegis of the College;
- (iii) enter and remain on College premises;

- (iv) attend any function in College;
- (v) occupy College accommodation.

These restrictions are not in themselves designed to constitute punitive measures. They merely reflect the fact that the College has to be clear about who is, and who is not, 'in residence'. They are therefore applicable whether the student is 'out of residence' voluntarily or compulsorily. However, if the student is 'out of residence' voluntarily with the permission of the College, the restrictions may, if appropriate and in particular cases, be modified to allow limited access to library and computing facilities. In any case such students are encouraged to maintain occasional contact with tutors, though they do not receive systematic tuition.

Students out of residence should arrange for their mail to be delivered to their personal address, not to the College.

G.1.6 Going Out of Residence Permanently (Sending Down or Expulsion)

There are circumstances in which an undergraduate may be sent out of residence permanently for unsatisfactory academic performance and/or lack of diligence in the pursuit of their studies. Likewise any student may be sent out of residence for disciplinary or other reasons. The circumstances, and the safeguards that are in place to protect the interests of students who are in danger of being sent down, are described in B.8 and C.3, above.

The name of a person required to go out of residence permanently for disciplinary reasons or other reasons will remain on the books of the College and University. When, in the opinion of the Executive Council, the circumstances so warrant, a person may be expelled from the College, in which case their name will be deleted from the records of the College and University.

G.1.7 Action by the University

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

G.2. The College Code of Practice on Freedom of Speech

The following provisions constitute the Code of Practice adopted by Brasenose College to operate with effect from 1 September 1987 to facilitate the discharge of the duty imposed by Section 43(10) of the Education (No.2) Act 1986, in relation to the College.

Part 1 – General Duties

1. Members, students, and employees of the College are bound at all times so to conduct themselves as to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers.
2. The freedom protected by para.1 of this Code of Practice is confined to the exercise of freedom of speech within the law. Examples of statements which involve a breach of the criminal law are incitement to commit a crime, sedition, and stirring up racial hatred in contravention of statute. Statements may also be unlawful if they are defamatory or constitute a contempt of court.
3. Subject to such limitations on access as may lawfully be imposed by the competent college authorities, it shall be the duty of every member, student, and employee of the College not to impede any person entitled to be present from entering or leaving a place where the right of freedom of speech is being or is to be exercised on premises of the College.
4. Nothing in this Code of Practice shall be taken to prohibit the legitimate exercise of the right to protest by peaceful means; provided always that nothing is done which contravenes the foregoing general principles or the other requirements of this Code.

Part 2 – Academic Activities

5. All persons concerned with the organization or conduct of an activity which forms part of the College's teaching, study, or research (such as a tutorial, lecture, seminar, class, conference, research work, or examination) shall immediately give notice to the Dean of any facts coming to their notice which indicate that such activity is likely to be delayed or disrupted by improper means.
6. The Dean shall be empowered to give such directions and to adopt such measures as seem appropriate to the Dean to prevent or minimize the delay or disruption of an academic activity, and all persons concerned with the organization or conduct of the academic activity under threat shall co-operate in carrying out the Dean's directions and in facilitating the measures adopted.
7. In the event that any academic activity is delayed or disrupted by improper means a report shall forthwith be made to the Dean by the person or persons responsible for the conduct of such activity.

Part 3 – Meetings and assemblies on premises of the College of clubs, societies, and other organizations

8. Any member, student, or employee of the College who, whether alone or in collaboration with other persons, makes arrangements for the holding on premises of the College of any meeting or assembly of persons (including any meeting of any club, society or other organization and whether with or without a restriction to college membership), and who becomes aware of facts indicating that such meeting or assembly is likely to be delayed or disrupted by improper means, shall immediately report such facts to the Dean.

9. In relation to any such meeting or assembly which he believes to be threatened, the Dean shall be empowered to give such directions and to require the adoption of such measures as seem appropriate to the Dean to prevent or minimize the improper delay or disruption, and all persons concerned shall be bound to co-operate in carrying out the Dean's directions and in facilitating the measures required to be adopted. Where such persons are employees of the College, the Dean shall, where possible, consult the Bursar before issuing directions.

Part 4 – Powers of the Dean in relation to threatened meetings

10 (1) Directions and measures to be adopted

In relation to any academic activity or any meeting or assembly of persons which the Dean believes to be threatened by disruption, the Dean may give directions and require measures to be adopted pursuant to paras. 6 and 10 of this Code on the following (amongst other) matters:

- (a) the number of persons to be admitted to the premises where the meeting is to be held;
- (b) the issue of tickets of admission;
- (c) the designation of one or more persons as the official organizers of the meeting with direct responsibility to the Dean for all the arrangements thereof;
- (d) the designation of a persons as the chairman of the meeting with responsibility for the proper conduct of such meeting;
- (e) the admission (or non-admission, as the case may be) of members of the University who are not members of the College, or members of the public generally;
- (f) the appointment of stewards to assist with the control of the meeting;
- (g) the employment of security staff to ensure the orderly conduct of the meeting and safe access to and egress from the meeting;
- (h) the carrying of banners, placards and similar objects into the meeting;
- (i) the place where the meeting is to be held.

10 (2) Meetings where serious disruption is anticipated

The Dean may as necessary consult with the Proctors and the local police about forthcoming meetings and activities covered by this Code of Practice. In any case where serious disruption may be anticipated the Dean shall have power, having taken into

consideration such advice from the police as may be available, to order the cancellation, postponement, or relocation of the meeting.

10 (3) Expenses incurred in safeguarding academic activities and other meetings

Where expenses are incurred (e.g. in the engagement of stewards or the employment of security staff) to safeguard an academic activity under Part 2 of this Code of Practice the cost thereof shall be borne by the College. In all other cases the cost shall be borne by the person or persons organizing the meeting, save that the Dean may (if so advised) make representations to the Governing Body of the College suggesting that the cost shall be borne in whole or in part by the College and the Governing Body may decide the matter.

Part 5 – College premises made available for use by outside organisations

11. In any case where the College is proposing to grant permission to an outside organization or group to hold meetings on its premises, the attention of such outside organization or group will be drawn to the contents of this Code of Practice and permission to use the premises may be refused unless the outside organization or group both undertakes to secure that the principles embodied in this Code will be upheld and satisfies the college authorities of its ability to discharge its obligations in regard to upholding freedom of speech.

Part 6 – Miscellaneous

12. The Governing Body of the College is under a duty pursuant to Section 43(3) of the Education (No. 2) Act 1986 to keep this Code of Practice up to date. No revision of the Code will, however, take effect until after due notice has been given.

13. Failure to comply with the provisions of this Code of Practice may render the offender liable to disciplinary proceedings. Nothing in this Code of Practice affects the normal operation of the criminal law.

In the preceding provisions the term “the Dean” is to be understood as referring to the Dean in person or, in his absence, any other person with decanal authority.

G.3. College Equal Opportunities Policy

G.3.1 General

The College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences. The College strives to avoid unlawful discrimination on grounds of sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other irrelevant consideration in all aspects of its activities.

G.3.2 Staff

In relation to staff, the policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other irrelevant consideration.

G.3.3 Students – general

In relation to students, the College aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

G.3.4 Students – admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. We seek to admit students of the highest academic potential without regard to sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other irrelevant consideration. Admissions procedures are kept under regular review to ensure compliance with this policy.

Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as fully as possible in student life. Details of these arrangements can be provided by the Admissions Office on request.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

G.3.5 Students – educational provision

Unlawful discrimination on grounds of sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other irrelevant consideration in the curriculum, teaching practice or assessment methods or any other aspect of educational provision will not be tolerated. Teaching and support staff are expected to have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

G.4 College Race Equality Policy

G.4.1 General

The College is committed to promoting equality of opportunity and good race relations and avoiding racial discrimination.

G.4.2 Background

The Race Relations (Amendment) Act 2000 has placed a general duty on public authorities, including the College, to have, in carrying out its functions, due regard to the need to:

- i) eliminate unlawful racial discrimination
- ii) promote equality of opportunity; and promote good relations between people of different racial groups.

The Act has placed further specific duties on Higher Education Institutions to publish a Race Equality Policy and an action plan for its implementation, and to put in place appropriate monitoring and audit procedures to allow for effective assessment of the impact of the policy and constructive development of new policies and the enhancement of existing policies.

This policy has been developed with regard to the Code of Practice issued by the Commission for Racial Equality.

G.4.3 Commitment

The College will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of racial discrimination, whether direct or indirect, and to promote good relations between different racial groups.

Any unlawful discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

G.4.4 Consultation

There will be consultation at all stages in the implementation and review of this policy. This will include all staff and students and in particular those from different racial groups, union representative bodies, and other interested and relevant groups within the College.

G.4.5 Community Partnership

The College will incorporate into the development and implementation of outreach activities, an awareness of the need to promote equality of opportunity and good relations between people of different racial groups.

G.4.6 Guidance, Support and Training

Guidance, support and training will be provided to members of staff to ensure that the College's commitment to race equality is fully realised.

G.4.7 Monitoring and Auditing

The College has appointed an Equality Project Group, chaired by the Principal and reporting to the Governing Body, to oversee equality issues (including this policy and the associated Action Plan), and has in place arrangements to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the College's Equal Opportunities Officer and reported to the Governing Body.

In addition to the monitoring and audit arrangements already in place, the College is putting in place procedures to ensure that such additional monitoring as is necessary is undertaken to ensure that the College is able to identify possible improvements in its practices in relation to: teaching, learning and assessment; management and governance; admissions, access and participation; students' support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.

The College's Race Equality Action Plan sets out in greater detail the way in which arrangements for monitoring are to be developed. The Action Plan is available from the College Office.

G.4.8 Responsibilities

The Governing Body is responsible for securing compliance with the general and specific duties and for overseeing implementation of the Action Plan.

The Principal is responsible for providing leadership in the promotion and implementation of the Action Plan.

The College's Equality Project Group is responsible to the Governing Body for the promotion, development, implementation, monitoring, prioritisation and review of equal opportunities policies generally.

All College Committees are responsible for ensuring that this policy is embedded in their duties and functions in relation both students and staff.

All those with managerial responsibilities have a duty to take forward specific actions under this policy as identified in the action plan in addition to the general duties under the Act.

G.4.9 Contractors and service providers

The College's procurement policies will address, where appropriate, the obligation to promote race equality and good relation between different racial groups.

G.4.10 Review

The Race Equality Policy will be reviewed annually to assess its effectiveness. The Governing Body will undertake the review during Trinity Term, through regular

monitoring of the action plans and the reports prepared by the Equal Opportunities Officer.

G.4.11 Publication

The College will publish the race equality policy and action plan and will update these policies in the light of the annual review. It will also publish the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process.

G.5. College Code of Practice Relating to Harassment

SECTION I

General

1. The College has adopted the University's Code of Practice relating to harassment, available on the web at <http://www.admin.ox.ac.uk/eop/har/harcode1.shtml>.

2. The College is committed to protecting Junior Members, Senior Members, and College Staff from harassment. The College's policy is that harassment within and between these groups is unacceptable. The College has adopted the University's definition of harassment as set out at <http://www.admin.ox.ac.uk/eop/har/harcode2.shtml>. The definition is as follows:

a) Definition of harassment

A person subjects another to harassment where he or she engages in unwanted and unwarranted conduct which has the purpose or effect of:

- (i) violating that other's dignity, or
- (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Acts of harassment may be unlawful. Harassment on grounds of sex, race, religion, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence e.g. under the provisions of the Protection from Harassment Act 1998.

Reasonable and proper management instructions administered in a fair and proper way, or reasonable and proper review of a member of staff's or a student's work and/or performance will not constitute harassment. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

b) Intention and motive

The other person's motives are not the main factor in deciding if behaviour amounts to harassment. Just because certain behaviour may be acceptable to the alleged harasser or another person does not mean it is not harassment.

c) Bullying

Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. It may not be based, or may not appear to be based, on gender, race or any other specific factor.

d) Victimization

Victimization occurs specifically when a person is treated less favourably because he/she has asserted his/her rights under this guidance, either in making a complaint or in assisting a complainant in an investigation. The College will protect any member of staff, student, or visitor from victimisation for bringing a complaint or assisting in an investigation. Victimization is a form of misconduct which may in itself result in a disciplinary process, regardless of the outcome of the original complaint of harassment.

e) Examples of behaviour that may amount to harassment include:

suggestive comments or body language;
verbal or physical threats;
insulting, abusive, embarrassing or patronising behaviour or comments;
offensive gestures, language, rumours, gossip or jokes;
humiliating, intimidating, demeaning and/or persistent criticism;
open hostility;
isolation or exclusion from normal work or study place, conversations, or social events;
publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;
unwanted physical contact, ranging from an invasion of space to a serious assault.
(The above list is not intended to be exhaustive.)

All these examples may amount to bullying, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person.

Many of the above examples of behaviour may occur through the use of internet, email, or telephone.

Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

3. Guidelines concerning harassment may be found in the University's published guide *Harassment: What it is and how you can deal with it*, and on the web at <http://www.admin.ox.ac.uk/eop/har/harcode1.shtml>. The College's practice follows these guidelines, subject to the additions and amendments described in this Section. This document provides information on steps you can take if you have been harassed, sources of advice, resolution procedures, and other matters.

4. Sources of Advice

Junior and Senior Members of the College

As noted in the University Code of Practice, advice may be sought or complaints pursued through any appropriate channel. In addition to the sources of advice recommended in the University Code, the College has appointed a Harassment Officer and an Advisory Panel

on Harassment whose members may be consulted regarding any concerns about harassment.

The Advisory Panel (at least one of whom shall be a woman) consists of the Harassment Officer and at least two additional Fellows. (Note that the Harassment Officer will usually also be the Women's Advisor). Members are appointed by the Governing Body on the recommendation of the Nominating Committee (subject to the concurrence of the JCR President). Because the Dean may be expected to play a role in gathering evidence if a Complaints Tribunal is invoked, he or she will not normally be a member of the Advisory Panel.

The Harassment Officer is Dr Anne Edwards and the members of the Advisory Panel are Dr Martin Ingram, Dr Susan Lea and the Junior Deans.

Members of College Staff

As noted in the University Code of Practice, advice may be sought or complaints pursued through any appropriate channel. Members of staff concerned with harassment are encouraged to seek help and advice from their Head of Section or the Bursar.

The Heads of Section are:

Domestic Bursar - for all staff concerned with the domestic management of the College
Senior Tutor - for the College Office
Librarian - for the Library staff
Head of Bursary - for the Bursary staff

5. Role of advisers

The role of advisers is strictly an advisory one; they have no disciplinary role, nor do they provide counselling. They may be approached if you wish to discuss, on an informal basis, any worries or fears you might have about harassment. If you have been harassed they will help you to take stock of the situation, and will explain the options available to you. They will advise you about resolving the problem informally, or explain how the relevant disciplinary procedures of the College and/or University operate if you decide to make a formal complaint. In some cases, an adviser may refer you to another adviser or individual who is better placed to deal with your enquiry.

6. Disciplinary procedures

A complainant may invoke the formal procedure either:

- a) where he or she does not wish to resolve the problem informally; or
- b) where an attempt has been made to resolve the problem informally but he or she is not satisfied with the outcome.

Different procedures apply to different categories of staff and to junior members as outlined below. In all cases the complainant will be expected to give a statement of the nature of the complaint (normally in person, but also possibly in writing) to the

disciplinary body concerned. The person against whom the complaint has been made will also be invited to give an account of the incident(s) in question. He or she will have the right to be accompanied at the hearing and there will be an opportunity for the disciplinary body to cross-question both parties to establish the facts. It is recognised that harassment is frequently a particularly sensitive matter and distressing experience for victims. Strict confidentiality will be observed and all reasonable steps will be taken to minimise the distress of those who have suffered harassment.

Note that if the person complained against is a member of both the College and the University, you may choose whether to use College or University procedures (see also para. IV.D.2 of the University Code). The harassment adviser will help you with this decision. Once you have made your choice, you may not invoke the other procedure if you are dissatisfied with the outcome.

a. Complaints against members of the College's non-academic staff

The College's Disciplinary Procedures apply in this case.

b. Complaints against Junior or Senior Members

Where the allegations concern members (Junior and Senior) of the College, the Harassment Complaints Tribunal should consist of the Principal, the Vice-Principal and one other senior Fellow chosen according to the nature of the case (by the Principal in consultation with the Vice-Principal). If the allegations concern the Principal, the Tribunal will consist of the Vice-Principal and two other senior Fellows chosen by the Vice-Principal. If the allegations concern the Vice-Principal, the Tribunal will consist of the Principal and two other senior Fellows chosen by the Principal. If practicable, the Tribunal shall include members of both sexes. In any case where the allegation is one of sexual harassment there shall be an additional member being a woman appointed from outside the Fellowship. The Tribunal's procedures are set out in Section II. Note that normally the Dean will be involved in overseeing the collection of evidence.

c. Complaints against staff wholly employed by the University, against members of other Colleges, or against persons who are not members or employees of the University or a College

These should be handled according to the University's guidelines and procedures.

7. The College will seek to protect bona fide complainants from explicit or implicit threats of reprisal.

8. The College will regard as a serious disciplinary offence any accusations of harassment known by the complainant to be false.

9. Harassment is a sensitive issue and all parties to proceedings (complainants, those complained against, harassment advisers and tribunal members) must respect the

requirements of confidentiality. Further guidance on confidentiality is contained in the University Code, Part 4, Section B.

10. Complainants may discontinue formal or informal proceedings at any time.

11. This Code does not apply to cases where the allegation is of criminal behaviour. If during the investigation of a complaint, it appears that there is evidence of criminal behaviour, the College procedure will be discontinued. The complainant will be offered the option of having the complaint referred to the relevant authorities. While every effort will be made to obtain the complainant's consent, the College may refer the complaint to the authorities without such consent if it appears that a serious criminal offence has been committed and/or if harm might result to the complainant or another person.

SECTION II

Procedures to be followed by the Harassment Complaints Tribunal

(i) Where either (a) attempted informal resolution of the harassment complaint is unsatisfactory to the complainant, or (b) the alleged behaviour is sufficiently serious for informal resolution to be thought by the complainant to be inappropriate, the matter shall be referred to the Harassment Complaints Tribunal.

(ii) The Tribunal shall investigate the matter formally, ensuring that fair procedures are observed during the conduct of the investigation. It shall allow both parties to be accompanied by a member of the College, of their choice, at any hearings, which in the first instance shall be held with the parties separately.

(iii) The Tribunal may, where it thinks appropriate, suspend any tutorial relationship (when the complaint is against a tutor) or require Junior Members to absent themselves from College during the formal investigation (where the complaint is against a Junior Member). Before taking any such steps, the Tribunal should be satisfied that there is a *prima facie* case for the alleged harasser to answer. This may involve receiving written or oral representations from the complainant. It should also give the alleged harasser an opportunity to make representations. The alleged harasser may wish to argue that there is no *prima facie* case, or that the interim measures themselves are unnecessary or unduly harsh.

The Governing Body shall receive the Tribunal's report of its findings and recommendations and take such action as it thinks appropriate. Before taking such action the Governing Body shall give the person against whom the finding has been made an opportunity to state their case.

Note: The Harassment Complaints Tribunal deals with allegations of harassment against Senior and Junior Members of the College. Where the complaint is against a member of the College staff it is dealt with under the College's Code of Discipline for employees.

G.6 The Governing Body's Formal Position on Unacceptable Behaviour

The College wishes to remind all Junior Members that they have a duty to conduct themselves in such a way as to show respect to all members of the College and its employees and to support the fundamental purpose of the College, which is the pursuit of learning. The College already has a Harassment Code (see above), but there are many forms of behaviour which, although falling short of being acts of harassment, are nevertheless unacceptable in a collegiate community. The College will not tolerate behaviour which causes or is liable to cause offence or distress to any reasonable member of the College or to its employees in any part of the College, including the College bar and sports facilities provided by the College. Neither the influence of alcohol nor high spirits following any College event will under any circumstances be accepted as an excuse for offensive behaviour.

G.7 The College Policy On Drug Misuse

Drug misuse is illegal in the UK.

The primary objectives of the College are the pursuit of academic study and research. Drug misuse is almost always inimical to these objectives.

Drug misuse is detrimental to the welfare of the individual, and the College has a pastoral duty of care towards its members. College is concerned with the welfare of the body as a whole as well as the welfare of the individual, and considers drug misuse to be inimical to both of these aspects of welfare.

Taking illegal substances, including 'class C' drugs, has a rapid and serious effect on academic study and is likely to lead to long-term health problems. Although addiction to drugs is sometimes curable, often it is not, and therapy may involve prolonged, expensive, and specialised treatment, which is certainly disruptive. There are secondary, but very real associated health risks, such as exposure to infection with hepatitis and HIV. The College also recognises its duty to take firm action, to protect people who may be affected or put at risk by drug misuse by other people, such as through dealing and supplying, or from the anti-social behaviour consequent upon misuse. The College and the University are forbidden by law knowingly to allow drug misuse to take place on their premises, and required to investigate or report reasonable suspicion of such activity.

The Governing Body and both Junior Common Rooms will not accept the misuse of drugs within the College. We will not tolerate drug dealing in any form. We condemn outright the use of Class A drugs and will not hesitate to take action to curb any such activity in the College.

Any College member who is suffering from substance addiction, or suspects that their involvement with an addictive substance of any kind (including alcohol) is becoming one of dependency or affecting their lives and studies adversely, should approach the College as soon as possible, in order to discuss appropriate forms of help and treatment. Students should contact the Dean, Chaplain, Junior Dean, Senior Tutor, or one of the designated Peer Supporters.

A. DRUG MISUSE AND WELFARE

Anyone who has become involved with drugs first needs to acknowledge that a problem exists. The College and the University also recognise the importance of providing appropriate support to students needing help. A variety of sources of help are available. All consultations will, with discretion, be treated in strict confidence subject to the provisions of the law.

1. Counselling. Anyone currently involved with drugs who wishes to obtain information about counselling or treatment may contact the following people: the Chaplain, Adviser

to Women Students, College Nurse, a College doctor, Junior Dean. The University Counselling Service provides a source of confidential advice outside the College context. OUSU or Student Welfare Officers will assist students in finding appropriate support.

2. Medical Help. A practical step to begin the process of recovery is to recognise the medical issues and to seek help, from a College doctor, who will provide advice and is bound by the conventions of medical confidentiality. Advice can be obtained from the National Drugs Helpline (0870 776600).

B. DRUG MISUSE AND DISCIPLINE

1. Any member of College taking Class A drugs who comes forward and seeks help will be treated as far as possible as a medical and welfare case. Permanent sending out of residence is not an automatic consequence. The College may, at its discretion, consider allowing students who come forward and seek help to remain in, or return into, residence at the appropriate time. They will be required to undergo an appropriate course of medical treatment, in consultation with the College and the College doctors, and to observe such other conditions as may be required, if they wish to return into residence and complete their studies. This will include desisting from any further use of illegal drugs.

Any member of College who has not come forward and is found to be taking or possessing Class A drugs will almost certainly be sent out of residence permanently.

Any College member who knows of another College member misusing drugs should persuade him or her to come forward with their problem and not wait to be found. Those who come forward and seek help for their addiction may, subject to their willingness to undergo appropriate treatment and comply with the conditions of residence, be able to return into residence and complete their course. Students coming forward with a drugs problem should contact the Dean or Junior Dean.

2. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. In the case of use of Class C drugs such as cannabis, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action.

3. Supplying and dealing in drugs will be treated severely. Any student found to be dealing in drugs may be expelled from the University. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'dealing' includes supplying drugs to others, irrespective of whether payment is made. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above. The University

Statutes provide that, if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed), the Proctors may refer the case to the Disciplinary Court. The Disciplinary Court has the power to expel student members.

4. First time offences involving class C drugs, and those who allow their rooms to be used for class C offences, even if they themselves do not take drugs, will be subject to an automatic fine. The fine is at the Dean's discretion, and will normally be in the range of £50-100.

6. Those fined for a first offence involving class C drugs will be placed on a 'suspended sentence' of exclusion from College accommodation. This will normally be realised in the case of either (a) a second class C offence or (b) other infraction of discipline.

7. Any serious misuse of drugs will lead to a record being placed in a student's file. This information may be passed on to any person requesting a reference for this student.

8. Students who are concerned by the abuse or possession of drugs by others may discuss their misgivings with the Dean, Chaplain, Dr. Anne Edwards or one of the Junior Deans either in person or in writing.

This policy has been formulated in consultation with Thames Valley Police and the University Marshall's Office.

Further information on drug misuse and related issues can be found on the Home Office web site: <http://www.homeoffice.gov.uk/drugs/>.

Information on the health effects of drug and alcohol abuse is available from college doctors and their surgeries and in the Oxford Survival Guide, produced by Oxford University Student Union. Other sources of help and advice include

- Frank (national drugs helpline) tel. 0800 776600
- Cranstoun Drug Services tel. Oxford 723500
- Oxfordshire Drug and Alcohol Action Team (<http://www.oxfordshiredaat.org/>).

G.8 The College Policy on Data Protection

In order to fulfil their educational, pastoral and administrative responsibilities during your studies at Oxford, the College and the University/department will need to collect and process personal data about you. Data collected by the College may be passed to the University/department and vice versa, so that necessary processing can be undertaken. The Data Protection Act 1998 requires that any such information is processed fairly and lawfully, is held securely, and is kept up-to-date. Subject to certain limited exceptions defined in the Act, the College and the University will not normally send any information about you to any outside organisation at home or overseas without your consent.

The great bulk of the information collected by the College falls into the category of 'non-sensitive personal data' and comprises information about your academic progress from admission through to graduation, together with data about the financing of your university course, and such ancillary information as emergency contact numbers and the name of your doctor. The College does not need to obtain your explicit consent for processing data of this kind, since it is required to enable the College and University/departments to fulfil their responsibilities.

There is another category of information, defined by the Act as 'sensitive personal data'. This includes information about political opinions; trade union membership; sex life; racial or ethnic origins, and religious or other beliefs. The College and University have no need and no intention to collect data about these matters, except when information on ethnic origins is held for the purpose (explicitly allowed in the Act) of monitoring and upholding equal opportunities policies, or when (for example) an individual student requests special dispensation on religious grounds to avoid sitting examinations on certain days. 'Sensitive personal data' also includes matters concerning health. The College and University may need to process information on this matter if, for example, it is necessary to ask for dispensation to miss an examination or make special provision for certain health problems or in cases of disability. A final area of 'sensitive personal data' includes criminal allegations, proceedings or convictions. The College and University will need to process information on these issues only in certain limited situations.

A fuller statement concerning the Data Protection Act and Student personal data is sent to all students prior to admission. At the same time they are asked to sign a form of consent to the collection and processing, if required, of the very restricted range of 'sensitive personal data' that the College and University may be concerned with.

Further information about the Data Protection Act and the University's Data Protection Policy can be found at <http://www.admin.ox.ac.uk/councilsec/oxonly/dp/index.shtml>. The College's Data Protection Officer is the Senior Tutor, who may be consulted if you have any concerns.

G.9 University Regulations Relating to the Use of Information Technology Facilities

ICTC Regulations 1 of 2002

Made by the ICTC on 6 June 2002

Approved by Council on 24 July 2002

Amended on 2 October 2003, 23 October 2003 and 16 February 2006

1. In these regulations, unless the context requires otherwise, 'college' means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.

2. University IT and network facilities are provided for use in accordance with the following policy set by Council:

(1) The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and the colleges and with the normal academic activities of their members.

(2) Individuals have no right to use university facilities for any other purpose.

(3) The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:

(a) for the proper regulation of the University's facilities;

(b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University's statutes and regulations, including these regulations; or

(c) to meet legal requirements.

(4) Such action will be undertaken only in accordance with these regulations.

3. These regulations govern all use of university IT and network facilities, whether accessed by university property or otherwise.

4. Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.

5. (1) Persons may make use of university facilities only with proper authorisation.

(2) 'Proper authorisation' in this context means prior authorisation by the appropriate officer, who shall be the Director of Oxford University Computing Services ('OUCS') or his or her nominated deputy in the case of services under the supervision of OUCS, or the nominated college or departmental officer in the case of services provided by a college or department.

(3) Any authorisation is subject to compliance with the University's statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.

6. (1) Authorisation will be specific to an individual.

(2) Any password, authorisation code, etc. given to a user will be for his or her use

only, and must be kept secure and not disclosed to or used by any other person.

7. Users are not permitted to use university IT or network facilities for any of the following:

- (1) any unlawful activity;
- (2) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the head of his or her division);
- (3) the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Code of Practice on Harassment;
- (4) the creation or transmission of defamatory material about any individual or organisation;
- (5) the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;
- (6) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person;
- (7) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
- (8) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;
- (9) private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation;
- (10) gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;
- (11) the deliberate or reckless undertaking of activities such as may result in any of the following:
 - (a) the waste of staff effort or network resources, including time on any system accessible via the university network;
 - (b) the corruption or disruption of other users' data;
 - (c) the violation of the privacy of other users;
 - (d) the disruption of the work of other users;
 - (e) the introduction or transmission of a virus into the network;
- (12) activities not directly connected with employment, study, or research in the University or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.

8. Software and computer-readable datasets made available on the university network

may be used only subject to the relevant licensing conditions, and, where applicable, to the Code of Conduct published by the Combined Higher Education Software Team ('CHEST').

9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the person or body entitled to give it.

10. (1) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).

(2) Any person wishing to use IT facilities for such processing is required to inform the University Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.

11. Any person responsible for the administration of any university or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the 'Statement of IT Security and Privacy Policy', as published by the ICT Committee from time to time.

12. Users shall at all times endeavour to comply with guidance issued from time to time by OUCS to assist with the management and efficient use of the network.

13. Connection of computers, whether college, departmental, or privately owned, to the university network is subject to the following additional conditions:

(1) (a) Computers connected to the university network may use only network identifiers which follow the University's naming convention, and are registered with OUCS.

(b) In particular all such names must be within the domain .ox.ac.uk.

(c) Any exception to this must be authorised by the Director of OUCS, and may be subject to payment of a licence fee.

(2) (a) Owners and administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in 'denial of service' attacks, etc. In particular they are responsible for ensuring that anti-virus software is installed and regularly updated, and that rules and guidelines on security and anti-virus policy, as issued from time to time by the ICTC, are followed.

(b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.

(3) (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University's internal network or its external network links.

(b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.

(4) (a) Hosting Web pages on computers connected to the university network is permitted subject to the knowledge and consent of the department or college responsible for the local resources, but providers of any such Web pages must endeavour to comply with guidelines published by OUCS or other relevant authorities.

(b) It is not permitted to offer commercial services through Web pages supported through the university network, or to provide 'home-page' facilities for any commercial organisation, except with the permission of the Director of OUCS; this permission may require the payment of a licence fee.

(5) Participation in distributed file-sharing networks is not permitted, except in the case of the use of the facilities for properly authorised academic purposes when that use is lawful and when the user:

(a) in the case of services under the supervision of OUCS, has demonstrated to the satisfaction of the Director of OUCS or his or her nominated deputy that the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board; or

(b) in the case of services provided by a college or department, has demonstrated to the satisfaction of the nominated college or departmental officer that the user has obtained prior written authority for the particular activity from the head of that college or department.

(6) (a) No computer connected to the university network may be used to give any person who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.

(b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.

(c) Areas of doubt should be discussed with the Registration Manager at OUCS.

(7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the ICTC, and will be subject to any conditions that the ICTC may specify.

(8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of the college, section or department concerned.

14. (1) If a user is thought to be in breach of any of the University's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.

(2) Access to facilities may be withdrawn under section 46 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar (as the case may be) shall think proper in the circumstances.

Examining Users' Data

15. All staff of an IT facility who are given privileged access to information available through that facility must respect the privacy and security of any information, not clearly intended for unrestricted dissemination, that becomes known to them by any means,

deliberate or accidental.

16. (1) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

(2) They must endeavour to avoid specifically examining the contents of users' files without proper authorisation.

17. (1) If it is necessary for a System Administrator to inspect the contents of a user's files, the procedure set out in paragraphs (2)-(5) below must be followed.

(2) Normally, the user's permission should be sought.

(3) Should such access be necessary without seeking the user's permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.

(4) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.

(5) For the purposes of these regulations 'appropriate authority' is defined as follows:

(a) in the case of any university-owned system, whether central or departmental: if the files belong to a student member, the Proctors; if the files belong to any member of the University other than a student member, the Registrar or his or her nominee; or, if the files belong to an employee who is not a member of the University, the head of the department, college, or other unit to which the employee is responsible, or the head's delegated representative;

(b) in the case of a departmental system, either those named in (a) above, or, in all circumstances, the head of department or his or her delegated representative;

(c) in the case of a college system, the head of the college or his or her delegated representative.

G.10 Rules of the Conference of Colleges Appeal Tribunal (CCAT)

CONF 05/36 (Amended July 2005)

1.1 The functions of the Tribunal shall be to consider appeals on disciplinary decisions made by the body with final jurisdiction within any participating College (for these purposes the Visitor shall be deemed not to be such a body). Disciplinary decisions means the imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or any non-academic matters, including a finding of breach itself.

1.2 The Tribunal shall not have appellate jurisdiction in relation to decisions which are exclusively within the province of the University disciplinary organs.

2. Each member of the Conference of Colleges shall nominate no more than three persons from their own Governing Body to serve, if appointed to do so as provided herein, upon the Tribunal: and a list of those persons so nominated (“the list”) shall be maintained at the Secretariat of the Conference of Colleges.

3. Conference of Colleges shall elect a chairman (“the Chairman”) and a vice-chairman (“the Vice-Chairman”) for such Tribunal, who will serve for three years from date of appointment. Such appointments can be renewed for a further term of three years only. The Vice-Chairman will exercise the functions of the Chairman if for any reason the Chairman is unable to do so.

4. Any student member of a participating College (“an appellant”) who wishes to bring before the Tribunal an appeal shall file a written application with the secretariat of the Conference of Colleges normally within 5 days of the date of the decision appealed against. The Chairman shall have power to extend such time if he considers that there is good and sufficient reason for so doing.

5. The application shall include

- a. a copy of the decision being challenged
- b. a brief statement of the facts, and of the arguments on which the application is based
- c. the appellant’s request for a remedy
- d. where applicable an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature
- e. the appellant’s address, telephone number and, where applicable, the electronic mail address at which he/she can be reached for the purpose of the proceedings.

6. Upon the receipt of the application the Chairman shall constitute a Panel composed of three members appearing on the list (“the Panel”), and appoint a President of the Panel (“the President”), who thenceforth shall have responsibility for the proceedings of the Panel.

7. The President shall be the holder of a degree in law or a professional legal qualification. If no such person is available from among those on the list, the Chairman

shall, at his discretion, appoint (with his or her consent) such a person with such qualifications from among other senior members of Colleges.

8. No person sitting on a Panel shall be a member of, or have any direct connection with, the College against whose decision the appeal is brought.

9. Any defence of lack of jurisdiction of the Panel must be raised as soon as possible or at the latest at the start of the hearing.

10. Both the appellant and the College can challenge a Panel member (including the President) if circumstances give rise to legitimate doubts as to his or her independence or impartiality. The Chairman is empowered to resolve any such challenge as soon as possible after giving the parties and the Panel member concerned, so far as circumstances permit, the opportunity to be heard. The challenge must be brought as soon as the reasons for the challenge become known.

11. In any case of extreme urgency the President may rule on any application for a stay of the effects of the challenged decision or for any other preliminary relief without hearing the College first. When deciding whether to award any preliminary relief the President shall consider whether the relief is necessary to protect the appellant from irreparable damage, the likelihood of success on the merits of the claim, and whether the interests of the appellant outweigh those of the College or other interested persons.

12. Except where it considers another form of procedure more appropriate, the Panel shall as soon as possible summon the parties to a hearing which normally should be held no later than 14 days from the Secretariat's receipt of the application. It shall attach a copy of the application to the summons to appear addressed to the College. The parties should notify the Panel as soon as possible of their proposed witnesses. It shall be the duty of the parties, to produce no later than 24 hours before the hearing, an agreed bundle of relevant documents, and an outline of each's respective submissions (which should be no longer than 10 pages in length, cross-referenced to such bundle).

13. The Panel may, either before or at the hearing, require of its own motion the production of documents, information or other evidence. At the hearing the Panel shall hear the parties who shall produce their witnesses and introduce their other evidence. The Panel shall have complete discretion as to the evidence which it admits and will be the sole judge of the weight to be given to any such evidence.

14. Both the appellant and the College may be represented by a third party, including at the Panel's discretion, by Counsel and/or a solicitor. The hearing itself (not including the Panel's internal deliberations) shall be in public unless, in the Panel's judgment, the interests of justice or other compelling public or private interest otherwise require.

15. If one party or both parties fail to appear at the date fixed for the hearing, without reasonable excuse, the Panel may nevertheless proceed to determine the appeal.

16. The Panel shall have full power to establish the facts on which the application is based; but, in so far as the parties agree, it will be entitled to assume that the facts as found by the body against whose decision the appeal is brought were correct.

17. The Panel shall rule on the dispute pursuant to the statutes, by-laws and other regulations or rules of the College, and any general principles of law applicable to the application which it deems appropriate.

18. The decision shall be taken by a majority of the Panel. It shall be written, dated and signed and immediately communicated to all parties by the President. Brief reasons will be stated with or as soon as possible after communication of the decision.

19. The Panel shall use its best endeavours to give a decision normally within 7 days of the hearing of the appeal.

20. The participating Colleges shall agree to give to the Tribunal and/or the Panel such assistance as either may require and to abide by the outcome of the decision of the Panel.

21. Except that where express provision is made herein, the Chairman, the President and the Panel shall have discretion as to appropriate procedure. In all or any of their activities each shall be guided by the principles of natural justice.

G.11 Licence to Occupy Agreement

This Licence to Occupy and the College's Student Handbook, create legally binding obligations between the College and the Student so please read them and make sure you understand and agree to them before you sign. This licence to occupy is governed by English law which international students may find quite different to the law which applies in their own country. Take advice before signing.

Student	The recipient of this agreement
College	Brasenose College, Radcliffe Square, Oxford, OX1 4AJ
Accommodation	A single College room to be allocated to the Student by the College
Accommodation	the fixtures fittings and equipment in the Accommodation as found in the room on taking up occupancy
College Contents	the fixtures fittings and equipment at the College which are for students' use but which are not allocated to any student's room
Contents	the Accommodation Contents and the College Contents
Common Parts	any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the College's property which are necessary for the purpose of gaining access to the Accommodation
Payment Dates	by the Wednesday of 2nd week of each term
Rent	payable in 3 equal instalments in advance on or before the Payment Dates. Individual room prices can be obtained from the Accommodation Manager or Assistant Accountant.
Rights	(a) to occupy the Accommodation during the Licence Period (b) to use the Contents (c) to use the Common Parts (d) to use the Services (e) to use the College's dining facilities (additional charges apply)
Services	(a) repair of the College (b) lighting and heating of the College (c) providing hot and cold running water to the Accommodation (d) providing an electricity supply to the Accommodation (e) insurance of the College (f) disposal of rubbish deposited in proper receptacles (except recycling) (g) cleaning of the Accommodation and the Common Parts
Licence Period	Main College site Michaelmas Term starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week Hilary Term starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week

Trinity Term starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week

Frewin site

40 week licences starting at 12.00pm on 21st September 2008 and ending at 12.00pm on Saturday of 9th week Trinity Term

Non-Licences

Michaelmas Term starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week

Hilary Term starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week

Trinity Term starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week

Graduate Students at the St Cross, Kings Road and Hollybush Row sites

Starting at 12.00pm on Saturday 27 September 2008 and ending at 12.00pm on Friday 18 September 2009

In this licence to occupy “College” includes all buildings belonging to the College for use as student residences and not just the main College building whose address is given on the first page of this licence to occupy.

The College agrees to grant and the Student agrees to take occupation of the Accommodation for the Licence Period on the conditions set out in this licence to occupy and in the College’s Student Handbook.

1.0 Student's Obligations

- 1.1 To pay the Rent to the College in advance on or before the Payment Dates
- 1.2 To check the inventory and report any discrepancy to the College's Accommodation Manager within 7 days of the start of the Licence Period
- 1.3 To keep the Accommodation, the Accommodation Contents and (jointly with other students) the College Contents and the Common Parts in a clean and tidy condition and not to damage them
- 1.4 At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the College the keys/fobs to the Accommodation
- 1.5 To allow the College, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the designated days, or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the College will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes
- 1.6 To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the College or the University of Oxford or on the owners or occupiers of nearby property
- 1.7 To comply with the University of Oxford's Regulations and with the College's Student Handbook
- 1.8 To report to the College as directed in the Student Handbook any damage or want of repair at the College or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it
- 1.9 To pay to the College all costs reasonably incurred in enforcing the Student's obligations in this licence to occupy or arising from a breach of them (including an administration/interest charge)
- 1.10 Where damage or loss occurs at the College and it is not possible for the College (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss including an administration fee per student. The Student shall not be required to contribute to loss or damage which in the College's reasonable opinion has been caused by an intruder provided that the Student has complied with his/her obligations in this licence to occupy relating to College security
- 1.11 Promptly to send to the College a copy of any communication the Student receives

which is likely to affect the College or the Accommodation

- 1.12 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the College or which may be a fire risk or in any other way put at risk the health and safety or security of others or the College's or other people's property. Any portable electrical appliance must be tested in accordance with the College's PAT policy as specified in the Student Handbook before being used in the College. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the College's reasonable opinion, is unsafe otherwise the College may remove it without further notice to the Student, charge any storage costs to the Student, and return it to the Student at the end of the Licence Period
- 1.13 If the Accommodation is on the ground or first floor, not to leave the Accommodation unoccupied without first closing and locking the window. Not at any time to leave any Accommodation unoccupied without locking the door. Not to leave the College main gate unlocked after hours (see College Student Handbook).
- 1.14 To comply with the University of Oxford and College's environmental policy as specified in the Student Handbook and in particular (a) to take reasonable steps to avoid wasting fuel (eg by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the College or by others
- 1.15 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains
- 1.16 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the College or the Contents
- 1.17 Not to bring additional furniture (including items such as fridges and cookers) into the College without the Domestic Bursar's prior written consent. Kettles are permitted, subject to the College's Health & Safety Policy and the College's Student Handbook
- 1.18 Not to use the Accommodation for any other purpose other than as a study bedroom
- 1.19 Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed, in guest rooms or student rooms, on the conditions set out in the College's Student Handbook and in point 1.20.
- 1.20 Not to have any visitors in College who are not College members after 11.00 pm or before 9.00 am unless they have been booked into a guest room for that night or entered in to the book provided to record your guests presence in your room as specified in the Student Handbook. Unaccompanied visitors to College will not be admitted after 10.00 pm or before 7.00 am.
- 1.21 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others
- 1.22 Not to add to or change the telephone services to the Accommodation without the

College's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation

- 1.23 Not to bring into the College any animal unless it is an aid for a person with a disability. The Student is requested to notify the College in advance if an assistance animal is needed at College, as adjustments may need to be made to accommodate it. Students will be responsible for the proper care and control of assistance animals and any damage or nuisance which an animal causes.
- 1.24 Not to keep any vehicle or vehicle parts in any part of College other than (a) bicycles in the designated cycle bays; or (b) mobility assistance vehicles and not to ride or drive any vehicle in College unless it is a mobility assistance vehicle. Users of mobility assistance vehicles are requested to contact the College in advance as the College may need to make reasonable adjustments to accommodate it (without imposing any obligation on the College if the vehicle cannot reasonably be accommodated)
- 1.25 Not to cause any obstruction of the Common Parts
- 1.26 Where the Student becomes aware of damage to the College caused by an intruder, to report the incident to the College's Porter's Lodge as soon as reasonably practicable (and in any event within 48 hours)

2.0 College's Obligations

- 2.1 To provide the Services, subject to the College's Student Handbook
- 2.2 Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used) and for cleaning on designated days to give the Student at least 7 days' notice prior to entering the Accommodation during term-time
- 2.3 Not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary, particularly during examination periods
- 2.4 Not to disclose personal information obtained from the Student except as permitted by clause 3.2 of this licence to occupy or where there is serious risk of harm to the Student to others or the College's property
- 2.5 To make available to the Student for inspection by prior arrangement the College's:
 - (a) Portable Appliance Testing (PAT) policy;
 - (b) Fault reporting and emergency procedures for use of the College laundry;
 - (c) The Universities UK Code of Practice for the Management of Student Housing
 - (d) The University's transport policy
 - (e) The College's security plan
 - (f) The College's service level statement on reporting and rectification of building defects
- 2.6 Before the end of the first week of the Licence period the College will provide the

Student with information and advice on:

- (a) action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect;
- (b) health & safety matters such as how to avoid common fire risks; safe cooking in the designated areas of College and why cooking in the Accommodation is a safety risk and in breach of this licence to occupy; electrical safety and voltage differences; the dangers of using candles or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for misuse of fire precautions equipment;
- (c) how to get access to the Accommodation in the event of the Student losing their keys;
- (d) cleaning schedules and students' responsibilities for cleaning (where applicable);
- (e) the respective roles and responsibilities of the College and its resident students;
- (f) health, welfare, and guidance on communal living
- (g) where to get advice on financial difficulties
- (h) where to get counselling
- (i) how to register with a local health service
- (j) the management structure for the College and contact details of the Porter
- (k) any special arrangements made to help with any disability the Student may have disclosed to the College

2.7 To give a receipt for any of the Student's property which is confiscated under the terms of this licence to occupy.

2.8 To ensure security staff are clearly identified, and that any staff or contractors requiring access to the Accommodation carries and allows the Student to inspect appropriate identification documents

2.9 Maintain any kitchen facilities in the College Common Parts in good order and repair, and keep any equipment there in proper working order

2.10 To ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the College

3.0 Other conditions

3.1 The Student is responsible for the conduct of any invited visitor(s)

3.2 The Student hereby authorises the College to use his/her personal data for all lawful purposes in connection with this licence to occupy (including debt recovery, crime prevention, allocating rooms or where there is a serious risk of harm to the Student or to others or to the College's property) and all matters arising from the Student's membership of the College and The University of Oxford

3.3 The College's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the College's negligence or breach of its obligations in this licence to occupy and personal belongings left at the College are at the Student's own risk.

- 3.4 The College is not liable to repair any damage caused by the Student unless the cost is met by insurance or by the Student (any excess on the policy being payable by the Student). This clause shall not apply where the College has an overriding statutory obligation to make the College safe.
- 3.5 The College may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them
- 3.6 This licence to occupy does not affect the disciplinary powers of the College or of the University of Oxford
- 3.7 The College is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the termination of this licence to occupy. The College is entitled to remove any item left in College by the Student at the end of the Licence Period and shall not be obliged to return it to the Student
- 3.8 This licence to occupy is a student Licence under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student)
- 3.9 Notices under this licence to occupy must be in writing (which includes email) and the College's address for service is given on the first page of this licence to occupy
- 3.10 This licence to occupy is not intended to confer any benefit to anyone who is not party to it
- 3.11 This licence to occupy and the policies referred to in it (together with the College's Student Handbook) contains all the terms agreed to by the College and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the College's Bursar. The College will confirm any agreed variation to the Student in writing at the time the variation is made

4.0 Termination of this Licence to occupy

- 4.1 Unless the Student has made arrangements with the College for late arrival this licence to occupy will automatically terminate if the Student has not taken up residence by Thursday of 0th Week in Michaelmas Term but the Student will be liable for the Rent until the room is re-let or until the end of the Licence period.
- 4.2 The College may terminate this licence to occupy at any time by serving notice on the Student if:
- (a) Any payment is overdue by 21 days or more or
 - (b) The Student is in serious or persistent breach of any of the Student's obligations
- or

- (c) The Student does not have status as a member of the College or of the University of Oxford
- (d) In the reasonable opinion of the College the health or behaviour of the Student constitutes a serious risk to him/herself or others or the College's or other people's property

- 4.3 The Student may only terminate this licence to occupy in accordance with this clause, and will remain liable for the Rent until:
- (a) the Student has given notice to the College's Domestic Bursar that s/he wishes to leave; **and**
 - (b) the Student makes payment for, or puts right, to the College's reasonable satisfaction any breach of the Student's obligations in this licence to occupy; **and**
 - (c) a replacement student or College member who is reasonably satisfactory to the College as a tenant and who is not already a tenant of the College enters into a licence to occupy with the College (the College will assist the Student in finding a replacement, but does not guarantee it will be able to find one); **and**
 - (d) the Student pays a fee (of £50 where the College finds a replacement student or of £25 where the Student finds a replacement student) towards the College's costs of administration and cleaning the Accommodation

Conditions (b) to (d) in this clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the College's obligations in this licence to occupy. For the avoidance of doubt, the College will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Rent will only be given where the void in the College caused by the Student's early departure has been filled and there is no loss to the College. The College shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation.

- 4.4 If this licence to occupy is terminated early by either the College or the Student the College will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the College
- 4.5
- (a) The College reserves the right to relocate the Student to comparable alternative accommodation during the Period of Residence where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence to occupy the Student will have the right to terminate this licence to occupy (without having to comply with the conditions in clause 4.3) as an alternative to relocating
 - (b) Where the College relocates the Student because the Student is in breach of one or more of their obligations in this licence to occupy [or where the relocation is made at the Student's request] the Student shall pay the College

an administration fee of £35

- 4.6 The College's acceptance of the keys at any time shall not in itself be effective to terminate this licence to occupy while any part of the Period of Residence remains unexpired

5.0 Shared House/Flat Contracts

Where the Accommodation is designated for occupancy by more than one person, this clause 5 applies but not otherwise

Each occupier will have a separate agreement with the College on substantially the same terms

This agreement takes effect as a licence to occupy and not as a student Licence. References to "licence to occupy" and "rent" shall be read as references to "licence agreement" and "licence fee".

Where damage or loss occurs at the Accommodation and it is not possible for the College (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss including a proportion of the £25 administration fee

If the Student becomes the sole occupier of the accommodation, the College may require the Student to move to a room designated for single occupancy. Unless the College requires a sole occupier to move to a single room, then the Student may remain alone in the Accommodation at the same rent

The College may introduce a second student to the Accommodation if it is in single occupancy and will use reasonable endeavours to give reasonable notice to the student in occupation of its intention to do so. Clause 4.3 applies to students wishing to leave shared accommodation, but refunds of Rent will only be given to students who have left a shared room when a replacement sharing student begins occupation

The College shall not be obliged to relocate either student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances. Students in shared houses/flats have the same rights to terminate their licence to occupy as students in single rooms

Students in shared houses/flats will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other