

**BRASENOSE COLLEGE  
OXFORD**

**UNDERGRADUATE  
STUDENT HANDBOOK  
"BLUE BOOK"**

**ACADEMIC YEAR  
2014-2015**

## Useful College Contact Details

**Postal address:** Brasenose College, Oxford OX1 4AJ, United Kingdom

**Street address:** Brasenose College, Radcliffe Square, Oxford OX1 4AJ

**Telephone numbers** (see also the College website - [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk)):

Lodge (General Enquiries)	277830	Dean	277584
College Office	277823	Junior Deans	contact The Lodge
Senior Tutor	277515	College Nurse	277883
IT Office	277513	College Doctors	311234
Accommodation Manager	277878		

## Important Information

**College websites:** [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk); <http://jcr2.bnc.ox.ac.uk/>; <http://hcr.bnc.ox.ac.uk/>

**Email:** The College and University sends out many important notices by email, and it is therefore essential that you check your email regularly.

**Single Sign-On/WebAuth:** All students are given an Oxford Single Sign-On username and password, which gives you access to many web-based services at Oxford.

**Student Self Service** – <http://www.ox.ac.uk/students/selfservice>

Student Self Service is your way of accessing the University's student record system, using your Single Sign-On details. You can use it to register at the start of each year, to view your exam results and to ensure the University has the correct contact details for you.

**OxCORT** - [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk)

OxCORT is the University's undergraduate tutorial reporting system. Tutors complete reports on students' academic progress at the end of each term; students can then access these reports.

**GSS (Graduate Supervision System)** – [www.gss.ox.ac.uk](http://www.gss.ox.ac.uk)

GSS is the University's graduate supervision reporting system. Graduate students may enter information onto GSS each term about their academic progress. Their supervisors must complete a report on student progress at the end of each term, and students can then access these reports.

**Student Gateway** - [www.ox.ac.uk/students/](http://www.ox.ac.uk/students/)

Information on the University website about news, resources and services for students at Oxford.

**Course information** is provided by faculties and departments, usually by means of course handbooks and information on websites.

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**Note:** the following listings are complete at the time of going to press but some changes in personnel may occur during the University year.

*Principal*

2011 Bowman, Alan Keir, MA Oxf, MA PhD Toronto, FBA

*Fellows*

2009 Archer, Rowena Elizabeth, BA Brist, MA Oxf, FRHistS *Supernumerary Fellow in History*

2013 Ardakov, Konstantin, MMath Oxf, PhD Camb *Tutor in Pure Mathematics*

1999 Bispham, Edward Henry, MA DPhil Oxf *Tutor in Ancient History*

2010 Bourne-Taylor, Carole, MA Oxf, PhD Grenoble *Supernumerary Fellow in French*

2012 Brown, Peter, MB, BChir, MA Cantab, MRCP, MD Camb *Professor of Experimental Neurology and Senior Kurti Fellow*

1986 Burd, Harvey John, MA DPhil Oxf, CEng, MICE *Tutor in Engineering Science*

1990 Chevaska, Maria, MA status Oxf *Supernumerary Fellow in Fine Art*

1977 Cooper, Richard Anthony, MA DPhil Oxf *Professor of French and Tutor in Modern Languages*

1985 Daniel, Ronald William, BSc Brun, MA Oxf, PhD Camb, CEng, MIEE *Professor of Engineering Science and Tutor in Engineering Science and Vice Principal*

2001 Davies, Anne Caroline Lloyd, MA DPhil Oxf *Professor of Law and Public Policy and Garrick Tutor in Law*

2005 Dennis, Paul David, BA BCh BM BSc Oxf *Supernumerary Fellow in Medicine*

2013 Dinas, Elias, BA Macedonia, MA Essex, PhD European University Institute, Florence *Tutor in Politics*

2013 Douglas, Thomas Marcel, DPhil Oxf *Junior Golding Fellow*

2014 Douka, Katerina, BSc Athens, MSc DPhil Oxf *Junior Golding Fellow*

1995 Edwards, Anne, MA Oxf, MRCP *Supernumerary Fellow and Diversity and Equality Officer & Harassment Officer*

1997 Eltis, Sos Ann, MA MPhil DPhil Oxf *Tutor in English*

2011 Erban, Radek, MA PhD Minnesota *Junior Kurti Fellow*

2007 Esteves, Rui Pedro Ferreira da Costa, BA MA do Porto, PhD Berkeley *Tutor in Economics*

2013 Fender, Rob, BSc S'ton, PhD Open University *Tutor in Astrophysics*

2006 Foster, Russell Grant, BSc PhD Brist, FRS *Professor of Circadian Neuroscience and Supernumerary Fellow*

2006 Gaffney, Eamonn Andrew, BA PhD Camb *Tutor in Mathematical Biology*

2009 Garman, Elspeth Frances, BSc Durh, DPhil Oxf *Professor of Biochemistry, Supernumerary Fellow and Tutor for Graduates*

2014 Goldberg, Paul Wilfred, BA Oxf, MSc Phd Edin *Professor of Computer Science and Senior Kurti Fellow*

2007 Goulder, Philip Jeremy Renshaw, BA MB BChir Camb, MA DPhil Oxf, MRCP, FMGEMS, MRCPCH, FRCPC *Professor of Paediatrics and Fellow in Clinical Medicine*

2000 Green, Abigail Frances Floretta, MA Oxf, PhD Camb *Tutor in Modern History*

2014 Gripenberg, Sofia, MSc PhD Helsinki *Junior Kurti Fellow*

2001 Groiser, David Simon, BA Sus, MA DPhil Oxf *Tutor in Modern Languages*

2014 Highcock, Edmund BA MSci Camb, PhD Oxf *Junior Kurti Fellow*

2014 Hill, Matthew, *Domestic Bursar*

- 1991 Houlby, Guy Tinmouth, MA DSc Oxf, PhD Camb, FEng, FICE *Professor of Civil Engineering*
- 2010 Huiskonen, Juha Tapio, MSc PhD Helsinki *Junior Kurti Fellow*
- 2001 James, William Siward, BSc Birm MA DPhil Oxf *Professor of Virology and Pro-Vice Chancellor for Planning and Resources*
- 2014 Jefferys, John Gordon Ralph, BSc PhD UCL *Professor of Neuroscience and Senior Kurti Fellow*
- 2006 Johansen, Thomas Kjeller, BA PhD Camb *Tutor in Ancient Philosophy*
- 2013 Johansson, Christian Hans, BA Camb *Junior Kurti Fellow*
- 2002 Jones, Jonathan Alcwyn, MA DPhil Oxf *Professor of Physics, Tutor in Physics*
- 2014 Keech, Dominic, BA MSt DPhil Oxf *Chaplain*
- 2009 Kennard, Christopher, MB BS PhD Lond MRCS MRCP FRCP FMedSci *Senior Kurti Fellow*
- 1999 Klenerman, Paul, BM BCh DPhil Oxf, MRCP *Professor of Immunology and Fellow in Clinical Medicine*
- 2003 Krebs, Thomas, LLB Kent, BCL MA DPhil Oxf *Tutor in Law*
- 2012 Laganowsky, Arthur, BS MS PhD Univ California *Junior Kurti Fellow*
- 2008 Leal, Dave, BA PhD Leeds, MA Oxf, PGCE *Supernumerary Fellow in Philosophy*
- 2012 Leek, Peter James, BA MSci PhD Camb *Junior Kurti Fellow*
- 2007 Lewis, Owen Thomas, MA, PhD Leeds *Tutor in Zoology*
- 2000 McKenna, Christopher Davis, BA Amherst, MA PhD Johns Hopkins, MA Oxf *Tutor in Management Studies*
- 2011 Miller, Elizabeth, MA DPhil Oxf *Supernumerary Fellow, Director of Development and Alumni Relations*
- 2013 Momberg Uribe, Rodrigo, LLB Universidad Austral de Chile, LLM PhD Utrecht *Supernumerary Fellow*
- 1997 Morgan, Llewelyn William Goronwy, MA Oxf, PhD Camb *Tutor in Classics*
- 2015 Niedusynski Conrad, BA PhD Camb *Tutor in Cell Biology*
- 2005 Palfrey, Simon David, BA ANU, MA DPhil Oxf *Professor of English Literature, Tutor in English and Fellow Librarian*
- 2010 Parker, Philip Christopher Liam, MA Camb, ACMA *Bursar*
- 2013 Parsons, Christopher Robert, BSc Card, MSc PhD Nott *Junior Golding Fellow*
- 2009 Pettigrew, Andrew Marshall, BA Liv, PhD Manc, FBA *Senior Golding Fellow*
- 1997 Popplewell, David Arthur, MA Oxf, BSc Leeds DPhil Sus, DipTLHEA *Supernumerary Fellow in Psychology and Dean*
- 2014 Portass, Robert Nicholas, BA DPhil Oxf *Junior Golding Fellow*
- 2011 Purcell, Nicholas, MA Oxf, FBA *Camden Professor of Ancient History*
- 2012 Rauch, Ferdinand, MA PhD Vienna *Tutor in Economics*
- 1992 Robertson, Jeremy, MA DPhil Oxf *Tutor in Organic Chemistry*
- 2014 Ruggeri, Andrea BA Genoa, MA PhD Essex *Tutor in Politics*
- 2011 Smith, Simon David, MA PhD Camb *Senior Tutor and Tutor for Admissions*
- 2012 Solopova, Elizabeth, DPhil Oxf *Junior Golding Fellow*
- 2004 Somogyi, Péter, MSc PhD DSc Budapest, MA status Oxf, FRS *Senior Kurti Fellow*
- 2011 Strathern, Alan, MA DPhil Oxf *Tutor in Early Modern History*
- 1997 Swadling, William John, BA CNA, LLM Lond, MA Oxf *Tutor in Law*
- 2005 Thun, Eric, AB PhD Harvard *Peter Moores Tutor in Chinese Business Studies*
- 2007 Timpson, Christopher Gordon, BA BPhil DPhil Oxf *Tutor in Philosophy*

- 2012 Toft, Monica, MA PhD Chicago, *Professor of Government and Public Policy and Supernumerary Fellow*
- 2003 Vogenauer, Stefan, MA MJur Oxf *Professor of Comparative Law*
- 2013 Walsh, Edmund, BEng PhD Limerick *Supernumerary Fellow*
- 2004 Wiggs, Giles Frederick Salisbury, BSc PhD Lond *Professor of Aeolian Geomorphology and Tutor in Geography*
- 2007 Wilson, Mark, MA DPhil Oxf *Tutor in Theoretical Chemistry*
- 2014 Zifarelli, Gianni Laurea Naples, PhD Max-Planck-Institute for Biophysics, Frankfurt *Tutor in Medicine*

### LECTURERS NOT ON THE FOUNDATION

Abrams, Lesley Jane, BA Oxf, MA PhD Toronto	<i>History</i>
Antoniades, Chrystalina, BSc MRes PhD Camb	<i>Medicine</i>
Asudeh, Ash BA Carleton, MPhil Edin, PhD Stanford	<i>Linguistics</i>
Boyd, Charles Adam Richard, BM Lond, BSc MA DPhil Oxf	<i>Medicine</i>
Carroll, Ian, MPhil Oxf	<i>Politics</i>
Condliffe, James, MEng DPhil Oxf, MSc Imp	<i>Engineering</i>
Constantin, Andrei, BSc Bremen, MSc Munich	<i>Physics</i>
Davies, John Windsor, LLB Birm, BCL MA Oxf	<i>Law</i>
Dodd, Michael, MBiochem Bath, DPhil Oxf	<i>Medicine</i>
Dorigatti, Marco, Dott. Lett. Firenze, DPhil Oxf	<i>Italian</i>
Durcan, Julie, BSc Sheff, MSc RHUL, PhD Aberystwyth	<i>Geography</i>
Edward, James, MA Camb, BCL DPhil Oxf	<i>Law</i>
Ferbrache, Fiona, BA PhD Plym, MRes Exe	<i>Geography</i>
Grabowska-Zhang, Ada Monika, BA DPhil Oxf	<i>Biological Sciences</i>
Hackney, Jeffrey, BCL MA Oxf	<i>Roman Law</i>
Harker, Anthony Henry, MA Camb, DPhil Oxf	<i>Solid State Physics</i>
Hyde, Thomas, BA MMus DPhil Oxf	<i>Music</i>
John, Simon, BA MA PhD Swansea	<i>Modern History</i>
Johnson, Jennifer, BA Camb, MSt Oxf	<i>English</i>
Johnson, Steven, MA, DPhil	<i>Biochemistry</i>
Jones, Polly, BA MPhil DPhil Oxf	<i>Russian</i>
Katz, Jonathan Bernard, MA DPhil Oxf	<i>Classics</i>
King, Brian Christopher, BA California State, MPhil PhD Camb	<i>Philosophy</i>
Kuznetsov, Vladimir, MSc PhD Moscow	<i>Inorganic Chemistry</i>
Lee, David, BA Oxf, MA Nott, PhD Brist	<i>Philosophy</i>
Middleton, Anthony N, MA Oxf	<i>Physics (Mathematics)</i>
Moore, Michael Darren (Kenny), MA Oxf, PhD Imp	<i>Pathology</i>
Moran, Dominic Paul, MA Oxf, PhD Camb	<i>Spanish</i>
Nichols, Bethan, MChem Oxf	<i>Physical Chemistry</i>
Öztürk, Ufuk	<i>German Lektor</i>
Palano, Silvia, MA Oxf	<i>Economics</i>
Palmer, James, MA MPhil Camb	<i>Geography</i>
Pazos Alonso, Claudia, BA DPhil Oxf, MA Lond	<i>Portuguese</i>
Pinon, Carmen BSc PhD Rio de Janeiro	<i>Psychology</i>
Robinson, Damian, BSc PhD Brad, MA Oxf	<i>Classical Archaeology</i>

Robinson, Olivia MSt DPhil Oxf	<i>Medieval English</i>
Salas, Irene, Maitrise Paris III, MA Paris IV, MA École des Hautes Études en Sciences Sociales	<i>French</i>
Schlackow, Iryna, MMath PhD Oxf	<i>Pure Mathematics</i>
Sillett, Andrew James, BA MSt Oxf	<i>Classics</i>
Taylor, Jeremy Simon Hudson, BSc Brist, MA Oxf, PhD Lond	<i>Human Anatomy</i>
Varry, Cecile	<i>French Lectrice</i>
Williams, Jack Robert, BA Camb	<i>Law</i>
Winkel, Matthias, MA Oxf, PhD Paris VI	<i>Mathematics</i>
Wollenberg, Susan Lesley Freda (Mrs), MA DPhil Oxf	<i>Music</i>

### FELLOWS AND TUTORS BY SUBJECT (Alphabetical Listing)

#### Ancient History

BISPHAM, Dr E H	Tutor in Ancient History	<a href="mailto:ed.bispham@bnc.ox.ac.uk">ed.bispham@bnc.ox.ac.uk</a>
PURCELL, Prof N	Camden Professor of Ancient History	<a href="mailto:nicholas.purcell@classics.ox.ac.uk">nicholas.purcell@classics.ox.ac.uk</a>

#### Biochemistry

NIEDUSZYNSKI, Prof C	Tutor in Biochemistry	<a href="mailto:conrad.nieduszynski@path.ox.ac.uk">conrad.nieduszynski@path.ox.ac.uk</a>
HUISKONEN, Dr J	Junior Kurti Fellow, Human Genetics	<a href="mailto:juha.huiskonen@gmail.com">juha.huiskonen@gmail.com</a>

#### Biological Sciences

LEWIS, Prof O	Tutor in Zoology	<a href="mailto:owen.lewis@zoo.ox.ac.uk">owen.lewis@zoo.ox.ac.uk</a>
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#### Chemistry

ROBERTSON, Prof J	Tutor in Organic Chemistry	<a href="mailto:jeremy.robertson@bnc.ox.ac.uk">jeremy.robertson@bnc.ox.ac.uk</a>
WILSON, Prof M	Tutor in Physical & Theoretical Chemistry	<a href="mailto:mark.wilson@chem.ox.ac.uk">mark.wilson@chem.ox.ac.uk</a>
LAGANOWSKY, Dr A	Junior Kurti Fellow in Physical and Theoretical Chemistry	<a href="mailto:art.laganowsky@chem.ox.ac.uk">art.laganowsky@chem.ox.ac.uk</a>

#### Classics

MORGAN, Prof L W G	Tutor in Classics	<a href="mailto:llewelyn.morgan@bnc.ox.ac.uk">llewelyn.morgan@bnc.ox.ac.uk</a>
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#### Economics

ESTEVEES, Prof R	Tutor in Economics	<a href="mailto:rui.esteves@bnc.ox.ac.uk">rui.esteves@bnc.ox.ac.uk</a>
RAUCH, Dr F	Tutor in Economics	<a href="mailto:ferdinand.rauch@bnc.ox.ac.uk">ferdinand.rauch@bnc.ox.ac.uk</a>
PARSONS, Dr CR	Junior Golding Fellow in Economics	<a href="mailto:christopher.parsons@qeh.ox.ac.uk">christopher.parsons@qeh.ox.ac.uk</a>

#### Engineering

BURD, Dr H J	Tutor in Engineering Science	<a href="mailto:harvey.burd@bnc.ox.ac.uk">harvey.burd@bnc.ox.ac.uk</a>
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The JCR and HCR have Welfare and Women's representatives, and will inform students of their contact details. Undergraduate students may also approach their Tutors about welfare matters, and Graduate students may consult their College Advisors. Students may also contact peer supporters – see below.

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*Common room for Graduate students*

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*Common room for Undergraduate students*

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## PART A – INTRODUCTION

### A.1 Arriving at Brasenose

Welcome to Brasenose! University life provides a unique opportunity for personal development and the great majority of students look back on their Undergraduate experience highly positively. Many long-term friendships are also forged at College. Brasenose aims to admit talented individuals who will respond positively to the educational opportunities Oxford offers, and who then go on to flourish in whatever field they ultimately choose to enter after graduation. The College provides an environment for you to nurture skills and aptitudes that can help make realisation of these aspirations possible. The City, University, and Colleges of Oxford also offer exceptional facilities for academic, sporting, and cultural pursuits. Wherever your interests lie, you will find others sharing these passions and there will be more activities and events taking place than any one person has time to attend. One of the most important life-skills learned at University is how to balance the freedom to pursue what you enjoy doing with the commitment necessary to realise specific goals. Of course, your academic work must be given priority over all other activities, but with careful organisation of your time you should be able to find the right work-life balance.

Post-arrival, you can expect to have a busy schedule of important introductory meetings ('Induction') in the College and in your Faculty or Department. There will also be a number of social events to welcome you, providing opportunities to meet 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 or MCR in other Colleges) for Graduates. Undergraduates are each assigned student mentors, known as a 'parent', who should greet you on arrival and provide guidance about the College's organisation and conventions.

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 meals in Hall with the Principal and Fellows held in the week before term starts, usually on the Wednesday for Graduates and on the Thursday for Undergraduates.

The formal admission of new members of the University takes place at the Matriculation ceremony, which is usually held at the end of the first week of term and features a short address by the Vice Chancellor. Brasenose's Freshers are presented by the Deans of Degrees. The College's 'Entry Book' contains the names and addresses of all new students. The first volume was started in 1509 and the tradition of recording fresh names has continued to the present day. There will be opportunities to sign the book during events held in Freshers' Week and afterwards in the Finance Bursary (where the Entry Book is usually kept).

### A.2 Who's Who

The *Principal* is the head of the College and chairs its 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 Fellows elected to membership of Governing Body. The JCR and HCR Presidents attend Governing Body in their capacity as elected student representatives.

The *Senior Tutor* has general oversight of all the academic activities of the College. He is also the Tutor for Admissions and coordinates both Graduate and Undergraduate admissions, as well as outreach and liaison with schools. Among the Senior Tutor's responsibilities are Undergraduate academic progress and discipline, representations made on behalf of College students to the University Proctors, and oversight of student support funds allocated by Disbursements Committee. Any Junior Member can ask to consult the Senior Tutor about a matter of concern ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)), although a subject Tutor is usually the first point of contact for academic or pastoral matters, and the College Accountant in the Domestic Bursary for financial (including hardship) matters.

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 ([tutor.graduates@bnc.ox.ac.uk](mailto:tutor.graduates@bnc.ox.ac.uk)). She also makes recommendations for the award of Scholarships and Prizes.

There are two individuals with bursarial roles. The person referred to simply as the *Bursar* is the chief Financial and Administrative Officer of the College, while the *Domestic Bursar* is responsible for the 'hotel keeping' side of College life, as well as being the College's Health and Safety Officer and Fire Officer

The *Dean* is in charge of non-academic discipline and also works with the Chaplain and Senior Tutor to co-ordinate pastoral support within Brasenose. The College appoints three *Junior Deans*, who are resident in the College and in Frewin Annexe. 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 students can access the welfare support network available within the College.

One of the key roles of the JCR and HCR committees is to represent Undergraduates and Graduates respectively to the College authorities. If you wish to raise an issue concerning the functioning, facilities, or rules of the College, you should ask for their help in the first instance. The HCR and JCR Presidents invite you to contact them should need arise.

### A.3 The Student Handbook

This Student Handbook, prepared at the request of the Governing Body by the College Officers, is designed to introduce you to the College and help you understand how it functions. The Handbook provides information on academic matters, domestic matters, welfare, financial information, and College and University codes of practice. In addition, the College's regulations governing discipline are explained. Colloquially, it is known as the 'Blue Book'. **It is one of the most important documents you will be given at Oxford and contains information and guidance on nearly all matters that affect your status as a student.**

On joining the College, you will sign a contract of membership which refers you to the Blue Book 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 the Blue Book, you should consult the appropriate College Officer (normally the Senior Tutor, Tutor for Graduates, or Dean). If you have a comment on the Handbook itself, you should contact the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)), who has overall responsibility for maintaining it. Your feedback is welcome and will be taken seriously.

The Blue Book should be read in conjunction with the *Proctors' and Assessor's Memorandum* (available at [www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/)), which provides details of your rights and obligations as a member of the University. **Consequently, the *Proctors' Memorandum* is also a very important document.** Detailed information about degree course requirements and examinations is provided in the much longer University's *Examination Regulations* (available at [www.admin.ox.ac.uk/examregs/contents.shtml](http://www.admin.ox.ac.uk/examregs/contents.shtml)). Fortunately, only those sections of this compendium that relate to your chosen degree course are directly relevant. You will receive a copy of the *Proctors' Memorandum* when you arrive and you should keep it in a safe place. Hard copies of the University *Examination Regulations* are available in the College Office, the Library and both common rooms, and can be consulted whenever necessary. You will also receive a handbook or similar document from your faculty or department giving further information about your chosen course. Students sometimes treat these documents lightly, particularly the hefty *Examination Regulations*. Should you have cause to refer to them, however, you will appreciate their significance.

## PART B – ACADEMIC MATTERS

### B.1 Aims and Objectives

As a perpetual College and an educational institution, Brasenose's primary aims 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 Subject 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.

The *Senior Tutor* has general oversight, in conjunction with the relevant Tutors, of the academic progress of all students reading for an undergraduate degree and chairs the College's Tutors' Meeting. He is assisted by the College Academic Administrator and the Senior Tutor's Secretary who provide administrative support in the College Office.

Sections B.2 and B.3 provide general academic information. Sections B.4 – B.7 deal with teaching and examinations.

### 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 lasts for 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 2014/2015 are as follows:

Michaelmas Term 2014	12 October to 6 December
Hilary Term 2015	18 January to 14 March
Trinity Term 2015	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 meetings with Tutors and – after your first term in your first year - Collections (i.e. College exams, see B.6.4 below for more details). 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.

**Permission is required to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week).** Requests to leave early should be discussed with your Tutor in the first instance. To obtain permission, it is necessary to apply to the Senior Tutor and the approval of the Subject Tutors is normally required. Note that you may be obliged to attend

Principal's Collections (see B.5.1 below) or meetings with Tutors on the Thursday or Friday of Eighth Week. Unless permission for an extended term of residence has been granted, rooms must be vacated by 12 noon on Saturday of Eighth Week.

**Permission is also required to be absent overnight from Oxford during Full Term.** This regulation reflects the fact that Oxford Terms are intensive and repeated absences can cause students to fall behind in academic study. In addition, most undergraduates live in College accommodation and, in the unlikely event of an emergency, it is important for safety reasons to identify those students who are present on main site or one of the annexes. To obtain permission, it is necessary to apply to the Senior Tutor and the approval of the Subject Tutors is again normally required. Absence from College will not be accepted as an excuse for failure to meet your academic requirements. **Important:** the University requires students to keep residence for a set number of weeks each term in order to be awarded a degree (Proctors' Memorandum, section 7.1).

See also B.4.4 for permission to reschedule College Collections.

International students admitted to the UK on Tier 4 Visas are reminded that they must comply with University instructions for attendance monitoring, which are administered by the College in the case of undergraduate students. Failure to notify the College of planned absences or the failure to meet academic obligations (see B.4 below) could result in the cancellation of student visas.

### *B.2.2 Information about Academic Matters*

Important information relating to Tutorials, examinations, and other matters is normally circulated by email, and may be displayed on notice boards and/or blackboards in the College Lodge. Tutors from this and other Colleges also frequently communicate via your pigeon-hole in the Lodge or by email. You should check notice boards, mail and email regularly (daily is recommended). Failure to check notice boards, mail and email will not be accepted as an excuse for not complying with requirements. **All communications delivered to College pigeon-holes or sent to an email 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 'Sub fusc' clothing, a gown and a mortar board or soft-cap. Sub fusc clothing is defined as:

1. One of:
  - i) Dark suit with dark socks, or
  - ii) Dark skirt with black tights or stockings, or
  - iii) Dark trousers with dark socks
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon

For Undergraduates, the appropriate gown is the Commoner's gown, unless you are a Scholar or Exhibitioner (see B.5.7 below), in which case you are entitled to wear a special Scholar's gown. The Junior, Heberden, and Senior Organ Scholars are also entitled to wear a Scholar's gown *ex officio* provided they remain in good academic standing (see B.6.1).

There is a Graduate student's gown for Graduates reading for higher degrees. If you are reading for a second Undergraduate degree, however, you should continue wearing an undergraduate gown.

Further information about academic dress can be found in the *Proctors' and Assessor's Memorandum* ([www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/)).

#### *B.2.4 Conferral of Degrees*

Undergraduate students will receive an e-mail from the University's Degree Conferrals Office in the November before their course ends, inviting them to a degree ceremony in the Sheldonian Theatre after the end of their course. You may invite up to three guests to your degree ceremony, and the ceremony will be followed by a reception in College. If you are unable to attend the ceremony on the date allocated to you, your degree can be conferred in absentia. If you have any queries about graduation, please contact the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)).

**Important:** you will not be able to take your degree in person or attend the reception if settlement of your College batels (account) is outstanding, or if you have any outstanding debt to the University (such as library fines). You may not use the style of your degree (B.A., M.A., M.Litt., D.Phil. etc.) until you have taken your degree.

### **B.3 College 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. The Library rules are designed to ensure that the collection and facilities are handed on to the next generation of Brasenose students in at least as good a condition as you found them.

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. You must not mark, deface, or injure any volume, document or other object belonging to the library. You will be charged for lost or damaged books. All undergraduates are required to attend a library induction session during 0<sup>th</sup> week.

Access to the Library is with the College Fob. For security reasons the Library door must be kept closed. You are expected to be considerate towards other library users and observe library rules at all times. **Failure to observe library regulations may result in Decanal action.**

#### *B.3.2 IT Facilities*

General information about the College's Computing Services can be found at

<http://it.bnc.ox.ac.uk/>.

### General College Facilities & Printing

JCR members have access to public terminals in both libraries (Main and Law library), the JCR common room and a computer room in Frewin Hall (Frewin Annex site). The credentials used to access these terminals are your Brasenose username and password (JCR\*\*\*\*). Colour and A3 print facilities are available to all students. Printing in the computer rooms and libraries is charged at 2p per page black and 6p per page colour with paper being provided. If paper has run out in any of the libraries please contact library staff; anywhere else please contact the IT Office. A3 printing and scanning facilities are available in both libraries. Photocopying is currently free – it is hoped that rather than paper copies, students make use of the scan-to-email features of the photocopiers in both libraries to reduce the carbon footprint of the college.

### Personal Devices

Every bedroom has a high speed network socket available for students to use in order to connect devices to the Internet. College members can self-register up to three devices on to the college wired network. This is done by first plugging in the device to the wired network socket using a network cable and opening a web browser (e.g. Firefox or Internet Explorer). The first time a webpage (e.g. [www.google.co.uk](http://www.google.co.uk)) is accessed the user will be redirected to the Brasenose registration page and asked to enter their Brasenose credentials (JCR\*\*\*\*). Once registered, you will be asked to restart the device. After the reboot the device will just connect to the Internet automatically from there on in anywhere in college there is a network socket.

OWL (Oxford Wireless LAN) and Eduroam wireless networks are available in all common areas of College (e.g. Libraries, JCR) and most bedrooms. For instructions on connecting to these networks please go to the following central IT Services website: <http://www.oucs.ox.ac.uk/network/wireless/> .

### Personal Wireless Networks

For those who reside in rooms with little or poor public wireless coverage, have more than three devices or have devices (e.g. wireless printer) that will not work on OWL or Eduroam wireless networks, the college has a limited scheme that offers students the option to have their own personal wireless network in their room. A wireless access point (WAP) can be provided and configured by the college on request and once registered allows all of a user's devices to connect to the Internet. Requests for registration to the scheme are sent out in Trinity term ready for pick up at the start of Michaelmas term. Anyone interested outside of registration periods can contact the IT Office to join the scheme if places are still available. The devices remain the property of Brasenose but can be kept for the entire duration of a student's course and will work in any bedroom. There is no charge for this service but a £20 deposit is required on pick-up. The use of personal wireless access points or routers NOT provided by the college is strictly prohibited and can result in a large fine. Incorrectly configured devices of this type can cause major network disruption to hundreds of users.

### Security

Only devices with operating systems actively supported by their manufacturer (i.e. still



receiving security updates) are allowed on the college and University networks. Currently that means users with Mac OS X 10.6.8 (or earlier) or Microsoft Windows XP (or earlier) are not allowed on any University network. Please note that at some point in 2014/15 academic year Mac OS X10.7 is due to be no longer be supported by Apple and thus user are advised to upgrade to a newer version as soon as possible. All devices connecting to the network should have up to date Anti-virus installed and all the latest operating system updates installed.

### General Information

College terminals and access to all networks are provided for academic purposes. All users must obey the University's regulations relating to the use of I.T. facilities, which are set out in G.9, below; see also [www.ict.ox.ac.uk/oxford/rules/](http://www.ict.ox.ac.uk/oxford/rules/) . 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. All users must observe copyright regulations and are cautioned that central computing services can detect unauthorised downloads of music, film and similar material from pirate sites. As a condition of using Oxford's computing service, Colleges are required to investigate reported copyright violations and to take appropriate disciplinary action.

It is unfortunate but Oxford University members are regularly targeted with various types of scams and phishing attacks through bogus emails. Each year several students are tricked into giving out sensitive details such their University (bras\*\*\*) Single sign on details, bank details and other sensitive information. Subsequently some have had email accounts, social media accounts and even bank accounts hacked. Please note that the college ICT office or central IT services will never ask you to enter or give any personal details to third party forms or systems. Never feel pressured into giving out any personal details or passwords to any online service in response to an email. If in doubt about an email's origin or intent, please feel free to either forward a copy of any correspondence to the ICT Office ([computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) ) or contact the supposed company/service provider directly through your usual means to check the validity of an email.

### Faults

If at any stage you discover a fault with any Brasenose IT equipment, please do not assume it has been reported. The ICT Office can be contacted on [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) or 01865 277513. Though not obliged to, college ICT staff can also offer assistance and support on whole range of personal computing problems students may have providing their time allows. There are also Student Support assistants that can help with basic problems. They can be contacted on [computer.student@bnc.ox.ac.uk](mailto:computer.student@bnc.ox.ac.uk) Please also note that we can only respond to support requests from your registered college email account. Support requests from personal, non-university accounts will be ignored.

## **B.4 Your Academic Obligations**

This section provides information about key elements of an Undergraduate education at Brasenose and also sets out your obligations as an Undergraduate member of Brasenose. It should be read in conjunction with B.5, which sets out further details of the support

provided by the College, and B.6, which explains the consequences of failing to meet your academic obligations.

#### *B.4.1 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 personally, and will be responsible for arranging suitable tuition for the remainder.

The main method of instruction within the College is by Tutorials and classes. Tutorials provide a framework for you to discuss your knowledge and understanding of a topic, as presented in an essay or other written work. Sometimes Tutorials are arranged for single students (i.e. just you and your Tutor), but more often they are organised in pairs or groups of three or four. 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 and other students. Tutorials provide an exceptional level of individual attention to students, and you are encouraged to engage fully in order to reap all the benefits associated with this form of learning experience. As with all methods of teaching, successful outcomes depend on students being fully prepared by undertaking the necessary reading, handing in essays and other written work by the set deadline, and turning up for Tutorials punctually.

**Attendance at all scheduled Tutorials and classes is compulsory.** 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 must inform your Tutor in advance wherever possible. If you are unable to get in touch with your Tutor, you should inform the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)).

**You must also complete any assigned work for the Tutorial (essays, problem sheets, or other work) 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 late arrival or failure to attend Tutorials or classes, or failure to prepare properly for them or to submit work on time, will result in disciplinary action being taken (see B.6.1 below).

#### *B.4.2 University Teaching*

In addition to College Tutorials and classes, University teaching is delivered through lectures, practical classes, field courses, and other classes. Tutors will be able to give advice on these matters and details are also supplied in course handbooks, provided by your Faculty or Department.

**Where the University requires you to fulfil certain obligations (for example laboratory classes in science subjects), you must do so in an organised and conscientious manner. Similarly, attendance at lectures or classes specified by your Tutors is compulsory.** The College will treat any failures to meet these obligations with the same seriousness as it views lapses in College-based teaching.

### *B.4.3 Academic Work during the Vacation*

It is not feasible to cover the entire academic syllabus for Undergraduate courses during the University's 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 activities.** You will also need to devote time in the vacation to revising for Collections (i.e. College examinations; see B.4.4).

### *B.4.4 College Examinations (Collections)*

Students are normally expected to sit one or more College examinations, known as 'Collections', at the beginning of each term (the main exception occurs where a University examination has been taken at the end of the previous term). Collections usually take place on the 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 is usually done through your Tutors or the College Office. If you are ill, you will normally be expected to produce a medical certificate from the College Doctor, replicating the process followed in University Examinations.

The aim of College Collections is provide information about your current level of attainment, and to identify strategies for improvement. **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 will mark and return Collections promptly, with comments on how you have done and how you can improve. College policy is for Collections to be marked and feedback provided by Fourth week (i.e. prior to the scheduling of the Tutors' Meeting). Assessment in Collections is formative: marks awarded do not count towards the final results for your degree and assessors may employ a different mark scheme to that used in Finals. In some cases, Tutors may use methods other than Collections to monitor your academic progress. The methods used to assess your attainment will be explained by the Tutors.

College Collections are intended to prepare students for sitting Public Examinations and do not count towards the assessment of your degree. Nevertheless, these tests should be taken seriously. Excellence may be rewarded with Collection Prizes (see B.5.6), and consistently high standards of achievement can lead to election to an Open Exhibition or Scholarship (see B.5.7).

Conversely, if your performance gives cause for serious concern, disciplinary action may be taken to address core problems (see B.6.1). This usually takes the form of the issue of a Tutors' Warning or an Academic Warning (see B.6.1). In exceptional circumstances, under-performance in Collections may result in your being placed on Probation or the setting of a Penal Collection without the College needing to first record your unsatisfactory performance as described in B.6.1 below:

- poor performance (a fail according to the standards of your subject) of two Collections at the start of the same term;
- poor performance (a fail according to the standards of your subject) of one Collection in one subject in one term, and another Collection in another subject the

following term;

- poor performance (a fail according to the standards of your subject) of the same Collection twice irrespective of when the two attempts were made.

In addition to the Collections result, account will be taken of OxCORT reports during the preceding Term and any documented mitigating circumstances when determining whether it is appropriate to set Penal Collections. The setting of Penal Collections in these circumstances is provisional until confirmed by the College's Executive Council.

Note that an annual report on your academic progress is made by your Tutor in your presence to the Principal and Senior Tutor at Principal's Collection (see B.5.1 below). Principal's Collection is not an examination you need prepare for and should not be confused with College Collections.

#### *B.4.5 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 the case of Classics). It is known as the Preliminary Examination (Prelims), Moderations (Mods) or Honour Moderations, depending on your course. 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, with some examinations taking place before the final year. It is your own responsibility to ensure that you enter for examinations at the right time, though you will receive adequate notice and guidance. In case of difficulties, you should seek help from your Tutors or from the College Office.

**Important:** You must make sure that you are aware of arrangements, rules and regulations relating to University Examinations, as set out in the *Proctors' and Assessors' Memorandum*, available at [www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/).

**Satisfactory performance in the First Public Examination is required for continued membership of the College.** This means that for Honour Moderations (i.e. examinations in which classes are awarded), at least a Third Class must be achieved. In Prelims and Mods, passes in all papers are required. If you fail to pass a Prelim or Mods 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 and Moderations take place towards the end of the Long Vacation (usually in September). Should you fail Honour Moderations, you will be required to retake the examinations at the same time the following year. Normally you will be required to go out of residence during the intervening year (for detailed information on residence, see G.1 below). The consequences of not passing the First Public Examination at the second attempt are set out in section B.7.1 below.

**Important:** you will not be permitted 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.4.6 Plagiarism and Unfair Means*

Unfair means arise where a student (or group of students) seeks to gain an advantage over other students by employing methods that compromise the assessment of candidates on a fair and equal basis. Collusion, impersonation, the use of privileged information, and plagiarism are all examples of unfair means, or cheating. The University and the College will impose penalties on students found to have employed unfair means, since these behaviours undermine the integrity of the degrees awarded by Oxford. The penalties imposed will reflect the fact that these are grave offences perpetrated against the academic community and may include suspension or termination of study. In certain cases (for example, impersonation), the perpetrators of unfair means may also be liable to criminal charges. For example, in 2008, a student and his accomplice received suspended prison sentences and were each ordered to undertake 300 hours of community service for defrauding the University of York after one took the place of the other in an examination. The University Proctors are responsible for investigating unfair means cases in University examinations (*Proctors' Memorandum*, section 11).

Plagiarism, in brief terms, is the passing off of someone else's work as one's own without adequate acknowledgement. Although 'work' usually means a written essay or similar, it may be any type of assignment submitted for assessment. Plagiarism rules apply equally to art work, group or individual presentations, or computer programming code. 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. Further information is also available on the University website: [www.admin.ox.ac.uk/edc/goodpractice/](http://www.admin.ox.ac.uk/edc/goodpractice/). It is important to note that plagiarism committed by accident is still considered a culpable offence: lack of awareness is not a sufficient excuse. Robust systems of citation/referencing can, however, provide safeguards against plagiarism charges. Note also that the consent of the author of original work is also an inadequate defense. It is never permissible to pass off another's work as your own *even if* the author has given permission for you to do so. The purchase of an essay written by another, for instance, would constitute a serious case of plagiarism if submitted as the student's own work.

**It is essential to avoid plagiarism in all academic work.** Severe academic penalties may be imposed if plagiarism is detected in work submitted to the University for examination purposes, (see *Proctors' Memorandum*, section 9.5). The College will also impose appropriate academic penalties if instances of plagiarism or unfair means are detected in regular Tutorial and class work. Unacceptable practices in Tutorial or class work include the following:

- downloading and submission as a student's own work of essays obtained from the Internet;
- purchase of essays from other students or commercial providers;
- unacknowledged copying of essays, passages in essays or answers to problems from

- other students or from books or journals;
- use of model answers that undergraduates do not have authorised access to prior to the submission of work.

In recent years, students found to employ unfair means in Tutorial work (plagiarism and unauthorised use of model answers) have been issued with an Academic Warning (B.6.1) and cautioned that a second offence would result in an Academic Disciplinary hearing (B.7.2).

#### *B.4.7 Membership of Clubs and Societies*

Students contemplating taking on a significant amount of extra-curricular commitment should discuss this with their Tutors. Examples include a major JCR committee position or a very time-consuming sporting or cultural activity. Students who are on academic warning (see section 6) or whose progress is unsatisfactory may not be allowed to take on such commitments, or limits may be placed on the extent of their commitment. Students wishing to run for major offices in either OUSU or the Union should consult the College Residency Policy, section G.1.9.

### **B.5 Academic Support**

Brasenose is committed to helping you to achieve your full potential. In addition to providing the teaching detailed in B.5, the College seeks to support and encourage you in a variety of different ways. This section provides information on matters such as what feedback you can expect to receive from Tutors on your progress, how to seek help if you have a problem or a complaint, and the awards the College makes to honour academic excellence.

#### *B.5.1 Academic Feedback*

The system of College teaching provides regular opportunities to obtain feedback on your academic performance, most commonly during the course of Tutorials. If you need any further advice, you should discuss your concerns with your Tutor.

Students can expect to have their essays and problem sheets marked or commented on within a reasonable time frame: usually this will be every week (or at time intervals agreed with the Faculty or Department). It is also College policy that Tutors mark and return Collections promptly (in normal circumstances before the Tutors' Meeting is held in Fourth Week), with some commentary on how well you have done and what you might do to improve. Your Tutors are also expected to submit reports on your progress via OxCORT (the University's online Tutorial reporting system) at the end of each term. You may look at your reports by accessing OxCORT, and a guide for students is available at [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk).

Each year students should expect to have a Principal's Collection, which take place throughout the afternoon of the last Thursday and Friday of each term. Gowns are worn on these occasions. 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 ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)) in

advance to obtain written permission to be absent. In accordance with the regulations on residence, you should not make arrangements to leave the College until the Saturday morning of Eighth Week.

### *B.5.2 Feedback on Tutorial Teaching*

The College receives feedback on Tutorial and class teaching from its Undergraduates each year. This provides students with an opportunity to comment on the teaching experience, helping the College to ensure that academic provision continues to meet student needs. Various methods may be used to obtain feedback; for example, inviting all Undergraduates to complete a questionnaire, or meetings of subject groups to discuss and report on teaching in their subject area. The form in which student feedback is obtained is reviewed annually by the College's Academic Committee.

### *B.5.3 Dealing with Problems*

Should you encounter any problems with work, it is best to raise them quickly. There are three reasons for acting promptly:

- early interventions are much more likely to prove effective in addressing a study problem;
- should the difficulty be organisational in nature, it is more likely that a remedy can be found;
- prompt action on your part avoids undue 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. However, should you wish to have a discussion with someone other than your Tutor, there are various alternatives:

- i) speak to the organising Tutor(s) for your specific subject;
- ii) get in touch with the Senior Tutor through the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk));
- iii) contact the other specially-appointed Tutors, such as the Panel of Undergraduate Advisors, or the Diversity & Equality Officer (for details, see lists of Fellows at the front of this book); or
- iv) speak to the JCR President or Academic Affairs Rep (see JCR website: <http://jcr.bnc.ox.ac.uk/>) who, if you would prefer, can speak to Tutors or the Senior Tutor on your behalf.

If you believe that health or welfare issues may be affecting your work, you are encouraged to contact and discuss your circumstances with the College Nurse, the College Doctors, or one of the members of the College's Welfare Team – see introductory pages of this book for more details.

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.5.4 Changing Courses*

The scope for switching degree programme is limited since all students are admitted to the

College in open competition, and have gained one of a limited number of places by demonstrating aptitude to study a particular subject. In consequence of this, there is no automatic entitlement to change degree programme. If you think you have academic grounds to request a change of subject, you should first discuss this possibility with your current and prospective Tutors. Permission of the College's Executive Council is required to change course and can be applied for by approaching the Senior Tutor. In determining whether or not to grant a request, Executive Council will attach great weight to the recommendations of the Tutors and the Senior Tutor. As a condition of transferring, you will usually be required to undergo an interview and aptitude test, and/or to meet a specified standard in Collections or a University Examination. Changes of subject are comparatively rare and tend to be restricted to Joint Schools where a student requests, for example, to read for particular subject rather than a combination of subjects. In most instances students transfer at the end of their first year, having passed the First Public Examination, and/or move from their original subject to a closely related subject.

#### *B.5.5 Complaints*

Students experiencing dissatisfaction with academic aspects of College life should consult the complaints policy in section G.12.

#### *B.5.6 Prizes*

The criteria for the award of College prizes is 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 Moderations, or a First in Honour Moderations;
- iv) for a First in Finals;
- v) for being the winner or *proxime accessit* of a University prize.

Erasmus Prizes are awarded annually for the best performance in the First Public Examination in an Arts subject or a joint school including an Arts subject and for the best performance in a Science subject.

#### *B.5.7 Scholarships and Exhibitions*

Scholarships and Exhibitions are awards made by the College's Governing Body in recognition of academic excellence. These awards are announced on the College website. The annual value of a Scholarship is currently £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 College's 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 finalised 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 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 enables the College to reward significant and sustained progress in classes and Tutorials, as well as achievement in examinations.

Notwithstanding the above, any student subject to the three-stage academic disciplinary process (section B.6) will be considered for advancement at the Tutors' Committee and an appropriate recommendation made to the College's Executive Council for decision.

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.6 below). Demotions may take place at any time in the year. Students subject to decanal discipline may also be demoted. In such cases, the Dean will make a recommendation to the College's Executive Council for decision.

#### *B.5.8 Grants Financed from the Annual Fund*

Thanks to the generosity of its alumni, the College is able to consider applications for student support grants. The criteria and priorities for funding are reviewed annually and details advertised to Junior Members. Applications can be made by single students or by groups of students wishing to undertake a joint activity. Smaller awards are not means tested but larger grants take into account the applicant's ability to access other resources.

Calls for proposals (funded from out of the College's Annual Fund: Greatest Need) will be advertised once per term, and applications will be considered by the College's Disbursements Committee in a gathered field. The Committee will expect to see a budget setting out estimated expenditure, a case for support, and a testimonial from your Tutor(s). The Senior Tutor has discretion to consider applications for small awards (up to £250) between meetings provided applicants provide reasons why an early decision is needed.

Applications to the Annual Fund should be accompanied by a statement of support from a Tutor.

#### *B.5.9 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 your 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. The College is keen to ensure that its travel awards are accessible to all Junior Members. Students are encouraged to apply to the Annual Fund (Student Support) for additional support if they can demonstrate that a Michael Woods Travel Grant would leave them without sufficient resources to undertake the proposed activity.

#### *B.5.10 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 their Final Honour School examinations, 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), and/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, who must provide a statement of support.

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.

The College is keen to ensure that its travel awards are accessible to all Junior Members. Students are encouraged to apply to the Annual Fund (Student Support) for additional support if they can demonstrate that a Holroyd-Collieu-Stelling-Hall Travel Grant would leave them without sufficient resources to undertake the proposed activity.

#### *B.5.11 Brazen Arts Fund*

Grants are available to support students, either as individuals or in groups, pursuing artistic activities (excluding musical activities – see below) such as plays, arts shows, speaker events, workshops, writing, publications, and film-making. Applications (which should include a supporting budget) are made via the JCR Arts Rep by 5<sup>th</sup> week of Trinity Term.

*B.5.12 Amalgamated Sports Fund and Blues Blazers*

Students who play representative sport for a University team may claim for subs, competition entry, or transport to away fixtures on production of receipts. Applications are made via the JCR Sports Rep by Wednesday of 6<sup>th</sup> week each Term. A grant of up to £100 is available from a separate fund towards the award of Blues Blazers (applicants should submit receipts to the Finance Bursary and claims can be made at any point of the academic year).

*B.5.13 Harold Parr Mini-Bursaries*

Students who narrowly missed qualifying for an Oxford Opportunity Bursary or who can otherwise demonstrate a need for financial assistance may apply for a bursary of £500 to £600. Details of the scheme are advertised in Michaelmas Term.

*B.5.14 Kathleen Lavidge Bursary*

First year undergraduates may apply for a bursary which covers the full costs of tuition, accommodation, and travel for a three-week summer vacation study course at Stanford University in the USA. Details of the scheme will be advertised at the start of in Hilary Term. Up to two bursaries are usually awarded.

*B.5.15 Undergraduate Freshers' Allowance*

First-year students may submit one claim during their first year towards the costs of items which confer academic benefits up to the value of £50. Details of how to submit an application are advertised each Term.

*B.5.16 Discretionary Music Grants*

These are made by the Director of Music and reported to the Disbursements Committee.

*B.5.17 Insurance and Risk Assessment*

All applications for College funding must be accompanied by an appropriate risk-assessment and (if applicable) and evidence that suitable insurance has been taken out or is contemplated.

**B.6 Failure to Meet Your Academic Obligations***B.6.1 Unsatisfactory Performance*

The College's principal educational aim is to enable students to meet their academic potential. It is recognised that potential varies according to the individual and may also, according to personal circumstances, shift over the course of your degree. The College's Tutors are primarily responsible for judging whether your current performance is on a trajectory that will enable you to realise your potential in Finals. For the majority of Undergraduates, the expected trajectory will result in at least a 2.1 degree classification.

If your academic performance is judged by your Tutors to be unsatisfactory, this means that you are not on track to achieve your potential. The College's academic disciplinary framework is intended to address the situation and to help put you back on course. If your performance slips, you will be advised why this is the case and provided with guidance how to improve. You will also be advised of the timescale over which improvement is expected, and when your progress will be re-assessed. The College will give you every encouragement

to improve, should you need it, and in the great majority of cases students return to a position of good academic standing. It is important, however, for you to understand the consequences of not addressing poor performance satisfactorily. Any student who has been issued with a formal warning is regarded as 'not being in good academic standing.'

### **Stage 1: Tutors' Warning**

If your performance is unsatisfactory, your Tutors will issue you with a **Tutor's Warning** and your name will be added to the list of students whose performance is a cause for concern and reported at the Tutors' Meeting. Prior to this, it is likely that your Tutors may have cautioned you informally about your academic progress. It may also be the case that you have voiced anxieties yourself. If you are unsure how to improve, or if you have problems, you are strongly encouraged to seek help at an early stage from your Tutors or from any of the people listed in B.5.3 above.

You will be notified in writing that your name has been added to the Tutors' list. The details of a Tutor's Warning, however, can take either a verbal or a written form. Your Tutor(s) will indicate why your performance gives cause for concern, and the steps needed to address the underlying issues. Normally progress towards the achieving the agreed goals will be assessed early in the following term. The purpose of the warning system is to intervene early to prevent students from getting to the point where catching up in their degree studies becomes very difficult either because of missed work or poor study habits that have become entrenched. The great majority of undergraduates receiving a Tutors' Warning subsequently return into good academic standing by following the pathway agreed with their Tutors. Should you not make satisfactory progress, however, consideration will be given to moving to the second stage.

### **Stage 2: Academic Warning**

If your performance does not improve, your Tutors may report this to the Senior Tutor and a meeting will then be held with you and your Tutor(s). The usual outcome of such a meeting is the issue of an **Academic Warning**.

An Academic Warning always takes the form of a written record that details why your performance gives cause for concern, and the steps needed to address the underlying issues. It will also specify a date at which progress towards the agreed goals will be assessed (typically, after College Collections in the following Term). Students receiving an Academic Warning face a more daunting challenge in returning to good academic standing by making up lost ground and improving study habits. Nevertheless, the majority of undergraduates are successful in following the pathway to recovery. Should you not make satisfactory progress during the agreed time scale, however, consideration will be given to moving to the third stage of the disciplinary process. In addition, an Academic Warning may set restrictions on extra-curriculum activities (for example, you may be required to resign from a demanding club or society post to concentrate on your studies). The Senior Tutor may also require your attendance at Principal's Collections if this is not scheduled.

In the case of academic misconduct (unfair means) or an exceptionally poor performance in a College Collection, Stage 1 may be omitted and you will be issued directly with an Academic Warning. Note also that serious academic misconduct (unfair means) may render

you liable to suspension or termination of study without the necessity of first receiving an Academic Warning.

### **Stage 3: Probation and/or Penal Collections**

If your performance fails to improve, or if you fail to meet the terms and conditions attached to an Academic Warning, you may be put on Probation or set a Penal Collection (see B.6.2 and B.6.3 below). In exceptional cases, students failing College Collections or who commit serious unfair means offences may also be placed on Probation and/or given Penal Collections without first receiving a Tutors' Warning or an Academic Warning (see B.4.4 and B.4.6, above).

#### *B.6.2 Probation*

If the principal issue of concern is associated with a lack of academic organisation (for example regularly submitting work late for Tutorials, or regularly failing to attend and/or prepare for Tutorials or classes, or submitting work of unsatisfactory quality), then the disciplinary procedure may 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.4 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 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. If there are health issues which you believe are interfering with your work, you must obtain a medical certificate from the College Doctors, and present the certificate to the Senior Tutor prior to the meeting. It is normally expected that the certified medical conditions (or other mitigating circumstances) apply to the period when your work and academic progress were unsatisfactory.

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. Students placed on Probation are advised to keep a record (such as a diary) of academic activities. This may help you to establish that you have met the terms and conditions of your Probation.

Subsequently, if your Subject Tutor(s) in consultation with the Senior Tutor believe that you have not met the terms of the Probation, you may be required to attend a Disciplinary Panel Hearing (see B.7.2 below). If the hearing finds that Probation has been breached without good cause, the likely consequence is that your degree studies will be either suspended or terminated (in other words, you will be sent out of residence either temporarily or permanently). Where the question of your compliance with the terms of the Probation is

not clear cut, the College may arrange for an external assessment to be made.

The cases of all students on Probation are reviewed by the Senior Tutor in consultation with the Subject Tutor(s) at termly intervals (or at such other times as may be specified in the terms of the Probation). If the Senior Tutor and the Subject Tutor(s) are satisfied that the terms of Probation have been met in full, your period of Probation will cease and you will be notified of this in writing.

### *B.6.3 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 may 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. Students will be given a minimum of four working weeks to prepare for a Penal Collection but are expected to attend Tutorials and complete assigned work as normal during this period.

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 in each paper. The pass mark will normally be the lowest mark in the Upper Second class range (i.e. an arithmetic average  $\Rightarrow$  60), but may be set at a higher or lower level if appropriate in the particular circumstances of your case. Collection marks are rounded up when determining the average score for a paper.

At the meeting, you will be given an opportunity to comment on the proposed syllabus and 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 set and double-marked by two examiners external to the College. The mark returned shall be the mark agreed by the two examiners or, in the event that they are unable to agree a mark, the arithmetical average of their two separate marks. The Senior Tutor will write to you to inform you of the marks you achieved. If you fail to reach the required standard, you will be required to attend a Disciplinary Panel Hearing unless Executive Council determines otherwise (see B.7.2 below) which may result in your academic studies being suspended or terminated. In accordance with the general conduct of examinations outlined in the University Examination Regulations, a student may not request the return of Penal Examination scripts or appeal against the academic judgement of the external examiners. An examinee may, however, request confirmation that the examination

process has been administered properly and the marks correctly aggregated. For each Collection, the candidate shall be entitled to know the number of questions marked by the external examiners and the average mark awarded for each Collection by the examiners. He or she will also be informed of any penalties that may have been applied to the marks along with the reasons for such penalties.

## **B.7 Academic Penalties**

### *B.7.1 Failure in University Examinations*

If your performance in the First Public Examination is unsatisfactory after a second attempt (i.e. after resits), the Senior Tutor will write to you to inform you that your academic studies are liable to be terminated (that is, you will be sent out of residence permanently). 'Unsatisfactory' performance is defined in B.4.5 above. You may appeal to the College's Executive Council against being sent out of residence only if you can demonstrate grounds to support an application to the University's Education Committee (or to the Medical Science Board if the failure occurs in the 1<sup>st</sup> BM Examination) for an exceptional third sitting. The College is not empowered to grant a dispensation for a third sitting in its own right (see University Examination Regulations pp.64, 970-1)The Executive Council will only support applications if a student can demonstrate that 'exceptional circumstances' are applicable.

If you intend to apply for an exceptional third sitting, you must write to the Senior Tutor within five working days of receipt of the above letter. You should set out the exceptional circumstances applicable in your case. The Senior Tutor will present your appeal to Executive Council which will appoint a panel to convene a hearing to consider the application.

The procedure for the conduct of the hearing is set out in section B.7.2. The Principal (or their deputy) will write to you as soon as possible to inform you of the outcome. He will also give an account of the reasons for the decision. If the Panel accepts that there are exceptional circumstances in your case, the Senior Tutor will write to the University's Education Committee (or Medical Sciences Board) endorsing your application. If the Panel decides that there are no exceptional circumstances in your case, your application to the University's Education Committee (or Medical Sciences Board) will be transmitted without College support. The decision of the Education Committee or Medical Sciences Board will be accepted by the College as final. If dispensation for an exceptional third sitting is refused, your studies will be terminated by the Executive Council. If dispensation for an exceptional third sitting is granted, your studies will be suspended pending a satisfactory result in the third sitting.

Should your performance in the First Public Examination remain unsatisfactory after an exceptional third sitting, the Executive Council will terminate your studies and you will be sent out of residence permanently. The decision of Executive Council represents the College's completion of procedures. You may appeal against the Council's decision, however, by appealing to the Conference of Colleges Appeal Tribunal (see G.10), a body independent of the College. The Senior Tutor will write informing you of the Executive Council's decision and his letter will contain details of the right of appeal, which must normally be exercised within five working days of receipt.

### *B.7.2 Breach of Probation or Failure of Penal Collections and the Organisation of a Disciplinary Panel Hearing*

If terms attached to a period of Probation or to a set of Penal Collections are not met, then your case will be considered by a Disciplinary Panel, unless the Executive Council determines otherwise. 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 act as Chair. The Panel shall as soon as possible conduct the hearing, which is normally held no later than ten working days after a stated College Meeting. You must attend disciplinary hearings in person unless medically unfit. 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 matter.

The hearing will be conducted in accordance with the principles of natural justice and you will, therefore, enjoy the following entitlements:

- the right to know details of the case against you;
- the right to represent yourself or be represented by a member of College (see below);
- the right to introduce testimonial or documentary evidence, and to challenge the evidence introduced against you;
- the right to know the reasoning behind the panel's decisions.

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 or a University Examination – see section B.7.1) will be communicated by the Senior Tutor at least five working days before the date of the hearing. The Senior Tutor will provide you with copies of any written evidence relating to your case, such as your termly reports. The Senior Tutor will also notify you of his recommendation as to the decision the Disciplinary Panel should take in your case.

If you intend to rely on medical evidence at the hearing, you must submit a report from a qualified medical practitioner or professional counsellor 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.7.3 below). If the evidence presented is retrospective (that is, not contemporaneous with the period during which you prepared for or sat the examination), justification should be given to support its relevance. The test the hearing will apply to medical evidence is the same as that required in the University's *Examination Regulations*: 'acute illness or other urgent cause', operative at the relevant time.

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. Note that academic gowns are worn at Disciplinary Panel hearings by the parties.



The purpose of the hearing is to enable the Disciplinary Panel to obtain a full understanding of the relevant details of your case. The Chair will conduct the hearing in accordance with the procedures set out in the Appendix, which are summarised as follows. At the hearing, the Senior Tutor (or his deputy) will present a report on the circumstances of your case, and will make a recommendation to the Panel as to the decision it should take. This report will not contain any new evidence or charges and will simply reiterate the details of the letter referred to above. 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 will recommend to the Executive Council that one of the following sanctions should be applied:

- i) to send you down permanently (i.e. to terminate your course of study)
- ii) to impose a period of rustication (i.e. to suspend your course of study 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 probationary academic or other conditions as it deems appropriate.

The Disciplinary Panel is not bound by the Senior Tutor's recommendation as to the decision it should take. The decision shall be taken by a majority of the Panel with the Chair exercising a casting vote if the other members are equally divided. The Panel shall use its best endeavours to reach a decision on the day of the hearing, and failing this within five working days of the hearing.

The Chair of the Panel will write to you as soon as possible to inform you of the Panel's recommendation to the Executive Council. He or she will also give an account of the reasons for the recommendation. Minutes of the hearing, except for the Panel's internal deliberations, shall be kept and disclosed to the student and his/her representative. The decision of the Panel remains provisional until accepted by the Executive Council at its next meeting since the Executive Council reserves the power to suspend or terminate a programme of study by sending a student out of residence either temporarily or permanently. You will be notified whether the Executive Council has accepted the Panel's recommendation by the Senior Tutor once the Council has met. You have the right to appeal against the decision reached against you. The appeal procedure is described in B.7.3 below.

### *B.7.3 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 decision against you 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 an extraordinary meeting of the Executive Council and will act as Chair. 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 may not sit as members of the Executive Council for the purpose of hearing your appeal. The Chair of the Disciplinary Panel, the Senior Tutor, and your subject Tutors may, however, attend the meeting to answer questions about the Panel's decision. You must attend the disciplinary appeal hearing in person unless medically unfit. 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 matter.

You may choose to be represented at the appeal 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. Note that academic gowns are worn at Disciplinary Panel appeal hearings by the parties.

The purpose of the hearing is to enable you to explain why you think that the decision against you 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 original 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, Senior Tutor, and subject Tutors will withdraw whilst the Executive Council considers its decision. The decision shall be taken by a majority of those present with the Chair exercising a casting vote if the other members are equally divided. The Executive Council shall use its best endeavours to reach a decision on the day of the hearing, or failing this within five working days of the hearing of the appeal.

The Executive Council may decide to affirm or to vary the original decision against you. The Principal (or his deputy) will write to you as soon as possible to inform you of the decision and the reasoning behind it. Minutes of the hearing, except for the Executive Council's internal deliberations, shall be kept and disclosed to the student and his/her representative.

The decision of Executive Council represents the College's completion of procedures. You

may appeal against the Council's decision, however, by appealing to the Conference of Colleges Appeal Tribunal (see G.10), a body independent of the College. 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.

## **Appendix**

### **Procedures to be Followed at Academic Disciplinary Panel Hearings**

#### **Closed briefing session consisting of the panel members alone (without the Senior Tutor or Tutors)**

The Chair will set out the following procedure to be followed by the Panel:

1. I will introduce you and briefly describe the process to be followed.
2. The Senior Tutor will set out the case and will review the history of the case. He will then make his recommendations.
3. The tutor(s) will be invited to make any comments they may wish to add.
4. The student or his/her representative will be invited to give a response.
5. We will then ask questions of all those present.
6. The student, or her representative, will be invited to make any final response.
7. The student, her representative, the Senior Tutor and her tutors will leave and we will come to a decision. If we are not able to come to a decision on the day of a hearing, we will use our best endeavours to reach a decision within five working days of the hearing.
8. I will let the student's representative and/or the student know informally of our decision, and I will also inform the Senior Tutor.
9. I will write a formal response to be agreed by the panel.

#### **For addressing the candidate**

I am [name], the Vice Principal and the Chair of the Panel, appointed by Executive Council in accordance with the procedures outlined in the Blue Book. The other members of the Panel are \*\*\*\*\*. Can I confirm that you wish [named individual] to act as your representative?

The matter to be determined is whether your studies should be terminated following [reason for the hearing], or to impose a period of rustication, or to allow you to continue in residence subject to such probationary academic or other conditions as we see fit.

The procedure we shall follow in this panel is:

1. The Senior Tutor will set out his case and will he will review the facts of the matter. He will then make his recommendations to the Panel.
2. Your tutor(s) will be invited to make any additional comments.
3. You or your representative will be invited to make a response and present your evidence.

4. The Panel will then ask questions of you, the Senior Tutor and your Tutor(s).
5. You will then be invited to make any final response, or you may ask your representative to speak on your behalf.
6. You, your representative, the Senior Tutor and your tutor(s) will be asked to leave while the Panel comes to its decision.
7. If a decision is reached today, I will speak informally with you and your representative once the Panel has reached a decision. I will also speak with the Senior Tutor to inform him our decision. The Panel will then write a formal letter to you informing you of its decision.

If more time is needed to reach a decision, I will speak informally with you and your representative. I will also speak with the Senior Tutor to inform him. The Panel will use its best endeavours to reach a decision within five days of the hearing of the appeal. The Panel will write a formal letter to you informing you of its decision in due course.

According to the Blue Book, as I previously summarised, the Panel may make one of the following three determinations:

1. To send you down permanently (i.e. to terminate your course of study)
2. To impose a period of rustication (i.e. to suspend your course of study for a specified period of time), and to place academic or other conditions on your return into residence.
3. To allow you to continue in residence, subject to such probationary academic or other conditions as the panel see fit.

If we are asked to decide matters of fact, we will also determine these as part of our decision.

Minutes of the Disciplinary Panel will be taken by an appropriate administrative officer.

## 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.

The College explicitly prohibits the intentional or reckless engagement by students in any activity likely to cause injury or to impair safety, violent, disorderly or threatening/offensive behaviour or language, or any other conduct which is detrimental to the interests of the College.

### C.2 The Dean and Junior Deans

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

As representatives of the Dean, the Junior Deans 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 Deans 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 Supervisors 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 out of residence temporarily – see section G.1);
- d) sending down (i.e. sending out of residence permanently)/expulsion – see section G.1;
- 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	£200
Climbing on College buildings	£100
Unacceptable behaviour in college	£50-£100
Violent, threatening or offensive behaviour	Rustication or expulsion
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	£100 + exclusion from College accommodation
Serious breach of tenancy agreement e.g. repeated wilful damage to College rooms	Exclusion from College accommodation and/or rustication

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 and it is a requirement that you respond to requests from the Dean immediately. If you have been summoned to the Dean for a disciplinary offence you must wear your gown. At the meeting 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 vary 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, HCR and College bar) 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. Any gatherings involving the provision of College food or drink must be requested well in advance of the date.

In addition, if the gathering involves alcohol, approval must first be sought from the Dean **by completing and submitting a Green Permissions Form to the Lodge, at least 7 days prior to the event (see below)**. The amount of alcohol proposed for consumption must be indicated clearly and must not exceed 2 units per person.

The College expects all members to act responsibly when organising functions or parties, especially when alcohol is served and Junior Members who are organising functions will be held responsible for the behaviour of guests who attend the 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.

If you wish to organise a function that includes the provision or consumption of alcohol then you should also take note of the following:

- a. No University society functions that include the provision of alcohol will be allowed on College grounds.

- b. Functions offered by BNC societies or clubs must be organised by committee members of the society involved, who therefore take responsibility for the running of the function.
- c. Society functions and private parties are normally only approved to take place on Wednesday, Thursday and Friday of full-term.
- d. The number of events approved is normally limited to two per evening in full-term.

Functions organised by the JCR and HCR are normally dealt with separately by the Dean from the requirements listed above.

### *C.6.2 How to Apply for Permission*

If your proposed event **does not** include provision or consumption of alcohol you should fill out a **Green Permissions Form**, which can be obtained from the Domestic Bursary and the Lodge. This should be completed and submitted to the Domestic Bursary with at least **THREE** days' notice.

If your proposed event **does** include the provision or consumption of alcohol, you should submit the **Green Permissions Form** first to the Junior Dean (via the lodge), who will either grant permission and pass it on to 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 working days' (Monday to Friday) notice is required for room bookings and Decanal approval if alcohol is to be served at the event, a minimum of three working days' notice is required by the Domestic Bursar for room bookings if alcohol is not to be served. 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 ensuring that order is maintained throughout the function, that alcohol is not served to people who appear drunk, that requests from Junior Deans and Porters during the function are immediately adhered to, that the function is closed down 15 minutes before the time at which it is due to finish.

Further, organisers must 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

'Pennying' (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. Pennying, 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. Their 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/White tack on walls	£10 per violation
Late vacating of room at end of term	£35

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, they 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 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 their discretion, reduce your financial liability where they are 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 their 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 their discretion. They will write to you as soon as possible to inform you of their decision.

If you think that the penalty imposed by the Domestic Bursar is unduly harsh, you may ask them 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 their decision.

If you are dissatisfied with the Domestic Bursar's final decision in your case you may appeal to the Principal 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 Domestic Bursar's final decision. In your letter, you should set out your grounds for appeal: in other words, you should say why you think the Domestic Bursar's decision is wrong and should not stand, for example, because the Domestic Bursar 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.

If the Principal is absent, the matter will be dealt with by the Vice-Principal or another senior Fellow.

Where the Principal reasonably regards the case as clear-cut, he may decide the case on the basis of the information contained in your letter and in the Domestic Bursar's written decision. In all other cases, the Principal 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, 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 Principal to obtain a full understanding of the circumstances of your case. At the hearing, the Domestic Bursar 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 Domestic Bursar's report.

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

At the end of the hearing, you, your representative and the Domestic Bursar will withdraw whilst the Principal considers his decision.

Where the investigation is flawed or where new evidence has come to light, the Principal may remit the case to the Domestic Bursar for further investigation and a fresh decision. (You retain the right to appeal against the Domestic Bursar's fresh decision in your case.) Where the appeal is against the penalty imposed by the Domestic Bursar, the Principal has the power to affirm or vary the penalty. The Principal will write to you as soon as possible to inform you of his decision. He will also give a brief account of the reasons for the decision. The Principal's decision is the final decision of the College in your case.

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 they may invoke the College formal disciplinary code for members of staff. Complaints about other members of College should be made in line with section G.12 of this book.

#### *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 available in the lobby. Work tickets for the Hollybush Annexe are available from the Building Monitors. Work tickets for Frewin are available in the Frewin computer room or at the bottom of Staircase IV. Work tickets for College are available in the Bursary or in the lodge.

If you identify a pest infestation you should contact the Accommodation Manager.

Requests for reactive maintenance will be categorised by the Workshop Manager and will be classified emergency, urgent or routine.

Emergency faults are those where there is an immediate and serious risk of injury to College users. Examples are exposed power cables, structural collapse and situations such as persons locked in rooms.

Urgent faults are those where there is a situation which significantly disrupts normal use of a room or area and includes situations such as localised power failures, heating and hot water interruption, pest infestations and building defects including attention to non-closing doors/non-operating locks.

Routine faults are those which have no immediate impact upon use of rooms or areas. These include cracked glass where still safe, doors requiring easing and minor building defects.

Target response times are as follows:

**Emergency Fault:** response immediate – Fault rectified within 4 hours

**Urgent Fault:** response within 1 hour – Fault rectified by end of working day

**Routine Fault:** response within 2 working days – Fault rectified within 5 working days

The purpose of the above is to ensure that labour is directed to the area where most needed given demands at any specific time.

In carrying out the reactive work the maintenance team will liaise with the user in order to minimise any disruption caused by the required work.

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.

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 is the Chief Financial and Administrative Officer of the College. 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 and fire 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 and are available for inspection by residents subject to data protection legislation and assessed security risks.

### *D.2.2 Accident reporting*

There is a simple accident reporting system in place. You have a duty to report the following:

Accidents – involving personal injury.

Incidents – resulting in damage

Near misses – incidents that had the potential to cause injury or damage

Accident report forms are available from the lodge or the main College website

<http://www.bnc.ox.ac.uk/about-brasenose/official-information>

The completed reports should be returned to the lodge. These will then be recorded, analysed and any learning outcomes or trends identified.

### *D.2.3 What to Do in an Emergency*

In an emergency requiring the attendance of the police, fire or ambulance services, you should first dial 999 and then contact the Lodge 01865 277830 or the Lodge mobile 07710 916095.

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, or the Junior Deans 07833431218  
 (2)78890 or 0776525302  
 In the St Cross Annexe: the Lodge (2)77830 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 Annexes, 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 and toasters 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 or leave pans unattended on stoves.

### *D.3.2 Fire Detection and Alarm Systems*

For the safety of occupants, the College has installed a comprehensive fire safety 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.

Fire extinguishers are provided in order to facilitate escape; at no time should they be used to fight a fire unless this is required in order to escape. In such an event, it is recommended that fire extinguishers only be used by those trained in their use; students should make themselves familiar with instructions on the methods of use specified on fire extinguishers.

#### *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 or other emergency.

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 emergency 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 Gas safe registered gas installer. A copy of the safety certificate is available from the Clerk of Works 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 if the operation of the heater is counter-intuitive. Most rooms are fitted with thermostatic radiator valves (TRV) which can be used to regulate temperature, residents are asked to bear in mind the College's environment policy and use heating no more than is necessary by, for example, turning off radiators when rooms are unoccupied and turning heating down to cool a room rather than opening a window. In rooms where TRVs have not yet been fitted 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. It may be helpful to know that average heating costs range from £16 to £102 p.a., the size of the room does play a part in costs, as does the occupants temperature preference. These figures are an average only with charges for some rooms being substantially higher and some lower. Occupants are charged only for the energy that they use with meter readings being taken at the start and

end of each term. If you wish to query charges made for your energy consumption you should in the first place contact the Accommodation Manager.

#### *D.4.5 Electrical Safety*

Electrical appliances may only be brought into the College sites 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 appliance 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 an Emergency Plan . 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 most doors to bedrooms, there is Salto controlled access on the remainder and Salto fob access to the main entrance doors. Whilst the College does not actively monitor individuals' use of Salto fob system (which records entrance to doors it is used on) it may use these records as evidence if required. Salto fobs are allocated to each student on their arrival and should be retained by the student throughout their time at Brasenose, returning them to the Lodge only when leaving College for the final time. Charges will be made for lost keys and/or fobs or those not returned on departure. This may be the rental income lost due to failure to return keys and/or fobs. The College will endeavour to fit window locks to all ground floor windows. Windows may also be 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 and Hollybush annexes 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 can also check via the following link, choosing the option that says 'cover already arranged by my accommodation' then just follow the instructions:**  
<https://www.endsleigh.co.uk/personal/home-insurance/student-room-insurance/>

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 or fob, you should report the loss to the Lodge immediately, so that you can be given a duplicate key or fob. An administration charge of £10 to cover the issue of temporary keys may be made at the discretion of the Domestic Bursar. Fobs believed to be lost will be de-activated immediately. If the lost key or fob 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 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 are given in. Salto fobs should be returned to the Lodge only when you leave College for the final time. Do not on any account lend or give 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 on the main College site, but the JCR provides some microwave ovens and toasters for the use of 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, toasters or microwaves to keep them clean and hygienic, failure to do so may result in the removal of the equipment or closure of the kitchen.

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. Pots and pans etc. are not provided in the kitchens.

#### *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. In most College kitchens students are provided with locked cupboards in which to keep whatever kitchen equipment or food they wish. Fridges and storage cupboards should be cleared at the end of every term (unless in Graduate accommodation or Undergraduate tenancy accommodation when they should be cleared at the end of the Licence to Occupy period). Any foodstuffs or equipment remaining after all users of the kitchen have left the accommodation will be disposed of.

#### *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 without the prior permission of the Domestic Bursar.

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. All furniture brought in to College must conform to current fire legislation. 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/White 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.

Small fridges may be brought in to your room, conditions of having a fridge in your room are:

- The fridge must be of the small 'countertop' variety, not an under-bench (or larger) size.
- Fridges must be kept clean, this is your responsibility, scouts \*will not\* clean your fridges for you.
- If you do not keep your fridge clean you will be given one chance to clean it, if you do not do so to the satisfaction of the Accommodation Manager or Housekeeper permission to have a fridge in your room will be withdrawn.
- When you vacate your room you \*must\* take your fridge with you whether this is at the end of the Licence to Occupy period or at the end of each term (dependant on the terms of your License to Occupy).
- You should be aware that if you do not remove your fridge from a room that you are vacating and will return to next term College will take no responsibility for your fridge. You should be also aware that student rooms are used by conference guests over the vacations.
- If you leave a fridge in a room that you are permanently vacating College will pass on a charge of £50.00 for the disposal of the fridge.
- If your fridge causes any damage to College property e.g. by defrosting and staining the carpet, you will be charged repair costs.

You should note that if you are in a room with metered electricity running a fridge will increase your electricity bill.

#### *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. Persistent failure to keep your room in a tidy enough state for it

to be cleaned will result in your being reported to the Domestic Bursar who may pass the matter on to the Dean. You will be charged for any costs necessary to return the room to a habitable state, e.g. carpet cleaning, repainting.

#### *D.6.6 Laundry Facilities*

There are coin-operated washing machines and dryers in the Graduate Annexes only, College and Frewin are operated by a pre-paid card system which you can obtain from the main Lodge, cards can be topped up in the Lodge in increments of £5 and £10. The College will endeavour to keep these in good working order. Any maintenance issues should be reported to the Accommodation Manager. Instructions, including fault reporting and emergency procedures, are available in the laundry rooms and Lodge.

You need to provide your own bed linen: duvet, duvet covers, sheets, pillows 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. College will take no responsibility for the security of your mail. 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 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 Accommodation Manager to allocate to first-year Undergraduates. At the time of admission you are given an opportunity to express a preference as to room band and staircase. Undergraduate Freshers will receive an offer of accommodation after their exam results have been published.

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. When a student has selected a room they will receive an email confirmation of offer for the accommodation and instructions on how to accept the offer. The licence to occupy must be signed within fourteen (14) days of receiving this email or College may withdraw the offer of the accommodation. Once signed the student will remain liable for the rent of the room whether they occupy it or not unless there are mitigating circumstances or an alternative tenant, acceptable to College, can be found. Should a room change be requested by the student it will be carried out at the discretion of the Accommodation Manager and will attract an administration fee of £35.



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 are guaranteed accommodation but their location cannot be guaranteed. The University Accommodation Service can offer guidance and practical help should you need, or want, to live out. College does not carry out these functions.

**Students should not elect to take College accommodation if they do not expect to be resident for the full period of the Licence to Occupy.**

#### *D.7.3 Allocation of Rooms - Graduate*

Graduates are accommodated in the Graduate Annexes at 10, St. Cross Road and Hollybush Row. Rooms are allocated to in-coming Graduates according to priorities determined by the College and, as much as possible, taking in to account students' expressed preferences.

Graduate Freshers will receive an invitation to apply for accommodation in which they will be offered a choice of Graduate site and room band. The applicant will receive an email offer of accommodation based on their stated preferences within fourteen (14) days of the College receiving a deposit of £100. The Licence to Occupy must be signed within fourteen (14) days of receiving this email or College may withdraw the offer of the accommodation. Once signed the student will remain liable for the rent of the room whether they occupy it or not unless there are mitigating circumstances or an alternative tenant, acceptable to College, can be found. Accommodation is allocated based on date order of application.

It is 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. If successful the student will receive an email offer of accommodation based on their stated preferences within fourteen (14) days of the College receiving a deposit of £100. The Licence to Occupy must be signed within fourteen (14) days of receiving this email or College may withdraw the offer of the accommodation. Once signed the student will remain liable for the rent of the room whether they occupy it or not unless there are mitigating circumstances or an alternative tenant, acceptable to College, can be found. **Students should not elect to take College accommodation if they do not expect to be resident for the full period of the Licence to Occupy.**

#### *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. When accepting an offer of accommodation on line you are required to agree to and sign the licence to occupy, if a student does not sign but collects keys to the accommodation the student will be deemed to have accepted the terms and conditions of the licence to occupy.

#### *D.7.5 Rent*

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 50 or 44 weeks in the Graduate Annexes, and those rooms identified as for term time occupancy 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 to an acceptable tenant then rent will be charged to the end of the Licence to Occupy period. Any replacement tenant must take on the Licence to Occupy for the remainder of the stated period. 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. Students of other Colleges residing in Brasenose accommodation must arrange for their own College to accept an invoice and pay for the entire rental period in advance of taking up residence. Rental charges are adjusted annually to reflect increases in the Van Noorden Index, or by agreement between the Bursar and Junior Members.

**Students should not elect to take College accommodation if they do not expect to be resident for the full period of the Licence to Occupy.**

#### *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.

In some years College may have rooms available to be used by junior members to accommodate guests. Should one be available it may be booked for visitors by email to the Accommodation Manager at [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk) or via the web link <http://tech.bnc.ox.ac.uk/pages/student-guest-room-booking.php>. 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 in 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 the Lodge for guests at St Cross and 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 expected to arrive by the last week of September and are not required to move out until early August the following year for 44 week terms or early September the following year for 50 week terms. If your course requires you to arrive earlier, the College will endeavour to accommodate you. Please contact the Accommodation Manager to arrange this. You should notify the lodge of your arrival and departure signing keys and fobs in and out.

**You should not take up College accommodation if you know that you will not be present for the entirety of the Licence to Occupy or that you will cease to be a student of Oxford University before the end of the Licence to Occupy period.**

#### *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 12noon on Saturday of Eighth Week. You should notify the lodge of your arrival and departure signing keys (and fobs if starting or ending your course) in and out.

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. Term dates and further instructions concerning residence are given in B.2.1 above.

#### *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 and charges as low as possible.

If you are living in a term time room and wish to stay for any time outside of your Licence to Occupy period you will need to apply for vacation residence.

When applying you should be aware that you are likely to have 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. There are 3 types of Vacation Residence:

#### **Exam Residence**

This type of residence is free to the student, and is funded by Alumni donations. Exam Residence lasts only until the day following your last exam and should you wish to stay in College accommodation longer than this then you must apply for either Academic or Extra Residence. You should apply for Exam residence as soon as you know the date of your

exam. You are guaranteed to be able to stay in your own room until the day after your last exam.

### **Academic Residence**

Academic Residence is charged at £10 less than the full nightly rate of an allocated room. It is intended for students that must stay beyond term time for academic purposes and applications must be supported by your tutor. The deadline for supported applications is Thursday of 7th week.

Tutors will generally agree to Academic Residence unless one of the following applies:

- The applicant does not have a valid study need.
- The applicant is requesting an unjustified length of academic residence (Note to Tutors: amending the number of nights is an alternative option to declining)
- The applicant has not discussed the request with their Tutor

Students on an academic disciplinary warning are still eligible to apply for academic residence and a warning status is not grounds in itself for declining a request.

The decision of your Tutor is final in all cases.

### **Extra Residence**

This is charged at the full nightly room cost of the allocated room. This is for when residency is required for personal reasons. Instructions on how to apply are below. The deadline for applications is Thursday of 7th Week.

### **How to Apply**

**Exam Residence** You should follow these steps

- Download the form from the link below and complete (electronically).
- Save a copy of the form to your computer
- Forward the completed application form attached to the email from the central University detailing your exam dates (this will be emailed to you by the University no later than five weeks before your exam)
- Some exams, such as oral exams, will not generate an email from the University, in such cases you should download and fill in the application form giving details of your exam and email this to [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk).

If you have not had confirmation of your approved Exam Residence from the Accommodation Manager within three (3) working days you should contact her direct. Applications should be made as soon as you know the dates of your exams.

**Academic Residence** You should follow these steps

- Download the form from the link below and complete (electronically).
- Email the completed form TO YOUR TUTOR for authorisation.

- If authorised, your tutor will forward the request to the Accommodation Manager.
- If partially authorised your tutor will forward the edited request to both the Accommodation Manager and yourself.
- If the request is declined, your tutor will email the form back to you with a reason. Applications should be made in good time to allow authorised forms to reach the Accommodation Manager no later than Thursday of 7th Week. Confirmation of your allocation will reach you in 8th Week.

**Extra Residence** You should follow these steps

- Download the form from the link below and complete (electronically).
- Email the completed form to [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk). Applications should be made before Thursday of 7th Week.

The relevant forms can be accessed via the Accommodation Section of the college website at <http://www.bnc.ox.ac.uk/329/current-students-33/accommodation-158/vacation-residence-1041.html>

**All queries regarding accommodation matters should be addressed to the Accommodation Manager.**

**Any applications after the above stated deadlines must be submitted to the Domestic Bursar at [domestic.bursar@bnc.ox.ac.uk](mailto:domestic.bursar@bnc.ox.ac.uk) (cc'd to the Accommodation Manager). Late applicants may be refused accommodation.**

#### *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 and personally owned fridges - 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 [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk). 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 or, preferably, email the Workshop at [workshop@bnc.ox.ac.uk](mailto:workshop@bnc.ox.ac.uk) , or inform your scout who will raise the necessary paperwork.

Work tickets for the St Cross Annexe and Hollybush Row are available in the lobbies of the relevant buildings. Work tickets for Frewin are available in the Frewin computer room or at the bottom of Staircase IV. Work tickets for College are available 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 specified in section D1.6.

#### *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 generally permitted; however the lawn in New Quad at certain published times and the lawns at Frewin and the St Cross Annexe may be used to sit on or for croquet to be played. 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. The College winter weather clearance policy can be viewed at [www.bnc.ox.ac.uk/downloads/pdf/winter\\_weather](http://www.bnc.ox.ac.uk/downloads/pdf/winter_weather). 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 movement activated 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 living in the College and all annexes are encouraged to recycle paper, plastic, tins and cardboard in the co-mingled red/blue bins in their rooms and in the recycling facilities in the kitchens. Note: These bins should not be used for food-contaminated material or glass. The main waste, glass and recycling bins are located near Stamford House off New Quad and in the bin areas at Frewin, St Cross and Hollybush Row. There are also recycling bins located in the JCR and HCR. Provision for ink cartridge and mobile phone recycling can be found in the Porter's Lodge on the main College site. 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, 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 Cars*

Parking of cars by junior members of the College, their family or friends is strictly forbidden in Brasenose Lane, Radcliffe Square, Hollybush Row, St Cross or at Frewin. There is one parking space at Hollybush Row which may be allocated to a disabled student upon proof of need. Parking outside the gates to the St Cross Annexe presents very real fire and health and safety dangers as the obstruction could prevent access of emergency vehicles. Anyone found parking in this area will be reported to the Dean. 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 Quiet Hours*

Quiet Hours in College sites begin at 11pm. After this time, particular attention must be paid that others are not disturbed. Care must be taken that there should be no noise in the quads (which may include loud conversation), particularly when leaving or returning to College buildings. Further, after this time, music (see D.12.3 below), loud films, or other sources of noise liable to cause a disturbance, are not permitted in rooms.

#### *D.12.3 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 monitor the volume of music in the College Bar and at functions.

### **D.13 Meals**

#### *D.13.1 Meal Card*

Your University Card will be used as your Meal Card, and you must use this Card for all meal payments in the servery, Hall and at the New Buttery (Gertie's Tea Bar). You must top up your Card via the Upay website <https://www.upay.co.uk/login.aspx>. On first visit you should click the 'Forgotten password' link and follow instructions, you will then receive your log in details at your email address. Please go to the Finance Bursary to make alternative



arrangements if you do not have a debit or credit card. (Note: in some cases, e.g. visiting students, a separate Meal Card will be issued.)

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 cannot be used if overdrawn. The College reserves the right to charge £10 if this happens. Continued misuse may result in your card being withdrawn.

For problems with UPay, please contact 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, use the function booking facility at <https://www.upay.co.uk/login.aspx>  
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.

#### *D.13.2 Meal Times*

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

Breakfast is cafeteria style. Cooked breakfast and continental type breakfast are available Monday to Friday. They are paid for at the time with the Meal Card. No breakfast is served on Saturdays and Sundays when brunch is served.

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 11.00 am until 12.15 pm)

This replaces breakfast and lunch at weekends.

Dinner in Hall

Informal Hall: Monday, Wednesday, Thursday and Saturday 6.15 – 7.00 pm

Informal Hall: Tuesday and Friday, 5.45 – 6.15 pm

Formal Hall: Tuesday and Friday 7.15 pm. Gowns must be worn for Formal Hall. A maximum of two guests per student are permitted at Formal Hall.

Sunday: First Hall sitting 6.15 pm (with a first come first served limit of 30 diners) and second Hall sitting 7.30 pm.

Meal times may occasionally be changed to accommodate other College functions, students will be informed of this by their Domestic Reps.

Dinner is booked via the terminals in the Frewin computer room or Lodge using the Meal Card. Alternatively you can book your dinner on line via <https://www.upay.co.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, including toasted and non-toasted sandwiches, panini, salads, fruit, coffee and cold drinks are available in Gertie's Tea Bar from 9.30 am – 12 noon and 12.30 pm – 3.00 pm, they are 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.

The JCR is open from 7.00 a.m. until 12.00pm and must then be vacated. The Dean may, exceptionally, give permission for later opening. 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.

No alcohol is allowed to be consumed in the JCR. As with any other public room in College, a Decanal permission form is required if any event is to be held in the JCR (see C.6).

#### **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. The opening hours, during term time, are: Monday, Wednesday, Thursday and Saturday, from 7.00 pm - 11.00 pm, Tuesday and Friday, from 6.30pm to 11.00pm and Sunday, from 6.30pm to 10.30pm.

The procedure for holding events or entertainment in the Bar is the same as in all other College rooms (C.6). 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 if alcohol is involved.

Guests must be accompanied by a College student in the bar.

The College Bar is fully licensed and we are committed to Responsible Alcohol Retailing.

#### **D.17 Sports Facilities**

The College ground in Abingdon Road has a pavilion with changing facilities and large sports

grounds. Boats are housed in the boathouse on the Isis. The Boathouse is not available for private parties.

There are College teams in most sports, with opportunities both for casual and serious athletes 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 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.

The College smoking policy can be viewed at  
<http://www.bnc.ox.ac.uk/downloads/freedominfo/smokingpolicy.pdf>

## PART E - WELFARE

### E.1 Introduction

Should you experience problems with your health and well-being at Brasenose, the College can offer help and support. The College Welfare Team is always ready to listen, offer confidentiality when appropriate, and suggest ways forward. They work closely with the College Doctors and the University Counselling Service. Whatever your problem, whether you believe it to be relatively trivial or something more serious, it is in your interests to take appropriate advice as soon as possible. Suffering in silence rarely leads to a resolution and often compounds the problem. This is particularly important if your academic performance is affected: if you declare mitigating circumstances early, the college will be able to help you.

#### *E.1.1 Our Approach to Welfare*

There are three principles that govern our approach to welfare at BNC. Firstly, the college sees you as *responsible adults*. Secondly, we believe that you are *resident here voluntarily*. Thirdly, we believe that you're here in order to *pursue academic excellence*. Those three things sound obvious, but they're important to state explicitly. They have an effect on what we offer, and on how we do things.

The main effect of these three principles is that welfare in college is reactive. Unless it's extremely obvious, no-one will go around asking you if you're unwell or if you have any sort of particular problem. We respect your privacy and autonomy, because you're adults. If you do have a problem, therefore, you have to make yourself known to someone in the "welfare network".

#### *E.1.2 The BNC Welfare Network*

Welfare in college is provided by a network of people across all three common rooms: it is a net supposed to catch most people. It's also sometimes called the "Welfare Team" (see E.3 below for more information). It includes (going from Junior to Senior Members):

- i) **Peer Supporters**
- ii) **JCR and HCR reps**
- iii) **Junior Deans**
- iv) **the College Nurse**
- v) **the Chaplain**
- vi) **the Senior Tutor**
- vii) **the Dean**
- viii) **Dr Anne Edwards, the Diversity and Equality Officer**

Your tutors, the porters and other members of staff are not part of the Welfare Team, and are not formally trained for welfare work: but they can put you in touch with those who are. Every member of the Welfare Team works on a "listen and refer" basis – and very often they can help. At the very least, they will be able to ease two features of any personal problem - the anxiety of isolation and the fear of the unknown. There is also the option to visit the College Doctors or the University Counselling Service without being referred.

It may be that some of you are reluctant to approach some of these people with your problems. For example, the religious aspect of the Chaplain's work may inhibit some students. In response, all that can be said is that you won't know what people are like pastorally unless you try; that the net is wide enough to contain at least one person whom you might find congenial; and that every member of the network sees it as a matter of professional pride to be as considerate and kindly as possible.

### *E.1.3 Confidentiality*

Every member of the Welfare Team can offer confidential listening.

In Brasenose, we follow the University's guidelines on confidentiality, which may be found here:

[http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/studentgateway/documents/health/Guidance on Confidentiality in Student Health and Welfare.pdf](http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/studentgateway/documents/health/Guidance%20on%20Confidentiality%20in%20Student%20Health%20and%20Welfare.pdf)

The approach of the College Welfare Team is to assume any welfare matter is confidential, and to seek permission from the student in question if information needs to be shared. Matters of academic performance, student discipline or living arrangements, if there is no health or welfare element declared by the student in question, will be dealt with discreetly but are not confidential in the same sense.

Sometimes people worry about coming forward with problems, because we are a small, tight-knit community, and they worry that news of their problems will spread. Every member of the welfare team mentioned above knows how important confidentiality is, and how important it is to offer confidential listening. So that is what the welfare team offers: **our primary assumption is that what you tell us will go no further**. But sometimes problems require more than just listening – they require some sort of action. Therefore, in some cases, those providing a listening service will ask your permission to talk to someone else about your problem. For example, if you have a difficulty with an individual tutor, they might ask if they can talk to that tutor on your behalf. It may also be appropriate to let other senior members of the welfare network know you have a problem. But once your permission is sought you can always say “no” and confidentiality will not be broken without your consent. Only in very particular circumstances is it possible that confidentiality will be broken without your consent – when you or someone else is likely to harm themselves or others, or likely to be in breach of the criminal law.

### *E.1.4 Parental and Family Involvement*

Precisely because students are *responsible adults*, we will not seek contact with your parents or family without your consent. This is in accordance both with the University's Confidentiality Guidelines and the requirements of the Data Protection Act. If a parent contacts us with a problem, very often they ask us not to talk to you about the problem. As we make clear to parents, we do not accept that sort of relationship: our responsibility is to you. For example, if a parent contacts us to say you are unusually anxious and upset, we will listen courteously but give no information to them. If we decide that their concerns are serious enough to warrant it, we will attempt to talk to you and see how you are. If you are

not in danger of harming yourself or breaking the law, and you do not wish to seek any extra help with any problem, then the matter will rest there. You have a right to privacy and to governing your own affairs.

In Brasenose, we realise that parents will wish to take an active interest in the education of their sons and daughters; and that parental involvement has been part of that success which has brought students to Brasenose. But the College is never *in loco parentis*. Students here are legally responsible adults and will be treated as such.

## E.2. Health

### E.2.1 General

If you are unwell, please inform the College Office or the Lodge as soon as possible. With your consent, the Academic Administrator or Porters will contact the College Doctors or the Nurse or any other member of the Welfare Team on your behalf.

### E.2.2 College Doctor

It is **necessary** 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.

The College Doctors are:

Dr Judith Bogdanor

Dr Lawrence Leaver

Dr Mark O'Shea

They can be contacted at:

Jericho Health Centre

New Radcliffe House

Oxford OX2 6NW

Tel 01865 311234

You may choose which Doctor you prefer to see. Please bring your medical card with you. The mechanics of signing on are explained at the Freshers' Week meeting, which you must attend.

### E.2.3 Nursing Sister

Our Nurse, Catherine Tempest attends College from Noughth to Ninth Week inclusive. Surgery hours are 9:45am – 11:45am on Mondays, Wednesdays and Fridays, and 12:15pm - 2:15pm on Tuesdays and Thursdays. Mrs Tempest's surgery is on Staircase XII.

She can also be contacted in an emergency on email: [college.nurse@bnc.ox.ac.uk](mailto: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 **Studental**, located at Helena Kennedy Student Centre, Oxford Brookes University, Headington Hill Campus, Headington Road, Oxford, OX3 0BP (tel: 01865 484608).

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 fees will be payable at the appointment. Full information on fees payable at Studental is available at: [www.studental.co.uk/fees.php](http://www.studental.co.uk/fees.php).

For out-of-hours dental emergencies contact should be made with the East Oxford Emergency Dental Clinic, Tel: 0845 345 8995 (Open 6.30 pm – 10 pm weekday evenings, all day Saturday and Sunday. This is a service provided by the local Primary Care Trust (PCT) which is responsible for commissioning dental services in this area. Alternatively, you can contact the NHS 111 service by simply dialling 111.

### **E.3 Members of the Welfare Team**

#### *E.3.1 The Dean*

The Dean convenes the College's Welfare Committee and plays a central role in developing and coordinating College policy on Student Health and Welfare.

#### *E.3.2 The Chaplain*

The College Chaplain has a room (Heberden 1) just above the JCR. They are available to listen in confidence to any member of the College on any matter at any time, day or night, and are well-placed to refer students to agencies which may best help them.

#### *E.3.3 Graduate Advisors*

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

#### *E.3.4 The Diversity and Equality Officer*

Dr Anne Edwards ([anne.edwards@orh.nhs.uk](mailto:anne.edwards@orh.nhs.uk)) 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.3.5 The University Counselling Service*

The Counselling Service provides confidential advice – see [www.ox.ac.uk/students/shw/counselling/](http://www.ox.ac.uk/students/shw/counselling/). It is located at 3 Worcester Street, Oxford. During term (weeks 0–9) reception is open Monday-Friday, 9:15am-5:15pm, for new callers. For pre-arranged appointments the service remains open Monday-Thursday until 8:00pm. The service is available throughout the year at reduced hours outside of term time.

### **E.4 Safety and Security**

Useful advice on personal safety is provided in the *Proctors' and Assessor's Memorandum*, section 3 – see [www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/). 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 (see above), or from a member of the Welfare Team.

The University policy on harassment and bullying can be found at [www.admin.ox.ac.uk/eop/har](http://www.admin.ox.ac.uk/eop/har)

## **E.6. Students with Disabilities**

The College will make reasonable adjustments to cater for the needs of students with a disability. Students with a disability are very strongly encouraged to communicate with a member of the Welfare Team as soon as possible so that suitable provision can be made. Please note that the College may not be able to offer provision for students with a disability if that disability has not been communicated to the relevant College authorities in advance.



## 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
- Studentships
- Fees
- Student Loans (NB, the Student Loan Company should be your first port of call)
- Grants
- Batels
- Meal Cards
- Batels Payment

If the College Accountant 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 College Accountant where necessary.

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

### F.2 Fees

University tuition fees are payable by all students studying for a degree, diploma or certificate at the University. For most programmes of study, fee rates are dependent on your country of nationality and residence, on the level of your previous study, and, for Undergraduate students admitted from 12/13 onwards, on household income data submitted in the application for student finance, on the basis of which a fee waiver may be awarded. More information about University tuition fees is available on the University's website at [www.ox.ac.uk/feesandfunding/fees/information/](http://www.ox.ac.uk/feesandfunding/fees/information/). All Postgraduate students, as well as Undergraduates students who are classified as 'overseas' for fees purposes are also required to pay a College fee – see [www.ox.ac.uk/feesandfunding/fees/information/college/](http://www.ox.ac.uk/feesandfunding/fees/information/college/). The College is responsible for collecting all fees, including University tuition fees.

Students applying for a tuition fee loan are particularly reminded that they **should apply annually to the relevant authority for public funding**, even if no maintenance support is being requested. You should note that the College is required to report students who have not paid fees by the due date to the university. In certain circumstances a student may be denied access to college or university facilities until fees have been settled.

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 College Accountant **before** the payment due date.

### F.3 Charges

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

Undergraduate students living in College facilities on a Term Time Only licence incur a Fixed Facilities Charge each term.

Those who receive a contribution to their fees from funding bodies may **not** necessarily receive funding for charges. Students are liable for all amounts appearing on their batels.

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

The College sets its rents and other charges at levels which reflect the costs it incurs in providing accommodation and other services to students. The College's policy is to consult Junior Members, through the JCR and HCR, about increases in rents and other charges.

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

Fees and charges are invoiced to students by the College with very few exceptions, (e.g. courses at SBS). The Graduate Continuation Charge, which came in to effect in 2013/14, is payable direct to the University, however, and does not appear on college batels. All students who are potentially liable should have been advised directly by the central university administration.

#### F.4.1 Payment Methods

Batels are issued at the beginning of each term and at the end of Trinity Term by the Finance Bursary, by email to your @bnc address. 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.

On line payment by UPay 'Batels Payment' option is preferred. This can be accessed via the Fees & Finance page of the Current Student/Student Services section of the College website: [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk).

Alternatively, by bank transfer. Details are as follows:

Bank	Barclays Bank plc
Branch	Barclays Commercial Bank Southern Team
Account Name	Brasenose College
Bank Sort Code	20-65-18
Account Number	20204226
Reference	<b><i>Your surname</i></b> /BATELS
IBAN	GB48BARC20651820204226
SWIFT	BARCGB22

Please give a reference as shown above with your transfer. Please also email the Finance Bursary on [bursary@bnc.ox.ac.uk](mailto:bursary@bnc.ox.ac.uk) with your transfer details e.g. £1,000 transferred 19 January by Jane Smith. Bank transfers will take at least three working days to show on our account.

If you cannot pay by either of the above preferred methods, the College will accept:

**Cheque** payable to Brasenose College

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

**Cash**

The College reserves the right to introduce a surcharge for payment by certain credit cards, for which the college incurs a particularly high charge. Students will be advised in advance of any such change in policy, and given the opportunity to pay by an alternative method.

#### *F.4.2 Problems and Late Payments*

If you do not have the funds necessary to pay on time you must 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 College Accountant. Failure to check your pigeon-hole your email account for batels or late notices will **not** be accepted as a reason for late payment. Further action will be at the discretion of the College Accountant.

Students in debt to the College or University without permission cannot occupy College accommodation. Students leaving College with batels outstanding may be refused permission to take their degrees (see section B.2.4).

#### **F.5 Home/EU Undergraduate Student Loans**

Detailed information about how to apply for a student loan is available at [www.direct.gov.uk](http://www.direct.gov.uk). Any Undergraduate who has not already been in contact with the Student Loan Company or their national funding body before arriving at Brasenose is welcome to contact the Finance Bursary for advice as to how to apply.

Once you have applied for your loan and registered with the University on-line, your student

loan should be processed automatically by the Student Loans Company.

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

## **F.6 Financial Assistance**

The College and University may provide assistance to students who experience financial difficulties. The following paragraphs summarise the assistance available.

### *F.6.1 Oxford Bursaries (OB)*

The aim of the Oxford Bursary scheme is to assist UK Undergraduate students from lower income households with the cost of attending Oxford, and is one of the most generous bursary schemes in the UK. In order to be assessed for eligibility to receive an OB, you must have been first assessed for means-tested maintenance support from the UK government, and have ticked the box to permit for the SLC to share financial information with the university.

Full details are available at [www.ox.ac.uk/feesandfunding/ugcurrent/oob/](http://www.ox.ac.uk/feesandfunding/ugcurrent/oob/).

### *F.6.2 Government 'Access to Learning' Funds*

The University is allocated some funds by the government to assist Undergraduate students classified as Home students (i.e. UK students) who face difficulty in meeting their living costs. Application forms and guidance notes are available from the College Office or the College Accountant. You should note that you are not eligible for Access to Learning Funds unless you have applied for the maximum student loan.

### *F.6.3 Student Support Funds – Hardship Grants*

The College has limited funds available to help those in residence who suffer hardship arising from unexpected financial difficulties. Applications for these grants should be made to the College Accountant in the first instance. Students applying for financial support from College are expected to have applied for means-tested maintenance funding, but consideration will be given to cases where particular circumstances apply.

### *F.6.4 University Hardship Fund*

The University Hardship Fund is a centrally administered fund which considers applications for support from students suffering hardship arising from circumstances that could not have been foreseen at the time of admission. Details are available on the university website.

### *F.6.5 Mini-bursaries*

The College offers a small number of means-tested mini-bursaries to provide additional financial support to students who may need it. An invitation to apply will be sent out in Michaelmas Term, by the Christmas deadline.

## **F.7 Additional Residence Grants**

Students in accommodation let on a term time only licence may apply for additional

residence out of term time, and may apply for an Academic Residence grant in certain circumstances, and with the support of their tutor. See Section D.7.9. Please also see this section for exam residence.

### **F.8 Scholarships and Exhibitions**

The value of a Scholarship or Exhibition is credited on batels. For further information about the award of Scholarships and Exhibitions, see B.5.7 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 – see the relevant sections of the University's Examination Regulations for further details:

[www.admin.ox.ac.uk/examregs/contents.shtml](http://www.admin.ox.ac.uk/examregs/contents.shtml). To be in residence, a Junior Member (i.e. an Undergraduate or Graduate student) must be (a) paying fees and (b) living in Oxford or within the distance prescribed by the University for statutory residence (unless dispensation is granted by the Proctors). Only a person who is 'in residence' and has paid their fees (College fees, where applicable, and University tuition fees) is permitted to use the facilities of the College (unless prohibited from doing so by a competent College authority). The College normally allows Postgraduate students working for research degrees who have completed the statutory residence required by the University and have no further fee liability, but who are paying continuation charges, 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 temporary period 'out of residence' is equivalent to temporary suspension of a course.

#### *G.1.3 A Voluntary, Temporary Period 'Out of Residence' or 'Year Out'*

Junior Members **do not** have the right to 'self-rusticate' (i.e. to go out of residence temporarily, suspending their studies on medical grounds or for other causes). Similarly, a student may not apply to repeat a year in order to improve performance. Students may, however, under certain conditions apply to the College to go 'out of residence' for a limited period (i.e. to temporarily suspend their studies). Normally such requests will only be granted on health or other welfare grounds. Suspensions are usually given for a period of a year, and have therefore become known as a 'year out'. Exceptionally, permission may be granted for a shorter period of suspension but usually students will not be allowed to repeat parts of a year. Executive Council is the sole authority in College capable of granting permission to suspend study voluntarily. Applications must be submitted via the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)), supported by a statement from the student's Tutors, and accompanied by a medical certificate, if appropriate.

In reaching its decision whether to permit voluntary suspension of study, Executive Council will give weight to the following considerations:

- whether there is clear and compelling evidence that the student is unfit to continue studying;
- whether suspension will improve the student's well-being, with the reasonable expectation that the student will be fit to continue study at the end of the period of voluntary suspension (if necessary, with appropriate support and reasonable

adjustments).

On the recommendation of the College Welfare Committee, Executive Council may elect to seek advice from the University's Fitness to Study advisory panel and/or the Disability Advice Service

If appropriate, conditions will be attached to a student's return to College: for example, provision of a medical certificate from a medical professional with experience of the demands of study at Oxford. Return may also be subject to satisfactory performance in College Collections (or other assessments outstanding when the student went out of residence). Where appropriate, on the recommendation of the College Welfare Committee, Executive Council will seek advice from the University's Fitness to Study Advisory Panel and/or Disability Advice Service to determine whether a student is fit to resume study (with reasonable adjustments, if applicable, determined by a current assessment of need prepared by a competent medical professional).

It is unlikely that Executive Council will approve requests for suspension of study on grounds other than for health or welfare reasons. For example, approval will not be granted for a student to take a 'gap year' to pursue non-academic activities. Requests to extend internships or other work experience also cannot be considered. Requests to spend a year studying at another University will also not usually be granted unless:

- i. these form part of a course of degree study, or
- ii. the student notified the College of his/her wish to break a programme of continuous study when applying for entry.

Any conditions attached by Executive Council shall be specified at the time in writing by the Senior Tutor or other designated College Officer. Graduate students who wish to request permission for a temporary period out of residence (i.e. a temporary suspension of their studies), must apply for permission to their Faculty or Department in the first instance. If such permission is granted, they must then apply to the College via the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)).

If a student is unable to return into residence at the end of the period of suspension, separate application must be made to Executive Council for a further extension. Fresh evidence in support of the application is required, and the College may again, on the recommendation of the College Welfare Committee, seek advice from the University's Fitness to Study Advisory Panel and/or Disability Advice Service. Permission will not normally be granted for an extension if the grounds are the same as the original application for suspension.

When considering whether to apply for a suspension, students must consider whether the new date of their Final Examinations will extend beyond the maximum time allowed for Honours under the University's Regulations (*Examination Regulations*, pp.66-8). If this is the case, it will be necessary to apply to the University's Education Committee in order to obtain dispensation from these Regulations. Suspensions may also require application to the University Proctors or Education Committee in order to vary the form of Final Honour School Examinations if changes take place to the course Syllabus during the year away. The

College does not have the authority to grant dispensation from examination regulations or to vary the form of examinations and in these matters the decision of the University Education Committee is final.

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

The situation in which a student is required by the College to go temporarily '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.6 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, without prior permission:

- (i) make use of any College facilities, including the Library (whether in person or by borrowing books/periodicals), the Sports facilities, the Hall, Gertie's 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 are intended to clarify who is/is not 'in residence' at any given time. In consequence, the restrictions are applicable regardless of 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. The College recognizes the benefits of keeping in touch with Tutors and with other students during a year of absence to assist undergraduates on suspension in making a successful return. Requests for keeping in touch visits during quieter parts of the year can be considered. In all cases, however, students on suspension must obtain permission and should write to the Senior Tutor (undergraduates) or Tutor for Graduates (graduates) in advance of a planned visit.

The University email account of a student on voluntary or compulsory suspension will not be de-activated but renewed University cards will be held in the College Office until the student returns into residence.

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's programme of study may be terminated and he/she 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.6 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. Only if Executive Council determines that the circumstances warrant expulsion from the College, will the name of an individual be deleted from the records of the College and University. Expulsion, in consequence, has a meaning distinct from that of having a course of study terminated and being sent out of residence permanently.

As in the case of voluntary suspensions, students out of residence on disciplinary grounds may have to apply to the Proctors or the University Education Committee to obtain dispensation from regulations or to vary the form of Final Honour School examinations (see G.1.3).

#### *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.1.8 Return into Residence after a Period of Suspension*

The Senior Tutor will write to students who are on either voluntary or compulsory suspension, prior to the date of their expected return, requiring them to confirm that they intend to return into residence. If appropriate, a student on voluntary suspension for health or welfare reasons may be invited to visit the College for the purpose of keeping in touch with Tutors, and to discuss their progress with members of the College's welfare network. The Senior Tutor's letter will remind students of any terms and conditions attached to their return. Once confirmation that a student intends to return has been received, the Accommodation Manager may be contacted to see if a room is available. The College is not able to guarantee accommodation for students returning from suspension and any offer of a room depends, therefore, on availability.

#### *G.1.9 Elections*

Students wishing to run for election for OUSU or Oxford Union posts carrying sabbaticals must apply for permission from the Dean and Senior Tutor, subject to confirmation by the Executive Council. Permission will normally be granted if the individual is in good academic standing. If a student is under formal warning (see section B.6.1), the views of the Tutors will be sought to ensure that the commitment to campaigning is not detrimental to academic progress. Successful candidates in OUSU elections take up the relevant sabbatical posts after completion of their degree studies. The College will usually offer HCR membership to such post-holders should the individuals wish to retain a College association.

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

The University policy on freedom of speech can be found at: <http://www.admin.ox.ac.uk/proctors/info/pam/appendixdfreedomofspeech/>.

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 Organisations*

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 person 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 in all aspects of its activities on the grounds of sex, sexual orientation, marriage and civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment which are protected characteristics recognised by the Equality Act 2010.

#### *G.3.2 Staff*

The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression will be determined only by personal merit and the use of criteria reflecting the duties of the post

and the relevant salary structure. In all cases, the 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 their sex, sexual orientation, marriage or civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment.

### *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 the 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), and 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, sexual orientation, marriage or civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment. Admissions procedures are kept under regular review to ensure compliance with this policy and statutory requirements. All new academic staff are also asked to undergo admissions training ([www.learning.ox.ac.uk/support/teaching/programmes/ads/](http://www.learning.ox.ac.uk/support/teaching/programmes/ads/)) 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, sexual orientation, marriage or civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment 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 Public Sector Equality Duty

### G.4.1 Background to the Public Sector Equality Duty

The College opposes all forms of unlawful and unfair discrimination and its commitment to this principle extends to staff, students and visiting students, guests and contractors. The College is subject to the Equality Act 2010 as an education provider, employer and provider of goods, facilities and services.

The College's responsibilities under the 2012-2015 Public Sector Equality Duty Scheme covers the various elements of the Equality Act 2010 which include due consideration of the protected characteristics defined in the Act: sex and sexual orientation, marriage and civil partnership, age, disability, race, religion and belief, pregnancy and maternity or gender re-assignment.

The aims of the general duty of the Equality Act 2010 underpin the Public Sector Equality Duty and Brasenose College aims to meet these, namely to :

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people from different protected groups, including:
  - \*removing or minimising disadvantages suffered by people due to their protected characteristics;
  - \*meeting the needs of people with protected characteristics
  - \*encouraging people with protected characteristics to participate in areas where their representation is low
- Foster good relations between people from different protected groups, including tackling prejudice and promoting understanding

### G.4.2 Responsibilities

The responsibility for considering Equal Opportunity matters resides with the Personnel Committee which meets once a term. This committee reports to Governing Body which has ultimate responsibility for ensuring that the general equality duty is met.

Representation at the Personnel Committee is from members of the College Community as follows:

- \*The Principal
- \*The Bursar, Domestic Bursar,
- \*The Senior Tutor
- \*The Diversity and Equality Officer, also a member of Governing Body
- \*Two Official Fellows who are Tutors and also members of Governing Body

The Committee is attended by the Human Resources Manager.

The Personnel Committee is responsible for the promotion, development, implementation, monitoring and review of the Public Sector Equality Scheme in relation to employees,

students, visitors and others closely associated with the College. All staff with managerial responsibility have a duty to ensure that they are aware of the requirements and to take forward specific actions under this Scheme.

#### *G.4.3 Progress on Integrating Equality and Diversity into College Procedures*

There has been progress over the last few years to ensure that equality and diversity issues have been addressed with action taken to ensure improved awareness and compliance with the principles of fairness. Developments include:

- The collection of data regarding the diversity of staff and its analysis to inform an action plan in January 2012, which was further reviewed in May 2013.
- A Specific Aim under the Public Sector Equality Duty was published in April 2012 with an action plan developed which can be seen on the College website. The Specific Aim is: "To ensure that all employees with managerial responsibility receive equality awareness training, and to enhance the College's analysis and review of equality data on employees to identify which areas may need further investigation or action."

#### *G.4.4 Equal Opportunities Monitoring*

The on-going monitoring of equal opportunities data and its analysis is essential to ensure the College fulfils its remit to treat all Academic members and Support Staff equally within employment. It will inform the development of action plans and policies over the review period through to 2015. Monitoring of student equal opportunities data is undertaken by the University of Oxford on behalf of the College and is the subject of analysis and review by the Senior Tutor and Academic Committee for consideration of any further action to be taken. This data is available from the University Equal Opportunities Department. It reflects that Brasenose College is broadly in line with the University statistics.

### **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:

[www.admin.ox.ac.uk/eop/harassmentadvice/](http://www.admin.ox.ac.uk/eop/harassmentadvice/)

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. 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) Victimisation**

Victimisation 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. Victimisation 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. 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 by the University, 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 Diversity and Equality Officer). 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 other members of the Advisory Panel are Dr Giles Wiggs 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

### 4. Role of advisors

The role of advisors 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 advisor may refer you to another advisor or individual

who is better placed to deal with your enquiry.

## **5. 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 advisor 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.

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

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

8. Harassment is a sensitive issue and all parties to proceedings (complainants, those complained against, harassment advisors and tribunal members) must respect the requirements of confidentiality. Further guidance on confidentiality is contained in the University Code, Part 4, Section B.

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

10. 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, Advisor 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 – “Frank” - 0870 776600: <http://www.talktofrank.com/>

#### 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 Bursar, who may be consulted if you have any concerns.

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

[www.admin.ox.ac.uk/statutes/regulations/196-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml)

*Made by the ICTC on 6 June 2002*

*Approved by Council on 24 July 2002*

*Amended on 2 October 2003, 23 October 2003, 16 February 2006, 1 June 2006, 3 June 2010 and 19 July 2012*

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 Chief Information Officer or his or her nominated deputy in the



case of services under the supervision of IT Services, 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. Exceptions may be made for accounts set up specifically to carry out business functions of the University or a unit within it, but authorisation must be given by the head of the unit.

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 (including advertising commercial services) 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 unauthorised access, transmission or negligent loss of data;

(d) the violation of the privacy of other users;

(e) the disruption of the work of other users;

(f) the introduction or transmission of a virus or other malicious software 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'.

12. Users shall at all times endeavour to comply with policies and guidance issued from time to time by IT Services to assist with the management and efficient use of the University's ICT facilities.

13. Connection of any computer, 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 IT Services.

(b) The University's Trade Mark and Domain Name Policy specifies, inter alia, that all university activities (other than those within OUP's remit) should be presented within the ox.ac.uk domain. Any exception to this requires authorisation as defined in that Policy.

(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 IT Services, 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 IT Services 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 Chief Information Officer (IT Services); this permission may require the payment of a licence fee.

(5) Use of file-sharing technology and participation in distributed file-sharing networks may

be subject to additional regulation and restriction in order to prevent excessive use of university network resources, or the use of those resources for purposes unconnected with the University. If a user has any reason to suppose that an application employs peer-to-peer (p2p) or other file-sharing technology, they should seek the advice of the IT officer responsible for the college or departmental network on which they propose to use the software.

(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 Head of IT Services.

(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 IT Committee (ITC), and will be subject to any conditions that it 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 42 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, or to a visitor to the University, the head of the department, college, or other unit to which the employee or visitor 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 February 2012)

1.1 The functions of the Tribunal shall be to consider appeals on disciplinary decisions imposing a substantial penalty, 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. Substantial penalty includes the penalties of expulsion, rustication or suspension, substantial fines, and other penalties of similar severity. Substantial penalty does not include measures such as the imposition of probation or specially assessed collections.

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 which is a College 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. Each member of the Conference of Colleges which is a Hall shall nominate one person from their own Governing Body to serve, if appointed to do so as provided herein, upon the Tribunal. 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 chair ("the Chair") and a deputy chair ("the Deputy Chair") 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 Deputy Chair will exercise the functions of the Chair if for any reason the Chair 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 Chair 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
- c. a statement of the arguments on which the application is based
- d. the appellant's request for a remedy
- e. 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
- f. 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 Chair 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 Chair 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. The question whether an appeal falls within the Panel's jurisdiction can be considered by the Panel at a hearing, or by the President under regulation 12, even if it is not raised by either party.

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 Chair 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. The President may summarily dispose of an appeal that does not fall within the Tribunal's jurisdiction without consulting the other members of the Panel and without summoning the parties to a hearing. The President should invite the parties to make written observations on the matter before deciding whether it is appropriate to exercise this power. Where the President decides to dispose of an appeal under this provision the decision shall be written, dated and signed and immediately communicated to the parties, via the Secretariat. Brief reasons will be stated with or as soon as possible after communication of the decision. The decision and the brief reasons will be public documents unless, in the President's judgment, the interests of justice or other compelling public or private interest otherwise require.

13. 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. The President shall arrange via the Secretariat for details of the date, time, and venue of the hearing, and any additional information required, to be conveyed to the parties. The parties should notify the Panel as soon as possible of their proposed witnesses. It shall be the duty of the parties, to work together and produce no later than 48 hours before the hearing, an agreed bundle of relevant documents, (paginated) and an outline of each's respective submissions (which should be no longer than 10 pages in length).

14. 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.

15. 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.

16. The Conference Secretariat shall arrange for the hearing to be recorded, and arrange for transcription, if required, at a later stage. With the exception of cases where the hearing was not held in public the recording shall be made available to anyone upon request. Any costs of transcription shall be borne by those making such a request.

17. 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.

18. The Panel shall have full power to establish the facts on which the application is based;

but, it will normally assume that the facts as found by the body against whose decision the appeal is brought were correct.

19. 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.

20. The decision shall be taken by a majority of the Panel. It shall be written, dated and signed and immediately communicated to the parties, via the Secretariat. Brief reasons will be stated with or as soon as possible after communication of the decision. The President shall be responsible for ensuring that these tasks are performed. The decision and the brief reasons will be public documents unless, in the Panel's judgment, the interests of justice or other compelling public or private interest otherwise require.

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

22. 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.

23. Except that where express provision is made herein, the Chair, 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** in conjunction with the regulations set out in 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. You may wish to take advice before signing.

Student	The recipient of this agreement
College	Brasenose College, Radcliffe Square, Oxford, OX1 4AJ
Accommodation	A single College room allocated to the Student by the College
Accommodation Contents	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	Wednesday of 2nd week of each term
Rent	The amount payable for the period of the licence
Utility Charges	Where applicable, any charge for metered utilities, or central heating
Facilities Charge	The termly charge for the use of communal facilities charged to term time tenants only
Rights	<ul style="list-style-type: none"> <li>(a) To occupy the Accommodation during the Licence Period</li> <li>(b) To use the Contents</li> <li>(c) To use the Common Parts</li> <li>(d) To use the Services</li> <li>(e) To use the College's dining facilities (additional charges apply)</li> </ul>
Services	<ul style="list-style-type: none"> <li>(a) repair of the College</li> <li>(b) lighting and heating of the College</li> <li>(c) provision of hot and cold running water to the Accommodation</li> <li>(d) provision of an electricity supply to the Accommodation</li> <li>(e) insurance of the College</li> <li>(f) disposal of rubbish deposited in proper receptacles (except recycling)</li> <li>(g) cleaning of the Accommodation and the Common Parts</li> </ul>
Licence Period	<p><b>Main College site</b></p> <p>Michaelmas Term: starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week</p> <p>Hilary Term: starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week</p> <p>Trinity Term: starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week</p> <p><b>Frewin site</b></p> <p><u>40 week licences</u> starting at 12.00pm on Sunday 21st September 2014 and ending at 12.00pm on Sunday 28<sup>th</sup> June 2015 Saturday of 9th week Trinity Term</p> <p><u>Term time only Licences</u></p> <p>Michaelmas Term: starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week</p> <p>Hilary Term: starting at 12.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week</p>

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 and Hollybush Row sites**

44 week licences starting at 12.00pm on Saturday 27<sup>th</sup> September 2014 and ending at 12.00pm on Saturday 1<sup>st</sup> August 2015<sup>2<sup>nd</sup></sup> August 2014

50 week licences starting at 12.00pm on Saturday 27<sup>th</sup> September 2014 and ending at 12.00pm on Saturday 12<sup>th</sup> September 2015

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 at <http://www.bnc.ox.ac.uk/downloads/freedominfo/studenthandbook.pdf>.

## 1.0 Student's Obligations

- 1.1 To pay the termly Rent (being one third of the annual rent), Utility Charges and the Facilities Charge where applicable 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 to the Lodge
- 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 (e.g. 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 at <http://www.bnc.ox.ac.uk/downloads/freedominfo/studenthandbook.pdf>
- 2.2 To raise termly invoices (Batels) for the rent and for other Accommodation Charges.
- 2.3 Except in the case of an emergency, or 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
- 2.4 Not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary, particularly during examination periods
- 2.5 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
- 2.6 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
- 2.7 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

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

2.9 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

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

2.11 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 and associated charges 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 of Oxford University 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 Licence Period 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, 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.

## G.12 Complaints Policy

Students experiencing serious dissatisfaction with aspects of College life are advised to raise the matter with the appropriate College Officer:

Type of Complaint	Relevant College Officer
Academic matters: teaching, supervision, academic judgement (UG)	Senior Tutor
Academic matters: teaching, supervision, academic judgement (PG)	Tutor for Graduates
Financial matters	Bursar
Non-academic College staff (except Domestic Bursary staff) and services	Bursar
Domestic Bursary staff	Domestic Bursar
Accommodation, food, maintenance	Domestic Bursar
Other students in Brasenose or at other Colleges (including harassment cases)	Dean
Harassment (non-student cases)	Harassment Officer

The relevant College Officer will seek to offer sympathetic advice and where possible will try to find a remedy or reconciliation. If an informal resolution is not appropriate or possible,

the student will be invited to put his/her complaint in writing for investigation. If the matter cannot be resolved to the satisfaction of the complainant, he/she may refer the matter to the Principal who will reach a final College decision and advise the complainant on his/her right to seek an external review.

If you have a concern about the organisation of your course or the Departmental or Faculty teaching you are receiving, you should first attempt to resolve the issue informally by raising it as follows:

**Undergraduate courses:** with your Tutor, the organising Tutor, or any of the other people listed in B.1 above. 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 it is not possible to settle the matter in this way, you should arrange to see the Senior Tutor and provide him/her with details of the complaint and the remedy sought.

**Graduate courses:** with your Supervisor or College Advisor. 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 it is not possible to settle the matter in this way, you should arrange to see the Tutor for Graduates and provide him/her with details of the complaint and the remedy sought.