

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 pages 8 to 12, and the College website - 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://jcr.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.

OSS (Oracle Student Systems) – www.studsys.ox.ac.uk

OSS is the University's student record system. You can access OSS (using your single signon details). You are expected to keep your contact details on OSS up-to-date. Returning students must register on OSS at the start of each year. Examination results are published on OSS, and you are notified by email when results are available.

OxCort - <http://www.oxcort/>

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

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/

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*

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 Chevskas, 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 Tutor in Law*

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

1995 Edwards, Anne, MA Oxf, MRCP *Adviser to Women Students*

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*

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 Macromolecular Crystallography 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*

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

1975 Haydon, Richard Geoffrey, MA PhD Camb, MA Oxf *Professor of Mathematics, Tutor in Mathematics*

2003 Herz, Laura, MA Oxf, PhD Camb, Dipl Bonn *Tutor in Physics*

1991 Houlsby, Guy Tinmouth, MA DSc Oxf, PhD Camb, FEng, FICE *Professor of Civil Engineering*

2010 Huiskonen, Juha Tapio, MSc PhD Helsinki *Junior Kurti Fellow*

2010 Humphreys, Adam Richard Copeland, MA DPhil Oxf *Fixed-term Teaching Fellow in Politics and Supernumerary Fellow*

2001 James, William Siward, BSc Birm MA DPhil Oxf *§ Professor of Virology and Pro-Vice Chancellor for Planning and Resources*

2006 Johansen, Thomas Kjeller, BA PhD Camb *Tutor in Ancient Philosophy*

- 2002 Jones, Jonathan Alcwyn, MA DPhil Oxf *Professor of Physics, Tutor in Physics*
- 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 and Tutor for Graduates*
- 2012 Laganowsky, Arthur, BS MS PhD Univ California *Junior Kurti Fellow*
- 2005 Lea, Susan Mary, BA Oxf *Professor in Structural Biology and Tutor in Biochemistry*
- 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*
- 1997 Morgan, Llewelyn William Goronwy, MA Oxf, PhD Camb *Tutor in Classics*
- 2012 Niewoehner, Philipp, MA PhD Mainz Univ *Junior Golding Fellow*
- 005 Palfrey, Simon David, BA ANU, MA DPhil Oxf *Professor of English Literature and Tutor in English, Librarian*
- 2010 Parker, Philip Christopher Liam, MA Camb, ACMA *Bursar*
- 2004 Parrott, Melanie Jane, LLB Oxf *Domestic Bursar*
- 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*
- 2011 Purcell, Nicholas, MA Oxf, FBA *Camden Professor of Ancient History*
- 2012 Rauch, Ferdinand, MA PhD Vienna *Tutor in Economics*
- 2006 Richardson, The Revd Graeme, BA MPhil MTh Oxf *Chaplain*
- 1992 Robertson, Jeremy, MA DPhil Oxf *Tutor in Organic Chemistry*
- 2009 Robinson, Francis Christopher Rowland, CBE, MA Camb *Senior Golding Fellow*
- 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 CNAAL, 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 and Dean*
- 2003 Vogenauer, Stefan, MA MJur Oxf *Professor of Comparative Law*
- 2004 Wiggs, Giles Frederick Salisbury, BSc PhD Lond *Tutor in Geography*
- 2007 Wilson, Mark, MA DPhil Oxf *Tutor in Theoretical Chemistry*
- 2003 Zisserman, Andrew, MA PhD Camb, MA status Oxf, FRS *Professor of Engineering Science and Senior Kurti Fellow*

LECTURERS NOT ON THE FOUNDATION

Abrams, Lesley Jane, BA Oxf, MA PhD Toronto

History

Belshaw, Robert, BSc MSc Manc, PhD Imp Lond	<i>Biological Sciences</i>
Board, Mary, MA DPhil Oxf	<i>Biochemistry</i>
Carroll, Ian, MPhil Oxf	<i>Politics</i>
Gardes, Ives	<i>French Lecteur</i>
Hackney, Jeffrey, BCL MA Oxf	<i>Roman Law</i>
Hanson, Louise, MA DPhil Oxf	<i>Philosophy</i>
Harker, Anthony Henry, MA Camb, DPhil Oxf	<i>Solid State Physics</i>
Jenkinson, Sarah Felicity, MA, DPhil Oxf	<i>Organic Chemistry</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>
Köpcke Tinturé, Maria Isabel, Lic LLM Ramon Llull Barcelona, LLM Harvard, LLM Katholieke	<i>Law</i>
Universiteit Brussell, MSt DPhil Oxf	<i>Inorganic Chemistry</i>
Kuznetsov, Vladimir, MSc PhD Moscow	<i>Physics</i>
Linke, Norbert	<i>Politics</i>
Lubbock, Thomas, MPhil Oxf	<i>Physics (Mathematics)</i>
Middleton, Anthony N, MA Oxf	<i>Spanish</i>
Moran, Dominic Paul, MA Oxf, PhD Camb	<i>Economics</i>
Palano, Silvia, MA Oxf	<i>Portuguese</i>
Pazos Alonso, Claudia, BA DPhil Oxf, MA Lond	<i>Classical Archaeology</i>
Robinson, Damian, BSc PhD Brad, MA Oxf	<i>Medieval English</i>
Robinson, Olivia MSt DPhil Oxf	<i>Geography</i>
Rogers, Alisdair Peter, MA DPhil Oxf	<i>Early Modern French</i>
Salas, Irene	<i>German Lektor</i>
Schmidt, Golo, MA	<i>Human Anatomy</i>
Taylor, Jeremy Simon Hudson, BSc Brist, MA Oxf, PhD Lond	<i>English</i>
Williams, James, MA Oxf, Phd Camb	<i>Music</i>
Wollenberg, Susan Lesley Freda (Mrs), MA DPhil Oxf	

FELLOWS AND TUTORS BY SUBJECT (Alphabetical Listing)

Ancient History

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NIEWOEHNER, Phillip	Junior Golding Fellow, Byzantine Archaeology & Material Culture	philipp.niewoehner@arch.ox.ac.uk

Biochemistry

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HUISKONEN, Dr J	Junior Kurti Fellow, Human Genetics	juha.huiskonen@gmail.com
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Biological Sciences

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owen.lewis@zoo.ox.ac.uk**Chemistry**

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Junior Kurti Fellow in Physical and Theoretical Chemistry

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Management		
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THUN, Dr E	Peter Moores Tutor in Chinese Business Studies	eric.thun@bnc.ox.ac.uk
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Mathematics		
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HAYDON, Prof R G	Professor of Mathematics & Tutor in Mathematics	richard.haydon@bnc.ox.ac.uk
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Medicine		
To be appointed	Tutor in Physiology	
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Modern Languages		
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Philosophy		
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	CLUBS	
TIMPSON, Dr C G	Tutor in Philosophy, DEAN	<u>christopher.timpson@bnc.ox.ac.uk</u>
Physics		
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JONES, Prof J	Tutor in Physics	<u>j.jones3@phys.ox.ac.uk</u>
LEEK, Dr P	Junior Kurti Fellow in Solid State Physics	<u>peter.leek@physics.ox.ac.uk</u>
Politics		
HUMPHREYS, Dr A	Teaching Fellow in Politics	<u>adam.humphreys@bnc.ox.ac.uk</u>
Psychology		
POPPLEWELL, Dr D A	Supernumerary Fellow in Psychology	<u>david.popplewell@psy.ox.ac.uk</u>

COLLEGE OFFICERS

ADVISOR TO WOMEN STUDENTS & EQUAL OPPORTUNITIES & DISABILITIES OFFICER & HARRASSMENT OFFICER

EDWARDS, DR A Supernumerary Fellow anne.edwards@oxforddeanery.hns.uk

BURSAR

PARKER, MR P philip.parker@bnc.ox.ac.uk

CHAPLAIN

RICHARDSON, Rev'd G. Supernumerary Fellow graeme.richardson@bnc.ox.ac.uk

DEAN

TIMPSON, Dr C christopher.timpson@bnc.ox.ac.uk

DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS

MILLER, Dr L Supernumerary Fellow liz.miller@bnc.ox.ac.uk

SENIOR TUTOR AND TUTOR FOR ADMISSIONS

SMITH, Dr S D senior.tutor@bnc.ox.ac.uk

TUTOR FOR GRADUATES

KREBS, DR T tutor.graduaes@bnc.ox.ac.uk

VICE PRINCIPAL

DANIEL, Prof R vice.principal@bnc.ox.ac.uk

COLLEGE WELFARE TEAM

Dean: Dr Chris TIMPSON	christopher.timpson@bnc.ox.ac.uk
Senior Tutor: Dr Simon SMITH	senior.tutor@bnc.ox.ac.uk
Chaplain: Rev'd Graeme RICHARDSON	graeme.richardson@bnc.ox.ac.uk
Tutor for Graduates: Dr Tom KREBS	tutor.graduates@bnc.ox.ac.uk
Advisor to Women Students: Dr Anne EDWARDS	anne.edwards@orh.nhs.uk
Junior Dean (College): Ms Moira GILLIS	moira.gillis@law.ox.ac.uk
Junior Dean (College/Frewin): Mr Michael D'ANGELI	michael.dangeli@theology.ox.ac.uk
Junior Dean (College/Frewin): Ms Alys Moody	alys.moody@bnc.ox.ac.uk

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.

PEER SUPPORT GROUP

Ms Kirsty SMITH	kirsty.smith@bnc.ox.ac.uk
Ms Ashleigh MCMASTER	ashleigh.mcmaster@bnc.ox.ac.uk
Ms Alice CHADWICK	alice.chadwick@bnc.ox.ac.uk
Ms Chloe CORNISH	chloe.cornish@bnc.ox.ac.uk
Mr Benjamin RALPH	benjamin.ralph@bnc.ox.ac.uk
Mr Turner EDWARDS	turner.edwards@bnc.ox.ac.uk
Ms Abigail PIPKIN	abigail.pipkin@bnc.ox.ac.uk

ADVISORY PANEL ON HARASSMENT:

Dr Anne EDWARDS	anne.edwards@orh.nhs.uk
Dr Llewelyn MORGAN (COLLEGE)	llewelyn.morgan@bnc.ox.ac.uk
Mr Michael D'ANGELI (FREWIN)	michael.dangeli@theology.ox.ac.uk
Ms Moira GILLIS (COLLEGE)	moira.gillis@law.ox.ac.uk
Ms Alys MOODY (FREWIN)	alys.moody@bnc.ox.ac.uk

COLLEGE OFFICE

Senior Tutor:	Dr Simon SMITH	senior.tutor@bnc.ox.ac.uk
Academic Administrator:	Mr Henry JESTICO	henry.jestico@bnc.ox.ac.uk
Assistant Academic Administrator:	Mrs Emma BUDD	emma.budd@bnc.ox.ac.uk
Admissions Officer:	Mr Matthew READING	matthew.reading@bnc.ox.ac.uk
Schools Liaison and Publications Officer:	Dr Joe ORGAN	joe.organ@bnc.ox.ac.uk

OTHER COLLEGE CONTACTS

Note: this is not a comprehensive list; see also the College website: www.bnc.ox.ac.uk

Bursar	Mr Philip PARKER	bursar@bnc.ox.ac.uk
College Accountant	Mrs Julia PALEJOWSKA	julia.palejowska@bnc.ox.ac.uk
Domestic Bursar	Ms Mel PARROTT	mel.parrott@bnc.ox.ac.uk
Accommodation Manager	Mrs Sabina WHITE	accommodation@bnc.ox.ac.uk
<i>For accommodation/cleaning needs</i>		
Head Porter	Mr Andy TALBOT	head.porter@bnc.ox.ac.uk
Clerk of Works	Mr Joe JOHNSTON	joe.johnston@bnc.ox.ac.uk
<i>For maintenance issues</i>		
IT Office	Mr John KINSEY, Mr Peter BUSHNELL	computer.office@bnc.ox.ac.uk
Librarian	Mrs Liz KAY	library@bnc.ox.ac.uk
Principal's P.A.	Mrs Melanie JAMES	melanie.james@bnc.ox.ac.uk

HULME COMMON ROOM (HCR)

Common room for Graduate students

HCR PRESIDENT:	Olga Breininger-Umetayeva	olga.breininger-umetayeva@bnc.ox.ac.uk
HCR VICE-PRESIDENT/ SECRETARY:	David Wilkins	david.wilkins@bnc.ox.ac.uk
HCR TREASURER	Hristiana Vidinova	hristiana.vidinova@bnc.ox.ac.uk

JUNIOR COMMON ROOM (JCR)

Common room for Undergraduate students

JCR PRESIDENT:	Aditi Arora	aditi.arora@bnc.ox.ac.uk
JCR VICE-PRESIDENT/ SECRETARY:	Nathalie Larsen	nathalie.larsen@bnc.ox.ac.uk
JCR TREASURER:	Clara Pouletty	clara.pouletty@bnc.ox.ac.uk
JCR ADMISSIONS & ACCESS	Amy Lewin	amy.lewin@bnc.ox.ac.uk

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 post-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 – 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 Tuesday 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 Chaplain, in his capacity as Dean 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.

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), 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). He 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* has responsibility for College finances and estates, 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. 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), 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/), 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). 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* and the University *Examination Regulations* when you arrive and you should keep them in a safe place. 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. Do not leave home for College without the Blue Book!

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 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.

Graduates make a distinctive contribution to the intellectual life of the College and University. Regardless of whether you are taking a taught course or conducting research, as a Graduate you have an opportunity to engage in projects and other activities that advance the boundaries of knowledge and understanding in your field, and which have the potential to improve well-being beyond the academy. Membership of the HCR gives access to an international community of remarkable people doing amazing things, providing an opportunity to enrich and enlarge your intellectual horizons.

Sections B2, B3 and B4 provide general information for Graduates and Undergraduates. Section B5 deals with Graduate teaching. Sections B6 – B9 deal with Undergraduate teaching.

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 2012/2013 are as follows:

Michaelmas Term 2012	7 October to 1 December
Hilary Term 2013	13 January to 9 March
Trinity Term 2013	21 April to 15 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 tests, 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.7.1 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 from Oxford during Full Term. Requests to be absent should again 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 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).

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

B.2.2 Information about Academic Matters

Important information relating to Tutorials, examinations, and other matters is normally circulated by e-mail, 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 e-mail. You should check notice boards, mail and e-mail regularly (daily is recommended). Failure to check notice boards, mail and e-mail will not be accepted as an excuse for not complying with requirements. **All communications delivered to College pigeon-holes or sent to an e-mail address "@bnc" will be deemed to have been received after 48 hours.**

B.2.3 Academic Dress

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

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

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

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

commoner's gown.

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

B.2.4 Conferral of Degrees

Oxford degrees are not automatically conferred at the end of the course. Instead, your degree will be conferred to you either in person at a degree ceremony in the Sheldonian Theatre, or in absentia. If you would like to take your degree in person, you should contact the Assistant College Administrator (emma.budd@bnc.ox.ac.uk) to book a place at a degree ceremony at which you may invite up to three guests. The College provides refreshments for those graduating and their guests.

Important: you will not be able to take your degree if settlement of your College batels (account) is outstanding, nor will the College furnish details of your academic performance to enquirers. You may not use the style of your degree (B.A., MA., M.Litt., D.Phil. etc.) until you have taken your degree.

B.3. 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.

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 will be charged for lost or damaged books, and if periodicals or books forming part of a set are lost/damaged, the cost of a replacement set may have to be charged to you.

Access to the Library is with the College Fob. For security reasons the Library door must be kept closed. **Food and drink must not be consumed in the Library** (crumbs and similar create conditions in which micro-organisms, insect pests, and vermin cause serious damage to collections: these are much harder to eliminate than to prevent). **Failure to observe library regulations will result in Decanal action.**

Photocopying is free for a trial period. Printing is charged (to batels) at 2p per page black and 6p per page colour; the library photocopiers double as the library printers. Any problems with the machines should be addressed to the IT Technician (computer.office@bnc.ox.ac.uk). IT rules and regulations apply to computers in the library and when connecting your own computer to the web using the Ethernet ports or a wireless connection (see B.3.2 for details). Theft of/damage to IT hardware, including Ethernet cables, will be the subject of Decanal action.

B.3.2 IT Facilities

JCR Computer Rooms are situated in the basement of Staircase XV, and in Frewin Hall. They

are open for the use of all resident members of the College. The HCR Computer Room is available to HCR members only.

Access to the Computer Rooms are with the College Fob. For security reasons the doors must be kept closed. Failure to observe these regulations will be the subject of Decanal action. For general information about the College's Computing Services, see <http://tech.bnc.ox.ac.uk/>.

Any problems with the machines, or queries concerning the operation of the room, should be addressed to the IT Office. Printing from computer rooms is charged at 2p per sheet and users must provide their own paper. Printing in the libraries is charged at 2p per page black and 6p per page colour with paper being provided. Photocopying is free for a trial period – it is hoped that rather than paper copies, students make use of the scan-to-email features of the copiers to reduce the carbon footprint of the college. Undergraduates who have an academic requirement for a substantial volume of printing and for whom the cost will cause hardship may apply for financial support from the College. OWL (Oxford Wireless LAN) and Eduroam wireless networks are available in College. For instructions on connecting to these networks please go to the following website: <http://www.oucs.ox.ac.uk/network/wireless/>.

The computers and both the wired/wireless network are provided for academic purposes only. It is a serious offence to use them otherwise. All users must obey the University's regulations relating to the use of I.T. facilities, which are set out in G.9, below; see also 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.

Please also note that the use of personal routers (Wireless or otherwise) are strictly forbidden on any College network. There are strict decanal penalties for anyone caught using one. These devices, if misconfigured can cause serious disruption to other network users.

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 or 01865 277513. Though not obliged to, college ICT staff can offer assistance and support on whole range of personal computing problems students may have providing their time allows.

B.4. Academic Officers

The *Senior Tutor* has general jurisdiction over students reading for a 1st degree and chairs the College's Tutors' Meeting. The *Tutor for Graduates* has oversight of Graduate students' academic progress.

B.5. Graduate Education

B.5.1. Academic Provision

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

B.5.2. Tutor for Graduates

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

B.5.3. College Advisors

The College appoints a College Advisor for each Graduate student. You will be notified of the name of your College Advisor when you arrive, and should contact him or her to introduce yourself. Your College Advisor is not intended to replace or supplement the supervision arranged by your faculty or department, but he or she will take an interest in your academic progress and should be regarded as a useful source of advice about any matter, whether academic, personal or financial. In particular, you should contact your academic advisor in the event that you have any difficulties with your supervision.

B.5.4 Monitoring of Academic Progress

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

B.5.5. Changing Courses

Graduates who wish to change course, whether between Postgraduate courses or between Postgraduate and Undergraduate courses, should discuss the matter with their supervisor, College Advisor, and the Tutor for Graduates.

B.5.6. Research Support Grants

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

Applications for grants must be made *in advance*; grants will not normally be made retrospectively. A one-year Graduate may be awarded up to £110, a two-year Graduate up to £225 and a D.Phil student up to £500 during the course of their degree.

If you are in doubt about whether an application is appropriate, or the terms in which it should be made, please consult the Tutor for Graduates (Tutor.Graduates@bnc.ox.ac.uk).

B.5.7. Graduate Scholarships and Studentships

The College may elect up to ten Brasenose DPhil Candidates per year to Senior Hulme Scholarships. The Scholarships entitle the holders to a small financial emolument and limited dining rights at High Table. Scholarships are awarded based on exceptional academic performance as evidenced by (for example) transfer of status reports or Graduate degree results achieved while Graduate students at Brasenose. Elections are made on a rolling basis throughout the academic year.

The progress of existing Senior Hulme Scholars will be kept under review. Senior Hulme Scholars who have performed poorly academically may be demoted by the Tutor for Graduates. Scholarship holders who have committed serious breaches of the rules laid down in Part C of this Student Handbook may be referred by the Dean to the Tutor for Graduates with a view to having their Scholarships revoked.

The College funds a number of Graduate studentships in association with the University's Clarendon Fund. From time to time it also funds joint awards with University Faculties and Departments. It is current College policy to fund all such studentships fully (i.e. to an amount that covers University tuition fees, College fees, and estimated living costs for as long as the student is liable to pay fees). Students must apply for Clarendon Studentships at the same time as applying for admission to a Postgraduate degree at the University. Applications for these studentships are usually considered in a gathered field as part of the admissions process. Current Master's students who wish to continue to Doctoral study may apply for these awards – the deadline for applications coincides with the January deadline for applications for Graduate admissions. For further details, see the University's website at www.clarendon.ox.ac.uk/. Note that with the exception of Hulme Completion Grants or similar named awards, it is not College policy to fund 'over-time' study (ie the period that elapses after the expected end of a programme).

B.5.8. Hulme Completion Grants

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

B.5.9. Annual Fund

Thanks to the generosity of our 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. Awards are currently made where a student can demonstrate a shortfall in funding for a significant academic project, or an activity that enhances educational and personal development. Smaller awards are not means tested but larger grants take into account financial circumstances.

Calls for proposals (funded from out of the College's Annual Fund) will be advertised once per term, to enable the College's Disbursements Committee to consider applications 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.

B.5.10. Prizes

College prizes are awarded as follows:

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

B.5.11. Hulme Common Room (HCR)

The Hulme Common Room (HCR) is the College's common room for Graduate students. You are warmly encouraged to make use of the HCR and to participate in the events it organises. The College subsidises a formal dinner for Graduates once a term. There are a number of informal seminars, called 'Blurbs', held jointly by the HCR and the Senior Common Room (SCR), followed by dinner, usually three times a term. The popular Blurbs events present Graduate students with the opportunity to have informal academic discussions with the College's Fellows and Lecturers.

B.6. Undergraduate Education – 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.7, which sets out further details of the support provided by the College, and B.8, which explains the consequences of failing to meet your academic obligations.

B.6.1. College Teaching

All Undergraduates are assigned one or more Tutors (depending on the subject) from among the Fellows or Lecturers of the College. In general, your College Tutor will teach you some subjects 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 Administrator (henry.jestico@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.8.2 below).

B.6.2 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 also compulsory. The College will treat any failures to meet these obligations with the same seriousness as it views lapses in College-based teaching.

B.6.3 Academic Work during the Vacation

It is not feasible to cover all of the 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.6.4).

B.6.4 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.

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 (ie 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.

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

Conversely, if your performance gives cause for serious concern, disciplinary action may be taken to address core problems (see B.8.2). Under the following 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.8.1 below:

- poor performance (usually failure) of two Collections at the start of the same term;
- poor performance (usually failure) of one Collection in one subject in one term, and another Collection in another subject the following term;
- poor performance (usually failure) of the same Collection twice irrespective of when the two attempts were made.

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.7.1 below). Principal's Collection is not an examination you need prepare for and should not be confused with College Collections.

B.6.5. University Examinations

All Undergraduates take two University examinations. The **First Public Examination** is usually taken during the first year, at the end of either two or three terms (five terms in 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/.

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). **If you do not satisfy the examiners at the second opportunity, your studies will be terminated (i.e. your place on your course at Oxford will be withdrawn, and you will be sent out of residence permanently).** Your right of appeal against being sent down is described in detail in B.9.1 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.6.6 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, computer code, group or individual presentations, or computer programming code.

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 are detected in regular Tutorial and class work.

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/. 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 provide safeguards against plagiarism charges. Note also that the consent of the author of original work is also an inadequate defence. 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.

B.6.7. 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 8) 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.

B.7 Undergraduate Education – Academic Support

Brasenose is committed to helping you to achieve your full potential. In addition to providing the teaching detailed in B.6, the College seeks to support and encourage you in a variety of different ways. This section provides information on matters such as 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.7.1. 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. A student guide to OxCort is available at www.oxcort.ox.ac.uk/.

Every 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) 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.7.2. Feedback on Tutorial teaching

The College gathers feedback on Tutorial and class teaching from its Undergraduates each year. This gives students an opportunity to comment on the teaching which they have received, helping the College to ensure that academic provision meets student needs. Various methods have been 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 current system consists of Academic Feedback Sessions, whereby groups of students studying the same subject meet in a structured session lasting approximately 45 minutes, convened by the JCR Academic Affairs Representative. A written report is then communicated to Tutors via the College's Academic Committee.

B.7.3 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 (henry.jestico@bnc.ox.ac.uk);
- iii) contact the other specially-appointed Tutors, such as the Panel of Undergraduate Advisors, or the Advisor to Women Students (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: www.bnc-jcr.co.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.7.4 Changing Courses

The scope for switching degree programme is limited since all students are admitted to the College in open competition, and have gained a place 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.

B.7.5 Complaints

If you have a concern about the organisation of your course or the teaching you are receiving, you should attempt to resolve the issue informally by raising it with your Tutor, the organising Tutor, or any of the other people listed in B.7.3 (i) to (iv) 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 with details of the complaint and the proposed remedy. The Senior Tutor has ultimate responsibility for resolving problems related to College teaching.

B.7.6 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.7.7 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.

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

B.7.8 Grants financed from the Annual Fund

Thanks to the generosity of our 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. Awards are currently made where a student can demonstrate a shortfall in funding for a significant academic project, or an activity that enhances educational and personal development. Smaller awards are not means tested but larger grants take into account financial circumstances.

Calls for proposals (funded from out of the College's Annual Fund) 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.

B.7.9. Michael Woods Travel Grants

Small travel grants in memory of Michael Woods, formerly a Tutor of the College and a distinguished philosopher, are made at the end of Hilary Term. The travel should have some intellectually constructive purpose, though it is envisaged that the fulfilment of this purpose would also be, typically, something enjoyable and refreshing. The travel should not be for the purpose of pursuing 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.

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

Travel grants from this fund are made annually in Trinity Term, for use in the following Long Vacation or Easter Vacation. Applicants must not have yet taken 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.

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

B.8.1. 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 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.

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.7.3 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. 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 performance issues. It will also specify a date at which progress towards the agreed goals will be assessed (typically, early in the following term). Should you not make satisfactory progress during the agreed time scale, 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 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.8.2 and B.8.3 below).

B.8.2. Probation

If the principal issue of concern is associated with a lack of academic organisation (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 will take the form of a period of Probation.

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

At the meeting, you will be given an opportunity to comment on the terms and conditions proposed by the Senior Tutor. It is important that you raise any objections 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.9.2 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.8.3 Penal Collections

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

If you are to be set a Penal Collection, the Senior Tutor will arrange a meeting with you and your Subject Tutors at which the Penal Collection will be discussed. Normally two examination papers are set, and you are required to achieve a particular pass mark. The pass mark will normally be the lowest mark in the Upper Second class range (ie an arithmetic average \Rightarrow 60), but may be set at a higher or lower level if appropriate in the particular circumstances of your case.

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

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

Penal Collections are double marked by two examiners external to the College. The 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 failed to reach the required standard, you will be required to attend a Disciplinary Panel Hearing (see B.9.2 below) which may result in your academic studies being suspended or terminated.

B.9. Undergraduate Education – Academic Penalties

B.9.1 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.6.5 above. You may appeal to the College's Executive Council against being sent out of residence. The Executive Council only has the power to waive the rule if you can demonstrate that there are 'exceptional circumstances' in your case.

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

The Senior Tutor will notify you of the date of the hearing. The hearing will be conducted and determined by the Executive Council consisting of at least five members including the Principal (or his deputy) who will chair the meeting. For details of the organisation of the hearing, see section B.9.2.

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

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

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

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

B.9.2 Breach of Probation or Failure of Penal Collections 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 you will be summoned to attend a Disciplinary Panel hearing. A Disciplinary Panel has the power to suspend or terminate your programme of study by sending you out of residence either temporarily or permanently.

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

The 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 (see below);
- the right to introduce testamentary 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.9.1) 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.9.3 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.

The purpose of the hearing is to enable the Disciplinary Panel to obtain a full understanding of the relevant details of your case. 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 may decide:

- 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 sees fit.

The Disciplinary Panel is not bound by the Senior Tutor's recommendation as to the decision it should take.

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

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

B.9.3 Appeals against Disciplinary Panel decisions

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

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

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

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

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

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

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

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

PART C – DECANAL MATTERS

C.1. Introduction

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

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 reduce, but not increase, the penalty. The Principal will write to you as soon as possible to inform you of the Panel's decision. He will also give a brief account of the reasons for the decision.

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

C.6 Organising a Function in College

C.6.1 General

The Domestic Bursar's permission must be sought if you wish to hold any parties or gatherings in public College rooms (including the JCR, 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

'Pennyng' (the practice of dropping a coin in a cup to coerce someone to consume the contents) and other forms of coercion put pressure on individuals to consume more alcohol than they would otherwise choose. This practice, particularly when used in the context of an

'initiation' of some sort, is a form of harassment. Pennyng, and other similar forms of coercion, is regarded as an example of irresponsible behaviour. It is not permitted.

(b) Standing on tables and other furniture

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

PART D – COLLEGE ACCOMMODATION AND FACILITIES

D.1 College Staff and College Officers

D.1.1 College Staff

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

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

D.1.2 The Domestic Bursar

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

D.1.3 Breaches of Licence to Occupy

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

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

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

D.1.4 Cost of Repairs

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

D.1.5 Procedure Before the Domestic Bursar

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

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

D.1.6 Dealing with Problems and Complaints

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

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

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

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

D.1.7 The Bursar

The Bursar 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 What to Do in an Emergency

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

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

In College: the Lodge (2) 77830 or the Junior Dean 07770572403
 In Frewin: the Curator 07765251325, 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.

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 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. Central heating is switched on from 1 October to 1 May. It is intended to provide a temperature of $17 \pm 1^{\circ}\text{C}$ during the hours 7:00-11:00 a.m. and 3:00-10:00 p.m. Additional heating by electric radiators is metered and charged. The central heating in Frewin is of obsolete design (except on S/C II, III, IV, V, VI, VII, XVII & XIX) and no performance criteria can be specified. College has a programme of replacement for the obsolete areas. A room list posted outside the Bursary gives details of room costs and heating provision, it also provides an average of heating costs per room for the last three years (if separately billed). 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 a security plan which identifies the general approach to security matters. The plan includes procedures in the event of an emergency e.g. bomb alert, summoning ambulances etc. It is available for inspection in the Domestic Bursar's office. The College undertakes to ensure that student rooms and buildings are secure against intrusion, by ensuring that student room doors are lockable and that main entrance doors are lockable where a risk assessment indicates that this is appropriate. As an aid to security the College has installed high quality ASSA locks on 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 when leaving College for the final time. Charges will be made for lost fobs or those not returned on departure. The College will endeavour to fit window locks to all ground and first 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:**
www.endsleigh.co.uk/student-possessions.html

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 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.

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 on 40 week licenses when they should be cleared at the end of 9th week of Trinity Term). 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 with 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 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.

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 underbench (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 academic year or at the end of each term (dependant on the terms of your license to occupy, tenancy or termly).

- 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.

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, eg 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.

Note: procedures for allocating rooms are currently being reviewed. JCR and HCR Committees will be consulted about proposed changes, and students will be informed if it is agreed to change procedures currently in place.

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, Hollybush Row and Kings Cross Road. Rooms are allocated to in-coming Graduates according to priorities determined by the College.

Graduate Freshers will receive an invitation to apply for accommodation in which they will be offered a choice of Graduate site and room band. Freshers will receive this email when they have fulfilled all of the conditions of their offer.

The applicant will receive an email offer of accommodation based on their stated preferences within fourteen (14) days of the College receiving a deposit. 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. 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 51 weeks in the Graduate Annexes, are committed to paying rent for the full period once the terms and conditions have been accepted as outlined in D7.4.. No rebates are given. If you fail to take up residence or move out during the year the College will seek to re-let the room and will consider any proposals for a replacement tenant which you may have, but if it is not possible to re-let the room then rent will be charged. Rooms will be re-let to Brasenose students in priority to all other students of Oxford University and will in no circumstances be re-let to persons who are not members of Oxford University. Students of other Colleges residing in Brasenose accommodation must arrange for their own College to pay their rent. 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 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 just outside the lodge in College or in the computer room in Frewin. In the Graduate Annexes, overnight guest forms are available in the lobby, to be filled in and returned to 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 September the following year. If your course requires you to arrive earlier, the College will endeavour to accommodate you. Please contact the Accommodation Manager to arrange this. **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 12 noon on Saturday of Eighth Week. You should notify the lodge of your arrival and departure.

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.

However, it may be possible for Undergraduates to remain in College accommodation outside term in certain circumstances. In all cases, you must apply online via the web link: <http://tech.bnc.ox.ac.uk/pages/additional-residence-application.php> and your application must be supported by your Tutor. First priority is given to students who are taking university examinations after the end of term. In these cases, accommodation of some kind is guaranteed and every effort is made to ensure that students can remain in their usual rooms. You will be expected to vacate your room by noon on the day following your final examination. Second priority is given to students who need additional residence in Oxford for vacation reading in libraries, projects or laboratory work. When applying you will have to confirm that you are willing to move to another room (usually at the Frewin Annexe). Only a very small number of rooms, if any, are likely to be free, and the period of availability may be limited. Vacation residence policies and procedures are currently under review by the Domestic Bursar and JCR.

D.7.10 Vacation Address and Change of Address

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

D.7.11 Storage

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

A limited amount of storage space during the vacations may be available for those returning as members of the College the following term, though no guarantee of storage space can be given. Please apply to 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 or the Accommodation Manager at workshop@bnc.ox.ac.uk or accommodation@bnc.ox.ac.uk, or inform your scout who will raise the necessary paperwork.

Work tickets for the St Cross Annexe are yellow, for Hollybush Row they are orange and are available in the lobbies of the relevant buildings. Work tickets for Frewin are pink and are available in the Frewin computer room or in the Lodge. Work tickets for College are green

and are available in the Accommodation Office or in the Lodge.

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

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

D.8.3 Maintenance

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

D.9 Grounds Maintenance

D.9.1 Gardens

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

Walking on lawns is not 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. 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 area 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 and kept in the places provided (in College, Frewin, Hollybush Row or St Cross) and not brought into rooms or staircases. Bicycles are not to be ridden on College property.

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

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

D.11.2 Cars

Parking of cars by members of the College, their family or friends is strictly forbidden in Brasenose Lane, Radcliffe Square, Hollybush Row, 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 present 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 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 Hall and at the New Buttery (Gertie's Tea Bar). You must top up your Card using a bank debit or credit card using the terminals available in the Frewin computer room or the Lodge. Alternatively you can top up online via the Brasenose website <http://www.bnc.ox.ac.uk>. Please go to the Finance Bursary to make alternative arrangements if you do not have a debit or credit card. (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 must not be used if overdrawn. A charge of £10 will be made if this happens. Continued misuse may result in your card being withdrawn.

If a terminal does not work please inform the IT Office before speaking to Finance Bursary staff to make alternative arrangements. If the terminal is down and you wish to book for Formal Hall, please request a sign on sheet from the Lodge staff or use the function booking facility on the Brasenose website <http://www.bnc.ox.ac.uk>.

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

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

D.13.2 Meal Times

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

Breakfast is cafeteria style. A choice of fruit juice, cereal plus toast and tea or coffee is available. Cooked breakfast and continental type breakfast is available Monday to Friday. It is 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 three 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 online via the Brasenose website <http://www.bnc.ox.ac.uk>. A receipt is issued, confirming the meal booking. On arrival at the Hall you must hand the receipt to a member of staff. The kitchen will prepare the number of dinners which have been pre-booked, and you will therefore be charged even if you do not turn up.

Snacks, including toasted and non-toasted sandwiches, panninis, 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 (i.e. Undergraduate and Postgraduate).

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

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

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.

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

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.

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 sports ground and Boathouse are not available for private parties.

There are College teams in most sports, with opportunities both for casual and serious athletics organised by the Amalgamated Clubs. During the summer the JCR runs a Punt Club.

D. 18 Animals

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

D.19 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. In such cases you should normally inform your Tutor(s). If for any reason this is impossible or inappropriate, you should make sure that the College Welfare Team is aware of the circumstances. You may need to see a College Doctor. Information given to the College Doctor in confidence will not be revealed without your permission.

E.1.1 A Note on Parental and Family Involvement

The College generally follows the University's Confidentiality Guidelines and complies with the requirements of the Data Protection Act in dealing with parents. In accordance with the requirements of the Data Protection Act, the College will not share information about individual students or discuss an individual student's circumstances with parents or supporters unless the student has given permission in writing (e.g. by email). Contact without the student's written permission may occasionally be justified as being in the students' best interests, e.g. when a student is involved in an accident, becomes seriously ill or is at risk of self-harm. The decision to do so should be made by the relevant senior College Officer (e.g. the Principal or Senior Tutor), and the student must be informed.

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 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 **mandatory** 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

Mrs Sarah Dragonetti attends College from Noughth to Ninth Week inclusive. Surgery hours are 12.30 pm – 1.30 pm, Monday, Tuesday, Wednesday and Friday, and 10.45 am – 12.15 pm on Thursdays. Mrs Dragonetti's surgery is on Staircase XII.

She can also be contacted in an emergency on email: 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 are available at: <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 NHS Direct on 0845 4647, or online at www.nhsdirect.nhs.uk.

E.3 Welfare

E.3.1. The College “Welfare Team”

A number of College Officers are responsible for student welfare, including the Senior Tutor, Dean, Chaplain, Tutor for Graduates, Advisor to Women Students, Junior Deans, Peer Supporters, and the JCR and HCR Welfare and Women’s Representatives, – for contact details, see the front of this handbook. All are available in confidence to “listen and refer” – they advertise themselves around College and on the websites of the College (www.bnc.ox.ac.uk), JCR (<http://jcr.bnc.ox.ac.uk/>) and HCR (<http://hcr.bnc.ox.ac.uk/>). Undergraduate students may also approach their Tutors about welfare matters, and Graduate students may consult their College Advisors.

E.3.2 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.3.3 The Chaplain

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

E.3.4 Undergraduate Advisors

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

E.3.5. Graduate Advisors

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

E.3.6. The Advisor to Women Students

Dr Anne Edwards (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.3.7. The University Counselling Service

The Counselling Service provides confidential advice – see 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/. 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

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
- Scholarships
- Fees
- Student Loans
- 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, 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, 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

<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

<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 (eg 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 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, about increases in rents and other charges.

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

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. They consist of fees and charges and must be paid by the due date.

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

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

Please give a reference as shown above with your transfer. Please also email the Finance Bursary on 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.

Alternatively the College will accept:

Cheque payable to Brasenose College

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

Cash

F.4.2 Problems and Late Payments

If you do not have the funds necessary to pay on time you should contact the Finance Bursary immediately to discuss your circumstances and to agree a payment schedule.

A charge of £50 may be imposed for late payment, at the discretion of the College Accountant. Failure to check your pigeon-hole for batels or late notices will **not** be accepted as a reason for late payment. Further action will be at the discretion of the College Accountant. Students in debt to the College or University without permission cannot occupy College accommodation. Students leaving College with batels outstanding are not permitted to take their degrees (see section B.2.4).

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

F.5 Home/EU Undergraduate Student Loans

Detailed information about how to apply for a student loan is available at 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 and received your registration form, **you must present this at the College Office before the Students Loans Company will make any payment to you.** The registration process will take up to four working days.

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

F.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 Opportunity Bursaries (OOB)

The aim of the Oxford Opportunity 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 OOB, 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/university/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 (ie 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.

Further information about financial support for Graduate students is available in the following sections of this handbook: B.5.6; B.5.7; B.5.8 and B.5.9.

F.7 Additional Residence Grants

The College has limited funds for awarding grants or rent reductions to students who need to remain in residence outside term. Priority is given to those taking examinations which take place before the beginning or after the end of full term, but funds may also be available to support limited periods of directed vacation reading, work on projects or other academic activities relating to the student's course. Currently students are required to complete forms for additional residence grants by the end of Sixth Week in the relevant term. The form, which is available from the Academic Administrator, must be signed by your Tutor. Application procedures are currently under review, and you will be informed of any changes. Note: at present you are required, firstly, to apply to the Accommodation Manager to be allowed to stay in residence after the end of term, and, secondly, to apply via the College Office, for a residence grant, if required.

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.7.7 above.

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. 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), 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. 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).

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.

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.8 and C.3 above.

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

When students, whether Undergraduate or Postgraduate, are out of residence, the College normally stipulates that they may not, 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, the Tea Bar or the Bar;
- (ii) receive Tutorials, attend classes or otherwise receive academic instruction under the aegis of the College;
- (iii) enter and remain on College premises;
- (iv) attend any function in College;
- (v) occupy College accommodation.

These restrictions are not in themselves designed to constitute punitive measures. They 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. In any case, such students are encouraged to maintain occasional contact with Tutors, even though they are not receiving systematic tuition.

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.8 and C.3, above.

The name of a person required to go out of residence permanently for disciplinary reasons, or other reasons, will remain on the books of the College and University. 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.

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 office 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.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/councilsec/gov/fos/shtml>.

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

Part 1 – General Duties

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

Part 2 – Academic Activities

5. All persons concerned with the organization or conduct of an activity which forms part of the College's teaching, study, or research (such as a tutorial, lecture, seminar, class, conference, research work, or examination) shall immediately give notice to the Dean of any facts coming to their notice which indicate that such activity is likely to be delayed or

disrupted by improper means.

6. The Dean shall be empowered to give such directions and to adopt such measures as seem appropriate to the Dean to prevent or minimize the delay or disruption of an academic activity, and all persons concerned with the organization or conduct of the academic activity under threat shall co-operate in carrying out the Dean's directions and in facilitating the measures adopted.

7. In the event that any academic activity is delayed or disrupted by improper means a report shall forthwith be made to the Dean by the person or persons responsible for the conduct of such activity.

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

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

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

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

10 (1) Directions and measures to be adopted

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

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

- access to and egress from the meeting;
- (h) the carrying of banners, placards and similar objects into the meeting;
- (i) the place where the meeting is to be held.

10 (2) Meetings where serious disruption is anticipated

The Dean may as necessary consult with the Proctors and the local police about forthcoming meetings and activities covered by this Code of Practice. In any case where serious disruption may be anticipated the Dean shall have power, having taken into consideration such advice from the police as may be available, to order the cancellation, postponement, or relocation of the meeting.

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

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

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

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

Part 6 – Miscellaneous

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

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

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

G.3. College Equal Opportunities Policy

G.3.1 General

The College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences. The College strives to avoid unlawful discrimination on grounds of sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other protected characteristic recognised by the Equalities Act 2010 in all aspects of its activities.

G.3.2 Staff

In relation to staff, the policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other protected characteristic recognised by the Equalities Act 2010.

G.3.3 Students – general

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

G.3.4 Students – admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. We seek to admit students of the highest academic potential without regard to sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other protected characteristic recognised by the Equalities Act 2010. Admissions procedures are kept under regular review to ensure compliance with this policy.

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

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

G.3.5 Students – educational provision

Unlawful discrimination on grounds of sex, marital status, sexual orientation, racial group, religion or belief, disability, age or other protected characteristic recognised by the Equalities Act 2010 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 Single Equality Duty.

G.4.1 Background to the Single 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 Equalities Act 2010 as an education provider, employer and provider of goods, facilities and services.

The College's responsibilities under the 2012-2015 Single Equality Duty Scheme covers the various elements of the Equalities Act 2010 which include due consideration of the eight protected characteristics defined in the Act: age, disability, gender re-assignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. In addition the Act covers marriage and civil partnerships with due regard specifically required to avoid unlawful discrimination in employment.

The aims of the general duty of the Equality Act 2010 underpin the Single Equality Duty and Brasenose 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 demands 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 consideration of Equal Opportunity matters currently rests with the Personnel Committee which meets once a term, and in turn report 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, (attended by the Human Resources Manager)

*The Senior Tutor

*The Adviser for Women students and staff, also a member of Governing Body

*Two Official Fellows who are Tutors

The Personnel Committee is responsible for the promotion, development, implementation, monitoring and review of the Single 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 they undertake to make themselves 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. It is recognised that a more integrated action plan which considers all diversity issues is required in the future. Progress has been made specifically on:

- The collection of data regarding the diversity of staff and its analysis to inform an action plan in January 2012.
- A Specific Aim under Single 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 of 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. All protected characteristics were included in the survey in the first instance, but the value of this will be reviewed longer term, and the results of further surveys published on an annual basis.

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 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:

<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 Women's Advisor). Members are appointed by the Governing Body on the

recommendation of the Nominating Committee (subject to the concurrence of the JCR President). Because the Dean may be expected to play a role in gathering evidence if a Complaints Tribunal is invoked, he or she will not normally be a member of the Advisory Panel.

The Harassment Officer is Dr Anne Edwards and the members of the Advisory Panel are Professor Anne Davies, Dr Llewelyn Morgan and the Junior Deans.

Members of College Staff

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

The Heads of Section are:

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

5. Role of 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.

6. Disciplinary procedures

A complainant may invoke the formal procedure either:

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

Different procedures apply to different categories of staff and to junior members as outlined below. In all cases the complainant will be expected to give a statement of the nature of the complaint (normally in person, but also possibly in writing) to the disciplinary body concerned. The person against whom the complaint has been made will also be invited to give an account of the incident(s) in question. He or she will have the right to be accompanied at the hearing and there will be an opportunity for the disciplinary body to cross-question both parties to establish the facts. It is recognised that harassment is frequently a particularly sensitive matter and distressing experience for victims. Strict confidentiality will be observed and all reasonable steps will be taken to minimise the distress of those who have suffered harassment.

Note that if the person complained against is a member of both the College and the University, you may choose whether to use College or University procedures (see also para. IV.D.2 of the University Code). The harassment 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.

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

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

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

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

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

SECTION II

Procedures to be followed by the Harassment Complaints Tribunal

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

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

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

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

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

G.6 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.

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G.7 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

ICTC Regulations 1 of 2002

Made by the ICTC on 6 June 2002

Approved by Council on 24 July 2002

Amended on 2 October 2003, 23 October 2003, 16 February 2006, 1 June 2006 and 3 June 2010

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

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

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

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

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

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

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

(c) to meet legal requirements.

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

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

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

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

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

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

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

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

must be kept secure and not disclosed to or used by any other person. 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', as published by the ICT Subcommittee of the Planning and Resource Allocation Committee.

12. Users shall at all times endeavour to comply with policies and guidance issued from time to time by OUCS by the ICT Subcommittee of the Planning and Resource Allocation Committee 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 OUCS.

(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 the ICT Subcommittee of the Planning and Resource Allocation Committee, are followed.

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

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

(b) The University may bar access at any time to computers which appear to cause

unreasonable consumption of network resources.

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

(b) It is not permitted to offer commercial services through Web pages supported through the university network, or to provide 'home-page' facilities for any commercial organisation, except with the permission of the Director, Computing Systems and Services (OUCS); 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 Networks and Telecommunications at OUCS.

(7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the ICT Subcommittee of the Planning and Resource Allocation Committee, 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 July 2005)

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

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

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

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

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

5. The application shall include

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

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

7. The President shall be the holder of a degree in law or a professional legal qualification. If no such person is available from among those on the list, the Chairman shall, at his discretion, appoint (with his or her consent) such a person with such qualifications from among other senior members of Colleges.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

G.11 Licence to Occupy Agreement

This Licence to Occupy creates 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	(a) To occupy the Accommodation during the Licence Period (b) To use the Contents (c) To use the Common Parts (d) To use the Services (e) To use the College's dining facilities (additional charges apply)
Services	(a) Repair of the College (b) Lighting and heating of the College (c) Provision of hot and cold running water to the
Accommodation	(d) Provision of an electricity supply to the Accommodation (e) Insurance of the College (f) Disposal of rubbish deposited in proper receptacles (except recycling) (g) Cleaning of the Accommodation and the Common Parts

Licence Period

Undergraduate Term Time Only licences (Main College Site and Frewin Site):

Michaelmas Term:	12.00 pm Sunday 0th week to 12.00pm Saturday 8th week
Hilary Term:	12.00 pm Sunday 0th week to 12.00pm Saturday 8th week
Trinity Term:	12.00 pm Sunday 0th week to 12.00pm Saturday 8th week

Undergraduate 40 week licences (Frewin Site):

12.00pm Sunday 16th September 2012 to 12.00pm Saturday 9th week Trinity Term

Graduate 51 week licences (St Cross, Kings Cross Road, Hollybush Row Sites)

12.00pm Saturday 22nd September 2012 to 12.00pm Friday 13th September 2013

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.

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
- 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 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 Student Handbook).
- 1.14 To comply with the University of Oxford and College's environmental policy as specified in the Student Handbook and in particular (a) to take reasonable steps to avoid wasting fuel (eg by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the College or by others
- 1.15 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains
- 1.16 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the College or the Contents
- 1.17 Not to bring additional furniture (including items such as fridges and cookers) into the College without the Domestic Bursar's prior written consent. Kettles are permitted, subject to the College's Health & Safety Policy and the 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 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

- 2.1.1 To provide the Services, subject to the Student Handbook
- 2.1.2 To raise termly invoices (batels) for the rent and for other Accommodation Charges.
- 2.3 Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used) and for cleaning on designated days to give the Student at least 7 days' notice prior to entering the Accommodation during term-time
- 2.4.1 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

- (c) action or criminal proceedings for mis-use 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).
 - 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 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 £35 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. Shared House/Flat Contracts

Where the Accommodation is designated for occupancy by more than one person, this

clause 5 applies but not otherwise.

- 5.1 Each occupier will have a separate agreement with the College on substantially the same terms
- 5.2 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.
- 5.3 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
- 5.4 If the Student becomes the sole occupier of the accommodation, the College may require the Student to move to a room designated for single occupancy. Unless the College requires a sole occupier to move to a single room, then the Student may remain alone in the Accommodation at the same rent
- 5.5 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
- 5.6 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
- 5.7 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.

