

PART B – ACADEMIC MATTERS

B.1 Aims and Objectives

As a perpetual College and an educational charity, Brasenose’s primary aims are to create an environment conducive to learning, and to pursue excellence in teaching and research.

Graduates make a distinctive and highly valued contribution to the intellectual life of the Collegiate 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.

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 2020/21 are as follows:

Michaelmas Term 2020	11 October to 5 December
Hilary Term 2021	1 January to 13 March
Trinity Term 2021	25 April to 19 June

Closure periods: the College closes for the Christmas break (23 December – 3 January) and the Easter public holidays (2 – 5 April).

Graduates will be advised when to arrive by their admitting Departments. In general, students living in College accommodation are permitted 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, however, the College will do its best to accommodate you. Please contact the Accommodation Manager to arrange this (accommodation@bnc.ox.ac.uk). Graduates must ensure that they satisfy the University’s residence requirements until their programme of study is completed. The latest date you can arrive to satisfy the University’s residence requirements is **noon of the Thursday before Full Term begins (Thursday of Noughth Week)**. In Michaelmas Term, the HCR (Graduate Common Room) organises a programme of events designed to introduce Freshers to College and University life that also takes place in Noughth Week.

You are advised to discuss planned absences with your Departmental Supervisor in the first instance and to email the College Office (college.office@bnc.ox.ac.uk) should it be necessary

to seek dispensation from University residency requirements. International students admitted to the UK on Tier 4 Visas are reminded that they must comply with University instructions for attendance monitoring, some of which are administered by the College.

B.2.2 Information about Academic Matters

Important course-related information is normally circulated by email. The University Proctors and Faculties and the College frequently communicate via your pigeon-hole in the Lodge as well as by email. You should check mail and email regularly (daily is recommended). Note that failure to check mail and email will not be accepted as an excuse for not complying with requirements. **All communications delivered to College pigeon-holes or sent to an email address “@bnc” will be deemed to have been received after 24 hours.**

B.2.3 Academic Dress

Full academic dress is worn to the Matriculation ceremony, when taking University examinations and when graduating. This consists of ‘Sub fusc’ clothing, a gown and a mortar board or soft-cap. Sub fusc clothing is defined as:

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

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

Further information about academic dress can be found in the *University Student Handbook* (www.ox.ac.uk/students/academic/student-handbook).

B.2.4 Conferral of Degrees

Graduate students on taught courses will receive an email from the University’s Degree Conferrals Office in the November before their course ends, inviting them to a degree ceremony in the Sheldonian Theatre after the end of their course. Graduate research students will receive an email invitation to a ceremony once they have been granted leave to supplicate. You may invite up to two guests to your degree ceremony, and the ceremony will be followed by a drinks reception in College. If you are unable to attend the ceremony on the date allocated to you, your degree can be conferred in absentia. If you have any queries about graduation, please contact the College Office (college.office@bnc.ox.ac.uk).

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

M.A., M.Litt., D.Phil. etc.) until you have taken your degree.

B.3 College Facilities

B.3.1 The Library

The College Library is a lending library and a place to study with the majority (but not all) of the books available for loan. The Library rules are designed to ensure that the collection and facilities are handed on to the next generation of Brasenose students in at least as good a condition as you found them.

Regulations for use and borrowing must be observed and you are advised to familiarise yourself with the library protocol. All books taken out of the library must be issued using the self-issue system and borrowers are responsible for books borrowed in their name. You must not mark, deface, or injure any volume, document or other object belonging to the library. You will be charged for lost or damaged books.

You must similarly abide by the regulations governing reader access to Departmental, Faculty, or University Libraries. If you are fined by another library for breaching its regulations and Brasenose is asked to assist in securing payment of a fine or the return of Library books, the College will take appropriate action where it appears reasonable to do so.

Access to the Library is via College Fob. Brasenose students may access by Fob any of the main College Libraries but the Stallybrass Law Library is reserved for the use of students needing to consult the Law collections housed there. Under the current revised rules you must not access the library without a pre-booked slot and must follow the guidelines regarding where you can sit, social distancing, face coverings and general hygiene.

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

B.3.2 IT Facilities

General information about the College's Computing Services can be found at the following website <https://it.brasenose.org/>. The ICT Office also has a Twitter account for service status updates and news releases: @ITBrasenose.

General College Facilities & Printing

HCR members have access to public terminals in library areas (Main, Law and the Cloisters), the HCR common room and a computer room in Frewin Hall (Frewin Annex site) should anyone reside there. The credentials used to access these terminals are your SSO (bras****) credentials – the same as those to access your email.

Standard A4 (including duplex and colour options) printing is available in the HCR, libraries, Frewin computer room, lodge, St Cross & Hollybush annexes. Additional A3 printing and scanning facilities are only available in library areas and the Frewin computer room. College provides paper for all locations. If paper has run out in any of the libraries, please contact library staff, anywhere else please contact the IT Office (computer.office@bnc.ox.ac.uk).

Print Charges:

A4 Mono Print (single sided) 4p* / page	A4 Mono Duplex	7p* / 2 pages
A4 Colour Print (single sided) 8p* / page	A4 Colour Duplex	15p* / 2 pages
A3 Mono Print (single sided) 7p* / page	A3 Mono Duplex	12p* / 2 pages
A3 Colour Print (single sided) 15p* / page	A3 Colour Duplex	28p* / 2 pages

*These prices include a 1p per printed side levy that is collected and donated to a deforestation charity as agreed by the JCR and HCR in 2019.

If you have any problems with printing, e.g. cancelling print jobs halfway through, please email IT at the time to ensure any charges are correct on your account for what you actually printed.

Photocopying is currently free – it is hoped that rather than paper copies, students make use of the scan-to-email features of the photocopiers in both libraries to reduce the carbon footprint of the college. Your email accounts now hold 50GB of data and so space should not be an issue. There is a guide for this <https://it.brasenose.org/help/scan-to-email/>

It is possible to print PDF and Office based documents (E.g. Word or Excel) from your own device to any college printer via a web document submission interface found at <https://print.bnc.ox.ac.uk>. Your SSO (bras****) credentials (same as your email) are required for this. A guide for the web print service is found here <http://it.brasenose.org/help/printing/>

Personal Devices

Every bedroom has a high speed (1000Mb/s) wired network socket available for students to use in order to connect devices to the Internet. College members can self-register up to eight devices on to college networks. This is done by first plugging your device in to a wired network socket using a network cable, opening a web browser (e.g. Firefox or Internet Explorer) and trying to browse to any webpage. You will be redirected to the Brasenose One-Time Registration Page and asked to enter you SSO Remote Access credentials (bras****@OX.AC.UK username and the same password as for Eduroam). Follow the instructions on screen and from there on, your device will just work anywhere in college there is a network socket.

Wireless Networks

The Eduroam wireless network is an international educational network available across College, all other Oxford University sites/departments and hospitals. It is limited to 12 Mb/s. It is not actually part of the University network and so you will require the University VPN client to access certain departmental or other locally restricted services (e.g. Journal subscriptions).

The 'BNCWiFi' wireless network is the College's own wireless network. It is only available across College sites. It is limited to 18 Mb/s. It is part of the University network and so does not require VPN to access local or University services.

Guides to joining either network are here <https://it.brasenose.org/network/wireless/>

Personal Wireless Networks

For those who reside in rooms with weaker public wireless network coverage, the college has a scheme that offers students the option to have their own personal wireless network in their room. A wireless access point (WAP) can be **provided** and configured by the college on request and once registered allows all of a user's devices to connect to the Internet wirelessly in their room. Please contact the IT Office (computer.office@bnc.ox.ac.uk) if you would be interested in this scheme. The devices given out remain the property of Brasenose but can be kept for the entire duration of a student's course and will work in any bedroom present or future you may end up in. There is no charge for this service but a £20 charge will be made if the device is not returned in working order at the end of your course. The use of personal wireless access points or routers **NOT** provided by the College is strictly prohibited and can result in a large fine. Incorrectly configured devices of this type can cause major network and security issues for hundreds of users.

Allowed Operating Systems

Only devices with operating systems actively supported by their manufacturer (i.e. still receiving security updates) are allowed on the College and University networks. Currently that means users with Mac OS X 10.12 (or earlier) or Microsoft Vista (or earlier) are **not allowed** on any University network. If the College ICT team spots devices running unsupported operating systems on the networks, those devices will be removed.

Please note that during the upcoming 2020/21 academic year, Mac OS X 10.13 will no longer be supported by Apple and thus users are advised to upgrade to 10.14 and above in good time – we remove all devices no longer receiving operating system security patches from the network. All devices connecting to the network should also have up to date anti-virus installed and all the latest operating system updates installed.

General Information

All users of any University or college network 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.it.ox.ac.uk/rules/. The College subscribes to University Policy in regard to computer misuse, and any infringements of this policy will be reported to the appropriate authorities. Failure to adhere to the rules may result in the removal of your network access. All users must observe copyright regulations and are cautioned that central and local computing services can detect unauthorised downloads of music, film and similar material from pirate sites. As a condition of using the national academic JANET network services, colleges are required to investigate reported copyright violations and to take appropriate disciplinary or legal action.

Backing Work Up

Every year, several students face the situation of a computer failure/theft before a serious deadline with no backups available because they never made any. Exams schools take no notice of any problems related to personal computer failures. It is your responsibility to ensure you back your work files up. Students now have 50Gb email accounts and a free Microsoft OneDrive 5Tb (5,000 Gigabyte) Cloud storage account that works on all major platforms (Apple / Microsoft / Android). There simply is no excuse for not backing your files up. There is a guide to help <https://it.brasenose.org/office-365/onedrive/>

Phishing Emails & Fraud – The Golden Rules to Follow

- Mindset: All emails and phone calls are fake until **you** are satisfied they are genuine.
- Do not be pushed or scared in to doing anything. That is not how legitimate organisations work. You are in control.
- When using the 'Reply' feature of email, always double check the 'To' field that auto populates is legitimate/as expected.
- Assess what an email is asking you to do. Does it sound normal behaviour? It is far better to cause a delay for a security check, than fall for a scam.
- If worried, contact the person/organisation involved directly by your usual method to confirm the request. Alternatively, forward any email to computer.office@bnc.ox.ac.uk for an opinion.
- If ever directed to a website from an email, always check the actual web address of the site you've landed on from the link. Is it genuine? Is it secure?
- Never feel stupid if you think you may have made a mistake; we all make them. Scammers rely on people not feeling strong enough to admit to possible mistakes. Do not let them win – report any potential security breach of your credentials to computer.office@bnc.ox.ac.uk

Faults

If at any stage you discover a fault with any Brasenose IT equipment or service, 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 also offer assistance and support on a whole range of personal computing problems students may have providing their time allows. There are also Student Support Assistants that can help with basic problems. They can be contacted via your student body IT reps. Please also note that we can only respond to support requests from your registered College email account. Support requests from personal, non-University accounts will be ignored.

B.4 Graduate Education

B.4.1 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. 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.4.2 Tutor for Graduates

The Tutor for Graduates has general oversight, in conjunction with the relevant College Advisors, of the academic work of junior members pursuing graduate courses. The Tutor for Graduates also has oversight of the welfare of junior members pursuing graduate courses, including referrals from Graduate Advisors, liaison with Welfare committee and support for graduates requiring or seeking financial or other support from the College. The Tutor for

Graduates is assisted by the Senior Tutor, and the Graduate Administrator provides administrative support and is the first point of contact for students with queries about University processes (such as extension requests and exam adjustments). As the Senior Member of the HCR, the Tutor for Graduates has oversight of the constitutional and financial affairs of the graduate common room and advises the officers and members of the HCR. The Tutor for Graduates may, as occasion demands, represent the HCR's views to the Governing Body and vice versa.

All Junior Members of College (Undergraduate or Graduate, including HCR Associate Members) are subject to the same non-academic regulations. Responsibility for non-academic discipline resides with the Dean.

Students taking a 2nd BA are entitled to become members of the HCR by virtue of the fact that they hold a Bachelor's degree. Since 2nd BA students, however, follow undergraduate programmes of study, responsibility for their academic progress resides with the Senior Tutor and the relevant Subject Tutors. HCR members taking a 2nd BA should, therefore, consult those sections of the undergraduate part of the Blue Book for details of academic organisation applicable to them.

B.4.3 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 them to introduce yourself**. Your College Advisor is not intended to replace or supplement the supervision arranged by your Faculty or Department, but 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 College Advisor in the event that you have any difficulties with your supervision.

B.4.4 Monitoring of Academic Progress

The College takes a serious interest in the academic progress of Graduate students. The Principal and Tutor for Graduates hold individual meetings with Graduate students and these are usually organised annually. These are short meetings at which your supervisor's reports will be discussed with you and your College Advisor. You are expected to attend one of these meetings in your first year, and may elect to attend in subsequent years when invited.

B.4.5 Disability and Special Needs

If you have a special learning or access need, the College is committed to helping put in place recommended support, including any reasonable adjustments to study that may be needed. The Tutor for Graduates acts as the College's academic lead and the Academic Administrator acts as the College's academic coordinator. These officers can liaise on your behalf with your Department (which has overall responsibility for acting as Disability Lead in accordance with the Universities Framework on Disability), the Exam Schools, and with other branches of the University, including the Disability Service which may be involved in assessing your needs. If you have related accommodation and/or access needs within College, the Domestic Bursar acts as the College's domestic lead and the Accommodation Manager the College's domestic coordinator. See also the relevant parts of Section D (Accommodation) and E (Welfare) for further guidance. The University has also published a Framework on Disability and general

guidelines in the form of a Handbook which may be adapted (as appropriate) to specific College and Departmental contexts: www.ox.ac.uk/students/welfare/disability?wssl=1.

B.4.6 Changing Courses

Graduates who wish to change course should discuss the matter with their supervisor, College Advisor, and the Tutor for Graduates.

B.4.7 Failure of University Examinations

No student shall be permitted to repeat all or part of a year except on grounds of special circumstances where this is approved by Executive Council as part of an application to suspend study. Students failing University examinations may re-sit at the earliest opportunity if this contingency is provided for by University Examination Regulations or if the student is granted a dispensation to re-sit by University Education Committee.

B.4.8 Research Support Grants

The College awards research grants to Graduate students for research-related expenses (such as attendance at relevant conferences (especially if a paper or poster is being presented), visits to field sites, libraries or archives outside Oxford, and the purchase of books or equipment to support their research. You must apply in writing using the appropriate application form, available from the College Office (college.office@bnc.ox.ac.uk), and including 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 £225 a two-year Graduate up to £450 and a DPhil student up to £975 during the course of their degree. Students reading for the 2nd BM can apply for up to £300 in their first year, and up to £225 in their 2nd year, towards the cost of medical equipment and books, and may apply for up to £1000 towards the cost of their clinical elective.

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

B.4.9 Graduate Scholarships and Studentships

The College may award up to ten Senior Hulme Scholarships per year to Brasenose DPhil students whose academic performance is deemed to be exceptional. Applications are invited in January each year, from DPhil students who have successfully completed Transfer of Status (or who have had this requirement waived), but who have not yet completed Confirmation of Status. The Scholarships entitle the holders to a small financial emolument and limited dining rights at High Table.

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 large 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 that all such studentships are funded 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.ox.ac.uk/clarendon/. Note that with the exception of Hulme Completion Grants, it is not College policy to fund 'over-time' study (i.e. the period that elapses after the expected end of a programme).

B.4.10 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 at the start of each term and applications require the support of the student's academic supervisor.

B.4.11 Grants Financed from the Annual Fund and other College funds

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

Each Term students are invited to apply for funding in a gathered field. You will be asked to indicate which of the following areas you are seeking support for:

- i. Assistance with academic study (for example, field trips or lab placements, assistance with year abroad placements)
- ii. Language courses
- iii. Activities related to sports and other College societies (the Sports and Amalgamated Clubs Fund, including Blues Blazers)
- iv. Arts (the Brazen Arts Fund)
- v. Assistance with internships or volunteering schemes

Calls for proposals 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 may require a testimonial from your supervisor or Tutor. The Senior Tutor has discretion to consider applications for small awards (up to £300) between meetings provided applicants provide reasons why an early decision is needed. Such applications should be accompanied by a statement of support from your supervisor or Tutor. Applications for sports and amalgamated clubs will be considered by the Senior Member for the JCR. Applications for arts funding will be considered by the Senior Member for the Brazen Arts. All other applications will be considered by the

Senior Member for the JCR, Tutor for Graduates, and the Senior Tutor who will make recommendations to the Disbursements Committee for decision.

B.4.12 Insurance and Risk Assessment

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

B.4.13 Prizes

College prizes are awarded as follows:

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

B.4.14 Associate Membership of the Hulme Common Room

Any undergraduate may elect to become an associate member of the HCR during his or her fourth year of study. Such undergraduates will continue to be members of the JCR.

In addition, there are a limited number of associations available to individuals who are not Junior Members of BNC and who are not members of any other graduate common room. These associations are available for a maximum of one year. Applicants must be nominated by a Brasenose Fellow and approved by the Tutor for Graduates, as well as by the President of the HCR.