

PART D – COLLEGE ACCOMMODATION AND FACILITIES

D.1 College Staff and College Officers

D.1.1 College Staff

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

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

D.1.2 The Domestic Bursar

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

D.1.3 Breaches of Licence to Occupy

The Domestic Bursar has the power to take appropriate action where you breach your licence to occupy or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. This action may include the undertaking of an investigation and/or the levying of fines, at the following rates:

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|---|-------------------|
| Violation of overnight guest rule | £20 per violation |
| Additional furniture/electrical appliance in room without permission or certification | £20 |
| Improper care of rooms | Cost of repair |
| Blue/White tack on walls | £5 per violation |
| Late vacating of room at end of term | £35 |
| Belongings in room at end of term requiring removal by Housekeeping (i.e. large or multiple items) | £20 |

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

D.1.4 Cost of Repairs

If damage occurs to College property, and you are found to be responsible, you will in general be required to meet the cost of making good the damage (including any additional cleaning costs) to the satisfaction of the Domestic Bursar. The Domestic Bursar may, at their discretion, reduce your financial liability where they are satisfied that the damage was accidental, or where there are mitigating circumstances. Damage to communal areas (e.g. shared

bathrooms or kitchens) may be charged to all users if the perpetrator cannot be identified.

D.1.5 Procedure Before the Domestic Bursar

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

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

If you are dissatisfied with the Domestic Bursar's final decision in your case you may appeal to the Principal in accordance with the procedure set out in this section.

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

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

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

The Principal will notify you of the date of the hearing.

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

The purpose of the hearing is to enable the Principal to obtain a full understanding of the circumstances of your case. At the hearing, the Domestic Bursar will present a report on the circumstances of your case. You will then have the opportunity (either yourself or through your representative) to present your own view of the situation and any supporting evidence, and to respond to the Domestic Bursar's report.

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

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

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

The Principal's decision is the final decision of the College in your case.

If you wish to complain about a member of the Domestic staff you should do so in the strictest confidence to the Domestic Bursar. If the Domestic Bursar decides that a serious breach of College rules has taken place they may invoke the College formal disciplinary code for members of staff. Complaints about other members of College should be made in line with section G.12 of this book.

D.1.6 Dealing with Problems and Complaints

If something in your room or staircase needs repairing you should email workshop@bnc.ox.ac.uk.

If you identify a pest infestation you should email the Accommodation Manager at accommodation@bnc.ox.ac.uk

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

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

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

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

Response times are as follows:

Emergency Fault: response immediate – Fault rectified within 4 hours

Urgent Fault: response within 1 hour – Fault rectified within 48 hours. Sooner if access to room permitted

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

Whilst these response times will normally be achieved the purpose of the above is to ensure that labour is directed to the area where it is most needed given the demands at any specific time.

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

Out of hours' emergency calls via the lodge are between the hours of 5pm-8am Mon-Thur and 4pm Friday – 8am Monday.

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

We hope that you will be able to resolve any concerns or problems about College accommodation within College. However, if you remain dissatisfied, you may be able to appeal to the Office of the Independent Adjudicator for Higher Education, a public body independent of the College. Details of how to do this are available on the web at: 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 and HCR Committees rather than with individual students.

D.2 Health and Safety

D.2.1 General

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

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

D.2.2 Accident Reporting

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

Accidents – involving personal injury including sports injuries

Incidents – resulting in damage

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

Accident report forms are available from the lodge or the main College website:
<http://www.bnc.ox.ac.uk/about-brasenose/official-information>

The completed reports should be returned to the lodge in a sealed envelope or addressed to the Domestic Bursar. These will then be recorded, analysed and any learning outcomes or trends identified to assist in reducing the number of future accidents.

D.2.3 What to Do in an Emergency

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

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

In College: the Lodge (2)77830 or the Junior Dean 07770 572403

In Frewin: the Lodge (2)78989, the, or the Junior Deans (2)78890

In the St Cross Annexe: the Lodge (2)77830

In Hollybush Row: the Lodge (2)77830

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 and sandwich makers) in your room.

Appliances whose purpose is to produce heat (i.e. electric heaters, dryers and blankets) are not permitted in College rooms.

In College, no cooking is allowed except in the microwave ovens and toasters which the JCR has been authorised to provide

Inflammable items and liquids are banned from College rooms. Candles of all types (including incense sticks/josticks) are also banned, both as ornaments and as functional objects. Irons and ironing boards are also not permitted. 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.

Fairy lights may be permitted only if they are LED and battery operated.

Smoking is banned in all parts of the College property, except the designated smoking areas (there is no designated smoking area at the main site).

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

You must not drape clothes over heaters or leave pans unattended on stoves.

Corridors and staircases should be kept clear of belongings at all times (only waste bins are permitted).

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 and at Frewin is tested at 11.00am every Friday. The fire alarm at Hollybush and St Cross is tested every Friday at 10.30am.

Fire evacuation practices will be conducted on two 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 on your staircase, evacuate the building straight away and go to the assembly area. For your own safety make sure that you are aware of any alternative escape routes from your staircase.

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

D.4 Services

D.4.1 Electricity and Gas Supplies

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

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

D.4.2 Gas Installations

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

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

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

D.4.3 Electrical Installations

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

D.4.4 Electric Heating

Where rooms are provided with fixed electric heating, instructions on the use of the equipment will be available in the room if the operation of the heater is counter-intuitive.

Most rooms are fitted with thermostatic radiator valves (TRV) which can be used to regulate temperature, residents are asked to bear in mind the College's environment policy and use heating no more than is necessary by, for example, turning off radiators when rooms are unoccupied and turning heating down to cool a room rather than opening a window. In rooms where TRVs have not yet been fitted it is intended to provide a temperature of $17 \pm 1^{\circ}\text{C}$ during the hours 7:00-11:00 a.m. and 3:00-10:00 p.m. 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. Utility charges are included in the room rental.

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., 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 workshop@bnc.ox.ac.uk.

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 (4 plug) 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.

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 aims to provide 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 emergency fire and evacuation plans that are displayed on notice boards at each main site. The College undertakes to ensure that student rooms and buildings are secure against intrusion, by ensuring that student room and main entrance doors are lockable. As an aid to security the College has installed high quality ASSA locks on most doors to bedrooms, there is Salto fob controlled access on the remainder and Salto fob access to the main entrance doors. Whilst the College does not actively monitor individuals' use of the Salto fob system (which records entrance to doors it is used on) it may use these records as evidence if required. Salto fobs are allocated to each student on their arrival and should be retained by the student throughout their time at Brasenose, returning them to the Lodge only when leaving College for the final time. Charges will be made for lost keys and/or fobs or those not returned on departure. This may be the rental income lost due to failure to return keys and/or fobs. The College will endeavour to fit window locks to all ground floor windows. Windows may also be fitted with stops to prevent over-opening where appropriate.

D.5.2 Your responsibilities

There are a number of steps you can take to maintain security in College. You should always lock your room, even if you are only going out for a short period of time. You should close and if possible lock your windows when you are out, particularly if you have a ground-floor room. Take care not to let strangers follow you through the gates into the St Cross, Hollybush and Frewin annexes, or into the lodge when the main College gate is closed. Please also be vigilant in not allowing strangers to follow you into secure areas such as the Library. Any genuine college member will have their own fob to gain access. If you do think that you have inadvertently allowed a stranger onto any site or into a secure area of college, please report it to the Lodge straight away. Students are separately advised to "back up" any work on their laptop.

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 communicated by the Domestic Bursar at each renewal.

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 your own further cover. Any claims for loss or damage of your property should be dealt with by contacting the insurance company direct.

In addition the Domestic Bursar informs you about different insurance considerations as a student at the point of renewal each year.

Organisers of major events MUST liaise closely with the College Accountant in order to comply with the requirements of the College's insurance policies. Please also contact the College Accountant if you are in any doubt regarding whether the insurance cover provided is adequate for your activity.

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. 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. Fobs will be deactivated and replaced straight away. Because of their quality, the locks are expensive. You will be charged only the replacement cost for a lock and or fob– 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. If the room key is not handed in you may be charged rent on your room until the keys are given in. Salto fobs should be returned to the Lodge only when you leave College for the final time. Do not on any account lend or give your keys or fobs to other people.

D.5.4 Security Staff

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

On arrival contractors are signed in and issued with identity badges. Contractors are vetted under the relevant legislation as appropriate.

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. Shared kitchens are provided in

other parts of Frewin.

It is the responsibility of those who use these kitchens, toasters or microwaves to keep them clean and hygienic, failure to do so may result in the removal of the equipment or closure of the kitchen.

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

You may find it helpful to bring some mugs, glasses, plates and cutlery to College for your own use. Pots and pans etc. are not provided in the kitchens.

D.6.2 Food Storage

Cold storage provision will be made available in kitchens. Where necessary students will be given the means to lock and secure fridges so as to prevent pilfering. If you use a fridge, it is your responsibility to keep it clean and hygienic and in particular to empty it out at the end of term. In most College kitchens students are provided with locked cupboards in which to keep whatever kitchen equipment or food they wish. Fridges and storage cupboards should be cleared at the end of every term (unless in Graduate accommodation or Undergraduate tenancy accommodation when they should be cleared at the end of the Licence to Occupy period). Any foodstuffs or equipment remaining after all users of the kitchen have left the accommodation will be disposed of.

D.6.3 Bathroom, Toilet and Shower Areas

The College undertakes that these areas will be provided with 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 a 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.

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 (e.g. beds, mattresses, bins) must not be removed from rooms, nor should any furniture be brought into rooms without the prior permission of the Domestic Bursar.

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

You may bring a television into your room but you are advised that you are required by law to have your own TV licence.

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

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

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

D.6.5 Cleaning

A cleaner (known as a Scout) will visit your room every day (Mon-Fri) 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 must have your room cleaned at least once every three weeks. You will be charged fully for any costs necessary to return the room to a habitable state, e.g. carpet cleaning, repainting.

D.6.6 Laundry Facilities

There are contactless washing machines and dryers in the all accommodation sites. The College will endeavour to keep these in good working order. Any maintenance issues should be reported to the Accommodation Manager. Instructions, including fault reporting and emergency procedures, are available in the laundry rooms and Lodge.

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

D.6.7 Mail

You should arrange for your mail to be addressed to you at Brasenose College, Oxford, OX1 4AJ. College will take no responsibility for the security of your mail. Your mail will be delivered to your pigeon-hole in the lodge. Larger items such as parcels will be kept by the porters for you to collect. You should check your pigeon-hole regularly. Although every effort is made to keep the lodge secure, you should not leave valuable items in pigeon-holes. When you leave, it is your responsibility to notify others of your change of address. All uncollected or undeliverable mail will be returned, as far as is practicable, to sender.

D.7 Occupancy

D.7.1 Living Out of College

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

D.7.2 Allocation of Rooms - Undergraduate

A range of middle-priced rooms has been set aside for the Accommodation Manager to allocate to first-year Undergraduates. At the time of admission you are given an opportunity to express a preference as to room band and staircase. Undergraduate Freshers will receive an offer of accommodation after their exam results have been published.

For students in other years, a ballot is organised by the JCR at the end of Michaelmas Term to establish a 'pecking order'. Scholars and Exhibitioners are given priority. The first person in the pecking order gets first choice of room and so on until all rooms have been allocated.

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

student it will be carried out at the discretion of the Accommodation Manager and will attract an administration fee of £35.

The College reserves the right to move students to alternative College accommodation in exceptional cases and to allocate rooms to any students who wish to live in College but who do not express a preference.

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

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

D.7.3 Allocation of Rooms - Graduate

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

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

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

D.7.4 Licence to Occupy

A copy of the Licence to Occupy between students residing in College accommodation and the College is contained at the end of this Handbook (section G.11). When accepting an offer of accommodation online 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 allocated College accommodation will be deemed to be occupy on a continuous basis, normally 40 weeks at Frewin or 50 or 44 weeks in the Graduate Annexes, and those rooms identified for term time only occupancy are committed to paying rent for the full period once the terms and conditions have been accepted as outlined in D7.4. No rebates are given. If you fail to take up residence or move out during the year the College will seek to re-let the room and will consider any proposals for a replacement tenant which you may have, but if it is not possible to re-let the room to an acceptable tenant then rent will be charged to the end of the Licence to Occupy period. Any replacement tenant must take on the Licence to Occupy for the remainder of the stated period. Rooms will be re-let to Brasenose students in priority to all other students of Oxford University and will in no circumstances be re-let to persons who are not members of Oxford University. Students of other Colleges residing in Brasenose accommodation must arrange for their own College to accept an invoice and pay for the entire rental period in advance of taking up residence. Rental charges are adjusted annually to reflect increases in the Van Noorden Index, or by agreement between the Bursar and Junior Members.

Sub-letting is strictly prohibited.

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. If a Brasenose student stays in a room overnight to which they are not allocated they are considered a guest.

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.

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 they may stay for up to six consecutive nights. You may have guests for up to a total of twelve nights per term. This reflects the fact that Graduates are more likely to have visitors from overseas given the international nature of the HCR.

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

action (see D.1.3 above).

D.7.7 Residence - Graduates

In general, Graduates living in College accommodation are expected to arrive by the last week of September and are not required to move out until early August the following year for 44-week terms or early September the following year for 50-week terms. If your course requires you to arrive earlier, the College will endeavour to accommodate you. Please contact the Accommodation Manager to arrange this. You should notify the lodge of your arrival and departure signing keys and fobs in and out.

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

D.7.8 Residence – Undergraduates

Undergraduates must arrive by noon of the Thursday before Full Term (Thursday of Noughth Week). In Michaelmas Term, Freshers are expected to arrive on Monday of Noughth Week. You must not make arrangements to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week). You must vacate your room by 10am on Saturday of Eighth Week. You should notify the lodge of your arrival and departure signing keys (and fobs if starting or ending your course) in and out.

In general, you are expected to be in residence throughout the term. If you need to be away from Oxford during term, you must discuss this first with your Tutor. The University requires students to keep residence for a set number of weeks each term in order to be awarded a degree. If you do not intend to sleep in your room for one or more nights you should record this in the sign out book in the lodge, and leave a contact phone number in case you need to be contacted in an emergency. Term dates and further instructions concerning residence are given in B.2.1 above.

D.7.9 Additional Residence for Undergraduates Out of Term

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

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

When applying you should be aware that you are likely to have to move to another room (usually at the Frewin Annexe). Only a very small number of rooms, if any, are likely to be free, and the period of availability may be limited. Finalists are not permitted vacation residence during the summer vacation. There are 3 types of Vacation Residence:

Exam Residence

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

Residence. You should apply for Exam Residence as soon as you know the date of your exam. You are guaranteed to be able to stay in your own room until the day after your last exam.

Academic Residence

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

The deadline for supported applications is Thursday of 7th Week.

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

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

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

The decision of your Tutor is final in all cases.

Extra Residence

This is charged at the full nightly room cost of the allocated room. This is for when residency is required for personal reasons. Instructions on how to apply are on the website here:

<https://www.bnc.ox.ac.uk/prospective-students/graduate-admissions/accommodation/vacation-residence>. The deadline for applications is Thursday of 7th Week.

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

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

D.7.10 Vacation Address and Change of Address

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

D.7.11 Storage

When you vacate your room, you must take all your personal belongings with you – including any kitchen equipment and personally owned fridges - even if you are returning to the room in the following term. This is because the room may be let out to conference guests during the vacations. Any items left in your bedroom or communal kitchen area will be removed and disposed of.

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.

A fine of £20 may be applied if belongings or excess rubbish are left in your room at the end of term which require removal, storage or disposal by the housekeeping team.

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 email the Workshop at workshop@bnc.ox.ac.uk.

Where Brasenose is directly responsible for repairs and maintenance these will be carried out by uniformed College staff or external contractors.

Target response times for emergency, urgent and non-urgent repairs are specified in section D1.6.

D.8.3 Maintenance

The College will seek to minimise inconvenience to residents when undertaking maintenance works. For planned maintenance, seven days' notice will normally be given to any students likely to be affected. Wherever possible, the College will endeavour to avoid conducting planned maintenance work during sensitive periods such as examination times. In the event of an emergency or urgent work immediate action will be required and it may 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 reasonably practicable to do so. The College winter weather clearance policy can be viewed at www.bnc.ox.ac.uk/downloads/Winter_weather_policy.pdf. 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 <https://sustainability.admin.ox.ac.uk/>.

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, food and cardboard in the recycling bins in their rooms and in the recycling facilities in the kitchens. Note: These bins should not be used for contaminated material or glass. The main waste, glass and recycling bins are located near Stamford House off New Quad and in the bin areas at Frewin, St Cross and Hollybush Row. Please do not leave large numbers of bottles or cardboard boxes outside your room, as this can be a fire hazard – please place these in the recycling areas outlined above. 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 Porters' Lodge, 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. Bicycles left in undesignated storage areas will be removed.

You are strongly advised not to bring expensive bicycles to Oxford because theft of bicycles or parts of bicycles is widespread. All bicycles should be kept locked when not in use. The College is unable to accept responsibility for loss or damage to bicycles stored on College premises.

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

D.11.2 Cars

Parking of cars by junior members of the College, their family or friends is strictly forbidden in Brasenose Lane, Radcliffe Square, Hollybush Row, St Cross or at Frewin. There is one parking space at Hollybush Row which may be allocated to a disabled student upon proof of need. Parking outside the gates to the St Cross Annexe presents very real fire and health and safety dangers as the obstruction could prevent access of emergency vehicles. Anyone found parking in this area will be reported to the Dean. You are warned that there is very little free on-street parking in central Oxford. At the start and end of each term, temporary parking in both Radcliffe Square and St. Michael's Street (Frewin) is permitted for very limited times exclusively for loading and unloading. Permits, available from the Lodge and Frewin gatehouse, **must** be displayed.

D.12 Good Neighbour Policy

D.12.1 General

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

D.12.2 Quiet Hours

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

D.12.3 Music

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

College Bar and at functions.

D.13 Meals

D.13.1 Meal Card

Your University Card will be used as your Meal Card, and you must use this Card for all meal payments in the Servery (Hall). You must top up your Card via the UPay website <https://www.upay.co.uk/app/>. On first visit you should click the 'Forgotten password' link and follow instructions, you will then receive your log in details at your email address. Please go to the Finance Bursary to make alternative arrangements if you do not have a debit or credit card. (Note: in some cases, e.g. visiting students, a separate Meal Card will be issued.)

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

There is no overdraft facility with the Meal Card so it cannot be used if overdrawn. The College reserves the right to charge £10 if this happens. Continued misuse may result in your card being withdrawn.

For problems with UPay, please contact the IT Office before speaking to Finance Bursary staff to make alternative arrangements. If the terminal is down and you wish to book for Formal Hall, use the function booking facility at <https://www.upay.co.uk/app/>.

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

D.13.2 Meal Times

Breakfast in Hall (Monday to Friday 8.00 – 10.30 am)

Breakfast is cafeteria style. Cooked breakfast and continental type breakfast are available for dine in or takeaway Monday to Friday. No breakfast is served on Saturdays and Sundays when brunch is served.

Lunch in Hall (Monday to Friday Takeaway from 12pm, dine in from 12.30 – 1.15 pm)

Lunch is also cafeteria style, with a choice of hot dishes and salads and desserts.

Brunch in Hall (dine in or takeaway) Saturday and Sunday 11.00 am until 12.15 pm)

This replaces breakfast and lunch at weekends.

Dinner in Hall (dine in or takeaway)

Informal Hall: (Servery) Monday, Wednesday, Thursday and Saturday 6pm – 7.00 pm

Informal Hall: (Servery) Tuesday and Friday, 5.30pm – 6.30pm

Formal Hall (dine in only): (3 course served dinner) Tuesday and Friday 7.15 pm.

Sunday: 7.30 pm.

Gowns must be worn to Formal Hall. Students and their guests should arrive promptly or risk

not being admitted. A maximum of two guests per student are permitted at Formal Hall

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

Book your formal dinner on line via <https://www.upay.co.uk/app/>. A receipt is issued, confirming the meal booking. On arrival at the Hall you must /show 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.

D.13.3 Dietary Requirements

Brasenose College is a food allergy aware College and abides by current allergen legislation.

For Formal Hall please tick the correct box in the dietary requirements section for both yourself and any guests.

At Informal Hall food is clearly labelled with any allergens it may contain. If you have any questions, please contact the Head Chef kitchen@bnc.ox.ac.uk

D.14 Junior Common Room

During term time and, usually in the week before and after term, the JCR is available for use by all current students.

The JCR is open from 7.00 a.m. until 12.00pm and must then be vacated. The Dean may, exceptionally, give permission for later opening. The JCR Treasurer will fine offenders who mistreat the JCR.

The College staff will undertake reasonable cleaning duties. If on any occasion the state of the JCR or TV Room is unacceptable it will be closed; the JCR Committee will be responsible for cleaning it. At the end of term, the JCR and adjacent computer room should be left clean and tidy. 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. Guests must be accompanied by a member of the College whilst in the bar.

The opening hours, during term time, are: Monday, Tuesday, Wednesday, Thursday and Saturday, from 7.00 pm to 11.00 pm, 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 on any occasion the state of the Bar is unacceptable it will be closed; with the person that made the booking deemed responsible for cleaning it.

For information regarding the Bar please contact the Steward – steward@bnc.ox.ac.uk. The College Bar is fully licensed and committed to Responsible Alcohol Retailing.

D.17 Sports Facilities

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

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

D.18 Animals

Animals may be kept in College in exceptional circumstances. For details of such circumstances please refer to the Brasenose Pet, Service and Assistance Animal Policy (section G.15).

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 Frewin and Graduate Annexes. Cigarette waste bins are provided in these areas.

There is no designated smoking area at the main site.

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>