

**BRASENOSE COLLEGE  
OXFORD**

**UNDERGRADUATE  
STUDENT HANDBOOK  
“BLUE BOOK”**

**ACADEMIC YEAR  
2017-2018**

## Useful College Contact Details

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

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

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

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

## Important Information

**College websites:** [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk); <http://brasenosejcr.org/>; <http://brasenosehcr.org>

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

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

**Student Self Service** – [www.ox.ac.uk/students/selfservice?wssl=1](http://www.ox.ac.uk/students/selfservice?wssl=1)

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

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

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

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

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

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

## CONTENTS

List of the Principal, Fellows, HCR and JCR officers and key members of College Staff

### PART A – INTRODUCTION

#### Principal's Preface

- A.1**            **Arriving at Brasenose**
- A.2**            **Who's Who**
- A.3**            **The Student Handbook**

### PART B – ACADEMIC MATTERS

- B.1**            **Aims and Objectives**
- B.2**            **General Information**
  - B.2.1          The Academic Year
  - B.2.2          Information about Academic Matters
  - B.2.3          Academic Dress
  - B.2.4          Conferral of Degrees
- B.3**            **Facilities**
  - B.3.1          The Library
  - B.3.2          IT Facilities
- B.4**            **Your Academic Obligations**
  - B.4.1          College Teaching
  - B.4.2          University Teaching
  - B.4.3          Academic Work during Full Term and the Vacation
  - B.4.4          College Examinations (Collections)
  - B.4.5          University Examinations
  - B.4.6          Plagiarism and Unfair Means
  - B.4.7          Membership of Clubs and Societies
- B.5**            **Academic Support**
  - B.5.1          Academic Feedback
  - B.5.2          Feedback on Tutorial Teaching
  - B.5.3          Dealing with Problems
  - B.5.4          Disability and Special Needs
  - B.5.5          Changing Courses
  - B.5.6          Complaints
  - B.5.7          Prizes
  - B.5.8          Scholarships and Exhibitions
  - B.5.9          Grants Financed from the Annual Fund and other College funds
  - B.5.10        Harold Parr Mini-bursaries
  - B.5.11        Kathleen Lavidge Bursary
  - B.5.12        Undergraduate Freshers' Allowance
  - B.5.13        Insurance and Risk Assessment

- B.5.14 Teach First
- B.5.15 Postgraduate Admissions
- B.6 Failure to Meet Your Academic Obligations**
- B.6.1 Unsatisfactory Performance
- B.6.2 Probation
- B.6.3 Penal Collections
- B.6.4 Breach of Probation or Failure of Penal Collections
- B.6.5 Appeals against Executive Council Decisions
- B.6.6 Failure in University Examinations
- B.6.7 Independent Advice

## **PART C – DECANAL MATTERS**

- C.1 Introduction**
- C.2 The Dean and Junior Deans**
- C.3 Decanal Penalties**
- C.4 Disciplinary Proceedings before the Dean**
- C.4.1 General
- C.4.2 Burden of Proof
- C.4.3 Asking the Dean to Reconsider
- C.5 Appeals against Decanal Decisions**
- C.5.1 Appeals against Sending Out of Residence/ Exclusion from College Accommodation
- C.5.2 Appeals against all other Decanal Decisions
- C.6 Organising a Function in College**
- C.6.1 General
- C.6.2 How to Apply for Permission
- C.6.3 Responsible Behaviour
- C.6.4 Freedom of Speech

## **PART D – COLLEGE ACCOMMODATION AND FACILITIES**

- D.1 College Staff and College Officers**
- D.1.1 College Staff
- D.1.2 The Domestic Bursar
- D.1.3 Breaches of Licence to Occupy
- D.1.4 Cost of Repairs
- D.1.5 Procedure Before the Domestic Bursar
- D.1.6 Dealing with Problems and Complaints
- D.1.7 The Bursar
- D.2 Health and Safety**
- D.2.1 General
- D.2.2 Accident Reporting
- D.2.3 What to do in an Emergency
- D.3 Fire Safety**
- D.3.1 Fire Prevention
- D.3.2 Fire Detection and Alarm Systems

D.3.3	What to Do if the Fire Alarm Sounds
D.3.4	Misuse of Fire Equipment
D.3.5	Fire Escapes
<b>D.4</b>	<b>Services</b>
D.4.1	Electricity and Gas Supplies
D.4.2	Gas Installations
D.4.3	Electrical Installations
D.4.4	Electric Heating
D.4.5	Electrical Safety
D.4.6	Water Supplies
D.4.7	Lighting
<b>D.5</b>	<b>Security</b>
D.5.1	General
D.5.2	Your responsibilities
D.5.3	Keys and Fobs
D.5.4	Security Staff
D.5.5	CCTV
<b>D.6</b>	<b>Domestic Facilities</b>
D.6.1	Kitchens
D.6.2	Food Storage
D.6.3	Bathroom, Toilet and Shower Areas
D.6.4	Furniture
D.6.5	Cleaning
D.6.6	Laundry Facilities
D.6.7	Mail
<b>D.7</b>	<b>Occupancy</b>
D.7.1	Living Out of College
D.7.2	Allocation of Rooms – Undergraduate
D.7.3	Allocation of Rooms – Graduate
D.7.4	Licence to Occupy
D.7.5	Rent
D.7.6	Guests
D.7.7	Residence – Graduates
D.7.8	Residence – Undergraduates
D.7.9	Additional Residence for Undergraduates Out of Term
D.7.10	Vacation Address and Change of Address
D.7.11	Storage
<b>D.8</b>	<b>Maintenance and Repair Regimes</b>
D.8.1	General
D.8.2	Repairs
D.8.3	Maintenance
<b>D.9</b>	<b>Grounds Maintenance</b>
D.9.1	Gardens
D.9.2	Litter Clearance
D.9.3	Path Clearance
<b>D.10</b>	<b>Environmental Quality</b>
D.10.1	Energy Efficiency

D.10.2	Rubbish and Recycling
<b>D.11</b>	<b>Cars and Bicycles</b>
D.11.1	Bicycles
D.11.2	Cars
<b>D.12</b>	<b>Good Neighbour Policy</b>
D.12.1	General
D.12.2	Quiet Hours
D.12.3	Music
<b>D.13</b>	<b>Meals</b>
D.13.1	Meal Card
D.13.2	Meal Times
D.13.3	Dietary Requirements
<b>D.14</b>	<b>Junior Common Room</b>
<b>D.15</b>	<b>Hulme Common Room</b>
<b>D.16</b>	<b>The College Bar</b>
<b>D.17</b>	<b>Sports Facilities</b>
<b>D.18</b>	<b>Animals</b>
<b>D.19</b>	<b>Smoking Policy</b>

## **PART E – WELFARE**

<b>E.1</b>	<b>Introduction</b>
E.1.1	Our Approach to Welfare
E.1.2	The BNC Welfare Network
E.1.3	Confidentiality
E.1.4	Tutors
E.1.5	Parental & Family Involvement
<b>E.2</b>	<b>Health</b>
E.2.1	General
E.2.2	College Doctor
E.2.3	Nursing Sister
E.2.4	College Dentist
E.2.5	Sexual Health
E.2.6	College Policy on Welfare Taxis
<b>E.3</b>	<b>Members of the Welfare Team</b>
E.3.1	The Dean
E.3.2	The Chaplain
E.3.3	Graduate Advisors
E.3.4	The Diversity & Equality Officer
E.3.5	The Student Support Advisor
E.3.6	The University Counselling Service
E.3.7	Peer Supporters
E.3.8	JCR and HCR Welfare Reps
<b>E.4</b>	<b>Safety and Security</b>
<b>E.5</b>	<b>Equality Issues</b>
E.5.1	Equal Opportunities
E.5.2	Harassment

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

### **PART F – FINANCIAL MATTERS**

- F.1 The Finance Bursary**
- F.2 Fees**
- F.3 Charges**
- F.4 Payment of Accounts (Batels) and University Fees**
- F.4.1 Payment Methods
- F.4.2 Problems and Late Payments
- F.5 Home/EU Undergraduate Student Loans**
- F.6 Financial Assistance**
- F.6.1 Oxford Bursaries
- F.6.2 Government 'Access to Learning' Funds
- F.6.3 Student Support Funds – Hardship Grants
- F.6.4 University Hardship Fund
- F.6.5 Mini-bursaries
- F.7 Additional Residence Grants**
- F.8 Scholarships and Exhibitions**

### **PART G – COLLEGE AND UNIVERSITY POLICIES AND CODES OF PRACTICE**

- G.1 Residence**
- G.1.1 Definition and Privileges
- G.1.2 A Temporary Period Out of Residence
- G.1.3 A Voluntary, Temporary Period 'Out of Residence' or 'Year Out'
- G.1.4 A Compulsory, Temporary Period 'Out of Residence'
- G.1.5 The Consequences of Being 'Out of Residence'
- G.1.6 Going Out of Residence Permanently (Sending Down or Expulsion)
- G.1.7 Action by the University
- G.1.8 Return into Residence after a Period of Suspension
- G.1.9 Elections
- G.2 The College Code of Practice on Freedom of Speech**
- Part 1 – General Duties
- Part 2 – Academic Activities
- Part 3 – Visiting Speakers, meetings and assemblies on premises of the College of clubs, societies, and other organizations
- Part 4 – Powers of the Dean in Relation to Threatened Meetings
- Part 5 – College Premises Made Available for use by Outside Organisations
- Part 6 – Miscellaneous
- G.3 College Equal Opportunities Policy**
- G.3.1 General

- G.3.2 Staff
- G.3.3 Students – General
- G.3.4 Students – Admissions
- G.3.5 Students – Educational Provision
- G.4 College Public Sector Equality Duty**
- G.4.1 Background to the Public Sector Equality Duty
- G.4.2 Responsibilities
- G.4.3 Progress on Integrating Equality & Diversity into College Procedures
- G.4.4 Equal Opportunities Monitoring
- G.5 College Policy and Procedure on Harassment**
- Introduction
- Definitions
- Behaviours
- Application of the Policy
- Annexe A: Complaints of harassment against College Academic and Non- Academic staff
- Annexe B: Complaints of harassment against students
- G.6 The Governing Body’s Formal Position on Unacceptable Behaviour**
- G.7 The College Policy on Drug Misuse**
- G.8 The College Policy on Data Protection**
- G.9 University Regulations Relating to the Use of IT Facilities**
- G.10 Rules of the Conference of Colleges Appeal Tribunal (CCAT)**
- G.11 Licence to Occupy Agreement**
- G.12 Complaints Policy**
- G.13 Procedures to be followed at Academic Appeal Panel Hearings**
- G.14 The College’s duty to prevent people being drawn into Terrorism (“The PREVENT Duty”)**

**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*

2015 Bowers, John Simon, QC, BCL MA Oxf

*Fellows*

- 2009 Archer, Rowena Elizabeth, BA Brist, MA Oxf, FRHistS *Supernumerary Fellow in History*  
 2013 Ardakov, Konstantin, MMath Oxf, PhD Camb *Tutor in Pure Mathematics*  
 2017 Baldwin, Julia Clare, BA Oxf, DD Cantuar *Chaplain*  
 2016 Bano, Masooda, BA MBA Pakistan, MPhil Camb, DPhil Oxf, *Senior Golding Fellow*  
 2017 Betts, Alexander, BA Durh, MSc Brist, MPhil Oxf, DPhil Oxf *Senior Golding Fellow*  
 2017 Bird, Geoffrey, BSc PhD UCL *Tutor in Psychology*  
 1999 Bispham, Edward Henry, MA DPhil Oxf *Tutor in Ancient History and Senior Proctor*  
 2015 Bortoletto, Daniela, BSc Pavia MSc PhD Syracuse *Professor of Physics and Senior Kurti Fellow*  
 2010 Bourne-Taylor, Carole, MA Oxf, PhD Grenoble *Supernumerary Fellow in French*  
 2015 Bowler, Rebecca, MSci Ma Camb, PhD Edin *Junior Kurti Fellow*  
 1986 Burd, Harvey John, MA DPhil Oxf, CEng, MICE *Tutor in Engineering Science*  
 2016 Cox, Mary, MSc LSE, DPhil Oxf, *Junior Golding Fellow*  
 2001 Davies, Anne Caroline Lloyd, MA DPhil Oxf *Professor of Law and Dean of the Law Faculty*  
 2005 Dennis, Paul David, BA BCh BM BSc Oxf *Supernumerary Fellow in Medicine*  
 2013 Dinas, Elias, BA Macedonia, MA Essex, PhD European University Institute, Florence *Tutor in Politics*  
 2014 Douka, Katerina, BSc Athens, MSc DPhil Oxf *Junior Golding Fellow*  
 1995 Edwards, Anne, MA Oxf, MRCP *Supernumerary Fellow and Diversity and Equality Officer & Harassment Officer*  
 1997 Eltis, Sos Ann, MA MPhil DPhil Oxf *Tutor in English and Vice-Principal*  
 2007 Esteves, Rui Pedro Ferreira da Costa, BA MA do Porto, PhD Berkeley *Tutor in Economics*  
 2013 Fender, Rob, BSc S'ton, PhD Open University *Tutor in Astrophysics*  
 2014 Fogg, Kevin, MA PhD Yale *Junior Golding Fellow*  
 2006 Foster, Russell Grant, BSc PhD Brist, FRS *Professor of Circadian Neuroscience and Supernumerary Fellow*  
 2006 Gaffney, Eamonn Andrew, BA PhD Camb *Tutor in Mathematical Biology*  
 2009 Garman, Elspeth Frances, BSc Durh, DPhil Oxf *Professor of Biochemistry and Supernumerary Fellow,*  
 2015 Gibbs-Seymour, Ian, BSc MSc PhD Durham *Junior Kurti Fellow*  
 2014 Goldberg, Paul Wilfred, BA Oxf, MSc PhD Edin *Professor of Computer Science and Senior Kurti Fellow*  
 2007 Goulder, Philip Jeremy Renshaw, BA MB BChir Camb, MA DPhil Oxf, MRCP, FMGEMS, MRCPCH, FRCPC *Professor of Paediatrics and Fellow in Clinical Medicine*  
 2000 Green, Abigail Frances Floretta, MA Oxf, PhD Camb *Tutor in Modern History*  
 2014 Gripenberg, Sofia, MSc PhD Helsinki *Junior Kurti Fellow*  
 2001 Groiser, David Simon, BA Sus, MA DPhil Oxf *Tutor in Modern Languages*  
 2016 Häcker, Birke, MA DPhil Oxf, Dipl-Jur Bonn, *Linklaters Professor of Comparative Law*

- 2017 Hamnett, Gillian, BA Newc, MSt MA Oxf *Supernumerary Fellow*
- 2014 Hill, Matthew, *Domestic Bursar*
- 1991 Houlby, Guy Tinmouth, MA DSc Oxf, PhD Camb, FEng, FICE *Professor of Civil Engineering*
- 2016 Hulme, Charles, BA DPhil Oxf *Senior Golding Fellow*
- 2001 James, William Siward, BSc Birm MA DPhil Oxf *Professor of Virology and Tutor in Medicine*
- 2014 Jefferys, John Gordon Ralph, BSc PhD UCL *Professor of Neuroscience and Senior Kurti Fellow*
- 2002 Jones, Jonathan Alcwyn, MA DPhil Oxf *Professor of Physics and Tutor in Physics*
- 2016 Katona, Linda, MSc DPhil Oxf *Junior Kurti Fellow*
- 2009 Kennard, Christopher, MB BS PhD Lond MRCS MRCP FRCP FMedSci *Senior Kurti Fellow*
- 2016 Kiaer, Ian BA UCL, MA PhD RCA *Tutor in Fine Art*
- 2003 Krebs, Thomas, LLB Kent, BCL MA DPhil Oxf *Tutor in Law*
- 2016 Lebedeva, Maria, MSci Moscow, PhD Nott *Junior Kurti Fellow*
- 2007 Lewis, Owen Thomas, MA Oxf, PhD Leeds *Professor of Ecology, Tutor in Biological Sciences and Tutor for Graduates*
- 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 *Reynolds Fellow and Tutor in Classics*
- 2017 Nag, Sonali, BA MA Hyderabad, MPhil Bangalore, PhD Portsmouth *Supernumerary Fellow in Education and the Developing Child*
- 2016 Nefes, Trkay Salim BSc MSc Turkey, PhD Kent *Junior Golding Fellow*
- 2014 Nieduszynski Conrad, BA PhD Camb *Tutor in Cell Biology*
- 2005 Palfrey, Simon David, BA ANU, MA DPhil Oxf *Professor of English Literature, Tutor in English and Fellow Librarian*
- 2010 Parker, Philip Christopher Liam, MA Camb, ACMA *Bursar*
- 2015 Perry, Adam, BCL MPhil DPhil Oxf *Garrick Fellow and Tutor in Law*
- 2017 Posada-Carb, Eduardo, BA Bogot, MPhil DPhil Oxf *Senior Golding Fellow*
- 2011 Purcell, Nicholas, MA Oxf, FBA *Camden Professor of Ancient History*
- 2012 Rauch, Ferdinand, MA PhD Vienna *Tutor in Economics*
- 1992 Robertson, Jeremy, MA DPhil Oxf *Tutor in Organic Chemistry*
- 2014 Ruggeri, Andrea BA Genoa, MA PhD Essex *Tutor in Politics*
- 2017 Shogry, Simon BA Claremont, MA PhD Berkeley *Tutor in Ancient Philosophy*
- 2011 Smith, Simon David, MA PhD Camb *Senior Tutor and Tutor for Admissions*
- 2011 Strathern, Alan, MA DPhil Oxf *Tutor in Early Modern History*
- 1997 Swadling, William John, BA CNA, LLM Lond, MA Oxf *Tutor in Law*
- 2005 Thun, Eric, AB PhD Harvard *Peter Moores Tutor in Chinese Business Studies*
- 2007 Timpson, Christopher Gordon, BA BPhil DPhil Oxf *Tutor in Philosophy*
- 2016 Todd, John, BSc Edin, PhD Camb *Jeffrey Cheah Fellow in Medicine*
- 2013 Walsh, Edmund, BEng PhD Limerick *Supernumerary Fellow*
- 2014 Whelan, Robin BA MS Oxf, PhD Camb *Hulme Research Fellow in Humanities*
- 2004 Wiggs, Giles Frederick Salisbury, BSc PhD Lond *Professor of Aeolian Geomorphology*

*and Tutor in Geography*

- 2016 Willan, John, BA Camb, DPhil BM BCh Oxf, MRCP FRCP Lond *Supernumerary Fellow and Tutor in Clinical Medicine*
- 2007 Wilson, Mark, MA DPhil Oxf *Tutor in Theoretical Chemistry and Dean*
- 2015 Wordsworth, Paul, BA MA UCL, PhD Copenhagen *Junior Golding Fellow*
- 2015 Zifarelli, Gianni, Laurea Naples, PhD Max-Planck-Institute for Biophysics, Frankfurt *Tutor in Medicine*

**LECTURERS NOT ON THE FOUNDATION**

Antoniades, Chrystalina, BSc MRes PhD Camb	<i>Medicine</i>
Azfar, Farrukh, BA MA Johns Hopkins, PhD Pennsylvania	<i>Physics</i>
Barber, Peter, BA MPhil DPhil Oxf	<i>Linguistics</i>
Bateman, Chimène, BA Camb, PhD Yale	<i>French</i>
Bocksberger, Sophie, L ès L Lausanne, DPhil Oxf	<i>Classics</i>
Campbell, Luke, LLB Oxf Brookes, BCL Oxf	<i>Law</i>
Carroll, Ian, MPhil Oxf	<i>Politics</i>
Clegg, Sonya, BSc PhD Queensland	<i>Biological Sciences</i>
Coll, Michel-Pierre, BA PhD Laval	<i>Psychology</i>
Condliffe, James, MSc Imp, MEng DPhil Oxf	<i>Engineering</i>
Dorigatti, Marco, Dott. Lett. Firenze, DPhil Oxf	<i>Italian</i>
Edwards, James, MA Camb, BCL DPhil Oxf	<i>Law</i>
Ellis-Evans, Aneurin, BA MPhil DPhil Oxf	<i>Ancient History</i>
Ferbrache, Fiona, BA PhD Plym, MRes Exe	<i>Geography</i>
Grabowska-Zhang, Ada Monika, BA DPhil Oxf	<i>Biological Sciences</i>
Grant, David, BM BCh Oxf	<i>Medicine</i>
Hackney, Jeffrey, BCL MA Oxf	<i>Roman Law</i>
Harker, Anthony Henry, MA Camb, DPhil Oxf	<i>Solid State Physics</i>
Harrison, Pegram, BA Yale, MBA London Business School, PhD Camb	<i>Management</i>
Johnson, Steven, MA DPhil Oxf	<i>Biochemistry</i>
Jones, Polly, BA MPhil DPhil Oxf	<i>Russian</i>
Katz, Jonathan Bernard, MA DPhil Oxf	<i>Classics</i>
Kuznetsov, Vladimir, MSc PhD Moscow	<i>Inorganic Chemistry</i>
Laczik, Zsolt, Dipl Ing UT Budapest, DPhil Oxf	<i>Engineering</i>
Leal, Dave, BA PhD Leeds	<i>Philosophy</i>
Macklin, Philip, BSc MB ChB MSc Edin, MRCS (Edin)	<i>Medicine</i>
Marsden, Thomas, BA MPhil DPhil Oxf	<i>History</i>
Masud, Noreen, BA Oxf, MPhil Camb	<i>English</i>
Mathers, Richard, MMath Oxf	<i>Mathematics</i>
Middleton, Anthony N, MA Oxf	<i>Physics (Mathematics)</i>
Middleton, Lawrence, MEng Oxf	<i>Engineering</i>
Moran, Dominic Paul, MA Oxf, PhD Camb	<i>Spanish</i>
Ouzounian, Gascia, BMus MMus McGill, PhD California at San Diego	<i>Music</i>
Ozarowska, Lidia, BA Warsaw, MSt Oxf	<i>Ancient History</i>
Palano, Silvia, MA Oxf	<i>Economics</i>

Parker, Eleanor, BA MPhil DPhil Oxf  
 Pazos Alonso, Claudia, BA DPhil Oxf, MA Lond  
 Pinon, Carmen BSc PhD Rio de Janeiro  
 Robinson, Damian, BSc PhD Brad, MA Oxf  
 Schlackow, Iryna, MMath PhD Oxf  
 Sekita, Karolina, Magister Warsaw, DPhil Oxf  
 Shayani, Sahba, BA MA PhD ULCA  
 Sillett, Andrew James, BA MSt DPhil Oxf  
 Vogel, Christopher, BE Auckland, DPhil Oxf  
 Winkel, Matthias, MA Oxf, PhD Paris VI

*Medieval English*  
*Portuguese*  
*Psychology*  
*Classical Archaeology*  
*Pure Mathematics*  
*Classics*  
*Middle Eastern Langs*  
*Classics*  
*Engineering*  
*Mathematics*

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

#### **Ancient History**

BISPHAM, Dr E H	Tutor in Ancient History	<a href="mailto:ed.bispham@bnc.ox.ac.uk">ed.bispham@bnc.ox.ac.uk</a>
PURCELL, Prof N	Camden Professor of Ancient History	<a href="mailto:nicholas.purcell@classics.ox.ac.uk">nicholas.purcell@classics.ox.ac.uk</a>
DOUKA, Dr K	Junior Golding Fellow, Archaeology	<a href="mailto:katerina.douka@rlaha.ox.ac.uk">katerina.douka@rlaha.ox.ac.uk</a>

#### **Biochemistry**

NIEDUSZYNSKI, Prof C	Tutor in Biochemistry	<a href="mailto:conrad.nieduszynski@path.ox.ac.uk">conrad.nieduszynski@path.ox.ac.uk</a>
GARMAN, Prof E	Supernumerary Fellow	<a href="mailto:elspeth.garman@bioch.ox.ac.uk">elspeth.garman@bioch.ox.ac.uk</a>

#### **Biological Sciences**

LEWIS, Prof O	Professor of Ecology, Tutor in Biological Sciences, TUTOR FOR GRADUATES	<a href="mailto:owen.lewis@zoo.ox.ac.uk">owen.lewis@zoo.ox.ac.uk</a>
GRIPENBERG, Dr S	Junior Kurti Fellow, Zoology	<a href="mailto:sofia.gripenberg@zoo.ox.ac.uk">sofia.gripenberg@zoo.ox.ac.uk</a>

#### **Chemistry**

ROBERTSON, Prof J	Tutor in Organic Chemistry	<a href="mailto:jeremy.robertson@bnc.ox.ac.uk">jeremy.robertson@bnc.ox.ac.uk</a>
WILSON, Prof M	Tutor in Physical & Theoretical Chemistry, DEAN	<a href="mailto:mark.wilson@chem.ox.ac.uk">mark.wilson@chem.ox.ac.uk</a>

#### **Classics**

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

GOLDBERG, Prof P	Senior Kurti Fellow, Computer Science	<a href="mailto:paul.goldberg@cs.ox.ac.uk">paul.goldberg@cs.ox.ac.uk</a>
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#### **Economics**

ESTEVEES, Prof R	Tutor in Economics	<a href="mailto:rui.esteves@bnc.ox.ac.uk">rui.esteves@bnc.ox.ac.uk</a>
RAUCH, Dr F	Tutor in Economics	<a href="mailto:ferdinand.rauch@bnc.ox.ac.uk">ferdinand.rauch@bnc.ox.ac.uk</a>

#### **Education**

NAG, Dr S	Supernumerary Fellow in Education	<a href="mailto:sonali.nag@education.ox.ac.uk">sonali.nag@education.ox.ac.uk</a>
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HULME, Prof C	and the Developing Child Senior Golding Fellow, Education	<a href="mailto:charles.hulme@education.ox.ac.uk">charles.hulme@education.ox.ac.uk</a>
<b>Engineering</b>		
BURD, Dr H J	Tutor in Engineering Science	<a href="mailto:harvey.burd@bnc.ox.ac.uk">harvey.burd@bnc.ox.ac.uk</a>
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The JCR and HCR have Welfare, LGBT+ and Women’s representatives, and will inform students of their contact details. Undergraduate students may also approach their Tutors about welfare matters, and Graduate students may consult their College Advisors. Students may also contact peer supporters – see below.

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## PART A – INTRODUCTION

### Principal's Preface

I am delighted to write the introduction to this excellent handbook and to welcome you here. It is my third year as Principal and I have learnt a great deal from it myself, as I am sure you will too. This historic College is often described as the friendliest in Oxford. We aim to offer the finest teaching and access to scholarship in a warm, welcoming, and inclusive environment. We are a community (even it may be said an extended family) as well as an academic institution. I encourage you to give back to as well as to take from that community.

You are of course primarily here in the College to pursue academic excellence. Beyond this, we hope that you take up every opportunity to participate in music, sport, drama or one of many other extra-curricular activities that Brasenose offers.

You are likely to make lifelong friends in the College. The key thing we ask of you is that you take every opportunity that is offered and treat all others, whether staff or fellow students with respect.

The Blue Book sets out a great number of items of information and guidance which you will find invaluable. It also sets out rules which govern your relationship with each other. We know that many of you have not lived away from home before. The sources of information and help are set out in detail - please use them should you need to. A problem shared is a problem on the way to a solution.

I look forward to getting to know each of you personally and very much hope you flourish as an individual whilst you are here.

**John Bowers QC, Principal**

### A.1 Arriving at Brasenose

Welcome to Brasenose! Post-arrival, you can expect to have a busy schedule of important introductory meetings ('Induction') in the College and in your Faculty or Department during your first week ("Week 0" aka "Freshers' Week"). There will also be a number of social events to welcome you, providing opportunities to meet fellow students. These are organised by the Junior Common Room (JCR) for Undergraduates, and by the Hulme Common Room (HCR) (the equivalent of the Middle Common Room or MCR in other Colleges) for Graduates. Undergraduates are each assigned student mentors, known as a 'parent', who should greet you on arrival and can 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 Undergraduates and on the Thursday for Graduates.

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 Dean of Degrees. The College's 'Entry Book', which you will probably have signed when you first arrived, 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.

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

The *Tutor for Graduates* is responsible for keeping under review the academic progress of Graduate students, and may be consulted by Graduates about any matter, whether academic, personal or financial ([tutor.graduates@bnc.ox.ac.uk](mailto:tutor.graduates@bnc.ox.ac.uk)). 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* is the chief Financial and Administrative Officer of the College, while the *Domestic Bursar* is responsible for the 'hotel keeping' side of College life, as well as being the College's Health and Safety Officer and Fire Officer.

The *Dean* is in charge of non-academic discipline and also works with the Chaplain and Senior Tutor to co-ordinate pastoral support within Brasenose. The College appoints three *Junior Deans*, who are resident in the College and in Frewin Annexe. They represent the Dean and also act as a channel of communication between the Junior and Senior Members of College. They can also suggest ways in which students can access the welfare support network available within the College.

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

The HCR and JCR Presidents invite you to contact them should need arise.

### A.3 The Student Handbook

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

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

If you have a particular problem which is not addressed in the Blue Book, you should consult the appropriate College Officer (normally the Senior Tutor, Tutor for Graduates, or Dean). If you have a comment on the Handbook itself, you should contact the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)), who has overall responsibility for maintaining it. Your feedback is welcome and will be taken seriously.

The Blue Book should be read in conjunction with the *University Student Handbook* (available at [www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/)), which provides details of your rights and obligations as a member of the University. **Consequently, the *Student Handbook* is also a very important document.** Detailed information about degree course requirements and examinations is provided in the University's *Examination Regulations*, which are not distributed in hard copy but are available online ([www.admin.ox.ac.uk/examregs/](http://www.admin.ox.ac.uk/examregs/)). You will receive a copy of the *Student Handbook* when you arrive and you should keep it 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, but should you have cause to refer to them, you will appreciate their significance.

The Blue Book is reviewed annually in accordance with the Statutes and By Laws of the College and in consultation with the JCR/HCR Representatives attending the various Governance Committees. Those regulations, agreements, and undertakings contained in the College Handbook which create legally binding obligations on the College and on junior members are governed by English Law.

## 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.

To further these objectives, the College seeks to enable Undergraduates to realise their full academic potential whilst at Oxford. Your Subject Tutors will provide encouragement, guidance, and advice you, giving you the opportunity to make the best possible academic progress in all aspects of your degree course. In return, you must give your academic work priority over all other optional leisure and other extra-curricular activities. Medical appointments, however, are a special case since the College will always make reasonable adjustments to accommodate health requirements.

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

Sections B.2 and B.3 provide general academic information. Sections B.4 – B.6 deal with teaching and examinations.

### B.2 General Information

#### B.2.1 *The Academic Year*

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

The dates of Full Term in 2017/18 are as follows:

Michaelmas Term 2017	8 October to 2 December
Hilary Term 2018	14 January to 10 March
Trinity Term 2018	22 April to 16 June

Closure periods: the College closes for the Christmas break (21 December – 2 January) and the Easter public holidays (30 March – 2 April).

**Undergraduates must arrive by noon of the Thursday before Full Term (Thursday of Noughth Week).** The Friday and Saturday are reserved for meetings with Tutors and – after your first term in your first year - Collections (i.e. College exams, see B.4.4 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. Please note that guests are not permitted during Freshers week but may be

invited at other times.

**Permission is required to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week).** Requests to leave early should be discussed with your Tutor in the first instance. To obtain permission, it is necessary to apply to the Senior Tutor and the approval of the Subject Tutors is normally required. Note that you may be obliged to attend Principal's Collections (see B.5.1 below) or meetings with Tutors on the Thursday or Friday of Eighth Week. Unless permission for an extended term of residence has been granted, rooms must be vacated by 12 noon on Saturday of Eighth Week.

**Overnight absence from Oxford during Full Term is permitted under the following circumstances.** Oxford Terms are intensive and repeated absences can cause students to fall behind in academic study and so are not recommended. In addition, most undergraduates live in College accommodation and, in the unlikely event of an emergency, it is important for safety reasons to identify those students who are present on main site or one of the annexes. The University also requires students to keep residence for a set number of weeks each term in order to be awarded a degree (University Student Handbook, section 5.1). Nevertheless, the College recognises that some family homes are located further from Oxford than others and that for a variety of reasons undergraduates may wish to be absent for short periods. Provided that your academic obligations are not affected (section B.4), students may be absent for up to **two** successive nights and/or up to **five** nights in total during any Term without seeking formal permission. If resident in College accommodation, however, students should notify either the Porters or the Accommodation Manager before departing (notification may be sent by email). Permission is needed for longer absences. 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. See also B.4.4 for permission to reschedule College Collections.

If you are unwell and return home to rest and recuperate, you should notify the College Office or a member of the welfare team (see section E, Welfare). The Nurse will then contact you to discuss return and (as appropriate) support arrangements.

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

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

Important information relating to Tutorials, examinations, and other matters is normally circulated by email. Some communications are also delivered to your pigeon-hole in the Lodge. You should, therefore, 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 and that **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 coat (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

For Undergraduates, the appropriate gown is the Commoner’s gown, unless you are a Scholar or Exhibitioner (see B.5.8 below), in which case you are entitled to wear a special Scholar’s gown. The Junior, Heberden, and Senior Organ Scholars are also entitled to wear a Scholar’s gown *ex officio* provided they remain in good academic standing (see B.6.1).

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

Further information about academic dress can be found in the *University Student Handbook* ([www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/)).

It is not necessary or usual to wear full academic dress on other occasions. At a small number of events, organised by either the College or the JCR, a dress code may be issued along with the invitation. The JCR is consulted regularly over what form this should take. Gowns can be worn over normal clothing at ‘Formal Hall’. At other times there is no set dress code and students should wear appropriate attire.

### B.2.4 Conferral of Degrees

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

**Important:** you 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).

### **B.3 College Facilities**

#### *B.3.1 The Library*

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

Regulations for use and borrowing must be observed and you are advised to familiarise yourself with the library protocol. All books taken out of the library must be issued using the self-issue system and borrowers are responsible for books borrowed in their name. You must not mark, deface, or injure any volume, document or other object belonging to the library. You will be charged for lost or damaged books. All undergraduates are required to attend a library induction session during 0<sup>th</sup> week.

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.

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 <http://it.brasenose.org/>. The ICT Office also has a Twitter account for service status updates and news releases: @ITBrasenose.

#### General College Facilities & Printing

JCR members have access to public terminals in library areas (Main, Law and the Cloisters), the JCR common room and a computer room in Frewin Hall (Frewin Annex site). The credentials used to access these terminals are your SSO (bras\*\*\*\*) credentials – same as those to access your email. Colour and A3 print facilities are available to all students. Printing in the computer rooms, lodge and libraries is charged at 3p per page black and 7p per page colour with paper being provided. If paper has run out in any of the libraries, please contact library staff, anywhere else please contact the IT Office.

A3 printing and scanning facilities are only available in both libraries and the Frewin computer room. 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. There is a guide for this <http://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\*\*\*\* 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 8 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 Remote Access SSO' wireless network is the college's own wireless network. It is only available across college sites. It is limited to 25 Mb/s. It is part of University network and so does not require VPN to access local services.

Guides to joining either network are here <http://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](mailto: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 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 10.9 (or earlier) or Microsoft Vista (or earlier) are **not allowed** on any University network.

Please note that during the upcoming 2017/18 academic, Mac OS X10.10 will no longer be supported by Apple and thus users are advised to upgrade to 10.11 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/](http://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, at least one student faces 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 <http://it.brasenose.org/office-365/onedrive/>

### Phishing Emails & Fraud

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

### Faults

If at any stage you discover a fault with any Brasenose IT equipment, please do not assume it has been reported. The ICT Office can be contacted on [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) or 01865 277513. Though not obliged to, college ICT staff can also offer assistance and support on whole range of personal computing problems students may have providing their time allows. There are also Student Support Assistants that can help with basic problems. They can be contacted 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 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 College. It should be read in conjunction with B.5, which sets out further details of the support provided, and B.6, which explains the consequences of failing to meet your academic obligations.

### *B.4.1 College Teaching*

All Undergraduates are assigned one or more Tutors (depending on the subject) from among the Fellows or Lecturers of the College. In general, your College Tutor will teach you some subjects personally, and he or she 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 yourself 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, such as a medical appointment, you must inform your Tutor in advance wherever possible. If you are unable to get in touch with your Tutor, you can inform the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)).

**You must also complete any assigned work for the Tutorial (essays, problem sheets, or other work) in a conscientious and organised manner. You must comply with your Tutor's instructions regarding the date and manner of submission of these assignments.** Your Tutors will also issue guidance over when you can expect to receive feedback on written work and what form this will take during normal circumstances. If you submit an incomplete assignment or hand in work late, normal circumstances no longer apply and the Tutor will

exercise his or her discretion over accepting and returning a written exercise. If you have concerns over the return of essays or collection scripts, you should take the matter up with either a Subject Tutor or the Senior Tutor who can approach the Tutor concerned.

Persistent late arrival or failure to attend Tutorials or classes, or failure to prepare properly for them or to submit work on time, will result in disciplinary action being taken (see B.6.1 below).

#### *B.4.2 University Teaching*

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

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

Students wishing to take additional courses or attend or audit optional classes provided by the University should first discuss their plans with a Subject Tutor. This is to ensure that workload remains manageable and also to ensure that the College is able to accept invoices for additional teaching.

#### *B.4.3 Academic Work during Full Term and the Vacation*

Your course handbook should set out guidance on typical patterns of study during Full Term. Students should seek advice from their Tutors if they find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis. The 48 hour total includes both scheduled contact time (Tutorials, Lectures, Classes, Practicals and other timetabled teaching) and time spent in private study. You may find that your workload varies from week to week as your degree progresses, and you may sometimes need or wish to work longer. The balance between scheduled contact time and private study will also vary between subjects.

It is not feasible to cover the entire academic syllabus for Undergraduate courses during the University's three eight-week terms. Tutors will therefore set vacation work which you should regard as an integral part of your course. **The College expects you to devote sufficient time during the vacations to the completion of vacation work and to give it priority over other activities.** You will also need to devote time in the vacation to revising for Collections (i.e. College examinations; see B.4.4). Students are advised to discuss work experience, internships, or consultancies with Subject Tutors if such commitments exceed eight weeks in total during the Long Vacation.

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

Students are normally expected to sit one or more College examinations, known as 'Collections', at the beginning of each term (the main exception occurs where a University

examination has been taken at the end of the previous term). Collections usually take place on the Friday and Saturday of Noughth Week. **Attendance at Collections is compulsory.** If you are ill, or unable to attend for some other good reason, such as a medical appointment, 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 Nurse, replicating the process followed in University Examinations. Owing to scheduling difficulties arising from late requests to delay or defer collections, all requests for adjustments to the collection timetable must be made by **Monday 4pm** of the week in which the collection is sat unless you have a certifiable illness or a genuine emergency arises.

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

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

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

- poor performance (a fail according to the standards of your subject) of two Collections at the start of the same term;
- poor performance (a fail according to the standards of your subject) of one Collection in one subject in one term, and another Collection in another subject the following term;
- poor performance (a fail according to the standards of your subject) of the same Collection twice irrespective of when the two attempts were made.

In addition to the Collections result, account will be taken of OxCORT (a database of Tutorial reports written by your Tutors) reports during the preceding Term and any documented mitigating circumstances when determining whether Academic Review is appropriate.

Note that an annual report on your academic progress is made by your Tutor in your presence

to the Principal and Senior Tutor at Principal's Collection (see B.5.1 below). Principal's Collection is not an examination and should not be confused with College Collections. Note that gowns are worn over normal clothing on these occasions.

#### *B.4.5 University Examinations*

The setting and marking of all Public Examinations is the responsibility of the University (not the College) and its constituent Examination Boards. 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 where the Academic Administrator can advise on all Registry functions, including examination entry. You are strongly advised to check your examination timetable carefully. In 2015 and again in 2016, a student sitting Finals entered for a paper with a similar title to the correct paper. Fortunately, the false exam preceded the correct exam and the error was detected in time for the correct entry to be made. The Examination Schools, however, levy a charge of £40 for late changes to the schedule which students are liable for. Be warned!

The College is receiving a growing number of applications to sit University exams in Brasenose. There is a finite amount of room space and only trained individuals can invigilate such examinations, placing a further constraint on capacity. Maintaining quiet over an extended period of time is also more difficult on Main Site than in the nearby Examination Schools. This is because the College is not an examination test centre with full-time examination officers and must take account of deliveries and other activities which have the potential to cause disruption. Students requesting College sittings must, therefore, have a medical or special need that cannot be met in Examination Schools, or else present with a genuine emergency requiring special arrangements for a single examination.

**Important:** You must make sure that you are aware of arrangements, rules and regulations relating to University Examinations, as set out in the *University Student Handbook* ([www.proctors.ox.ac.uk/handbook/](http://www.proctors.ox.ac.uk/handbook/)) and the Examination Regulations ([www.admin.ox.ac.uk/examregs/](http://www.admin.ox.ac.uk/examregs/)).

Examination Schools offer undergraduates the opportunity to sit practice or 'mock' examinations under the simulated conditions wearing Sub Fusc, usually in Noughth week of Trinity Term. The exercise does not form part of undergraduate formal tuition and is distinct, therefore, from College collections and tutorial essays. Please note the instructions given to students in the link below which state that students should clear any marking arrangements with Tutors **in advance** of registering for a mock examination:

<https://www.ox.ac.uk/students/academic/exams/mocks?wssl=1>

It is at the discretion of Tutors whether to mark mock examinations and at what level of detail. Tutors may, for example, be willing to mark papers or discuss them in lieu of alternative revision arrangements (for example, as an alternative to a timed essay).

**Satisfactory performance in the First Public Examination is required for continued membership of the College.** This means that for Honour Moderations (i.e. examinations in which classes are awarded), at least a Third Class must be achieved. In Prelims and Mods, passes in all papers are required. If you fail to pass a Prelim or Mods examination you will normally be allowed to re-sit the relevant papers. The re-sit must be at the first opportunity offered by the University. Re-sits in Preliminary Examinations and Moderations take place towards the end of the Long Vacation (usually in September). Should you fail Honour Moderations, you will be required to retake the examinations at the same time the following year. Normally you will be required to go out of residence during the intervening year (for detailed information on residence, see G.1 below). The consequences of not passing the First Public Examination at the second attempt are set out in section B.6.6 below.

If your subject includes a second progression bar in Part 1A Public Examinations or equivalent (usually sat in the second year), continued College residence will be linked to your performance in these examinations and any re-sits in the same way as the First Public Examination. In the majority of cases, however, there is no progression bar beyond the First Public Examination. Should you fail any papers and thereby achieve a partial pass, Tutors will consider whether formal monitoring is appropriate (B.6.1), taking into account OxCORT reports as well as the examination result.

#### *B.4.6 Plagiarism and Unfair Means*

Unfair means arise where a student (or group of students) seeks to gain an advantage over other students by employing methods that compromise the assessment of candidates on a fair and equal basis. Collusion, impersonation, the use of privileged information, and plagiarism are all examples of unfair means, or cheating. The University and the College will impose penalties on students found to have employed unfair means, since these behaviours undermine the integrity of the degrees awarded by Oxford. The penalties imposed will reflect the fact that these are grave offences perpetrated against the academic community and may include suspension or termination of study. In certain cases (for example, impersonation), the perpetrators of unfair means may also be liable to criminal charges. For example, in 2008, a student and his accomplice received suspended prison sentences and were each ordered to undertake 300 hours of community service for defrauding the University of York after one took the place of the other in an examination. The University Proctors are responsible for investigating unfair means cases in University examinations (*University Student Handbook*, section 10 - [www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/)).

Plagiarism, in brief terms, is the passing off of someone else's work as one's own without adequate acknowledgement. Although 'work' usually means a written essay or similar, it may be any type of assignment submitted for assessment. Plagiarism rules apply equally to art work, group or individual presentations, or computer programming code. Although plagiarism is clearly unacceptable, it is not possible to provide a single set of definitions and guidelines that are appropriate for all subject areas. However, many Undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with,

and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing. Further information is also available on the University website: [www.admin.ox.ac.uk/edc/goodpractice/](http://www.admin.ox.ac.uk/edc/goodpractice/). It is important to note that plagiarism committed by accident is still considered a culpable offence: lack of awareness is not a sufficient excuse. Robust systems of citation/referencing can, however, provide safeguards against plagiarism charges. Note also that the consent of the author of original work is also an inadequate 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.

**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, (*University Student Handbook*, section 8.7 – [www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/)). The College reserves the right to penalise students employing unfair means in examinations or assessments at Universities other than Oxford (for example, to satisfy year abroad requirements). Appropriate academic penalties may also be imposed if instances of plagiarism or unfair means are detected in regular Tutorial and class work. Unacceptable practices in Tutorial or class work include the following:

- downloading and submission as a student's own work of essays obtained from the Internet;
- purchase of essays from other students or commercial providers;
- unacknowledged copying of essays, passages in essays or answers to problems from other students or from books or journals;
- use of model answers that undergraduates do not have authorised access to prior to the submission of work;
- false or misleading claims of incapacity intended to circumvent deadlines for the submission of work or to avoid sitting collections.

If you experience difficulty completing Tutorial or other academic work owing to personal circumstances, the Tutors will consider reasonable requests to adjust the study programme. Alternatively, a member of the College's welfare team can be approached for advice and assistance:

[www.bnc.ox.ac.uk/current-students/welfare-support/welfare](http://www.bnc.ox.ac.uk/current-students/welfare-support/welfare)

Do not be tempted to use unfair means as a solution to meeting essay deadlines or coping with extenuating circumstances – it is far better to communicate your difficulties to someone in a position to offer help.

The College's general policy is to rescind Tutors' or Academic Warnings once a student either graduates or returns to good standing. It is possible in certain circumstances, however, that a reference request may be submitted asking specific questions about ethical conduct. For this reason, unfair means cases will be investigated by the Senior Tutor who will assess, in consultation with the relevant Subject Tutors, whether there is a *prima facie* case for issuing a warning or whether action short of a warning is appropriate. The assessment will take into account the gravity of the unfair means and other relevant considerations. If there are

grounds for issuing a warning, the matter will be referred to the Executive Council who will make a determination. Any student issued with a formal warning for unfair means may appeal to the Principal if he or she can demonstrate reasons why the decision should not stand.

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

Students contemplating taking on a significant amount of extra-curricular commitment should discuss this with their Tutors. Examples include a major JCR committee position or a very time-consuming sporting or cultural activity. Students who are on a Tutor's Warning or an Academic Warning (see section 6) or whose progress is unsatisfactory may not be allowed to take on such commitments, or limits may be placed on the extent of their commitment. Appropriate restrictions may also be placed on the length of summer internships and similar work experience out of Term. Students wishing to run for major offices in either OUSU, the NUS, or the Oxford Union should consult the College Residency Policy, section G.1.9.

If you are in good academic standing and take on a significant commitment, such as membership of the JCR, Arts week, or Ball Committees, you are encouraged to discuss how to avoid or minimise impact on work with Tutors. Although your academic studies must always be given priority (Tutorials and other work deadlines take precedence), taking advice over planning can help to avoid potential problems.

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

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

#### *B.5.1 Academic Feedback*

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

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

Each year students should expect to have a Principal's Collection, which take place throughout the afternoon of the last Thursday and Friday of each term. Gowns are worn on these occasions over normal clothes (i.e. sub fusc is not applicable). Your subject Tutors will report briefly on your progress to the Principal and the Senior Tutor, and you will be given an opportunity to comment. **Attendance at Principal's Collections is compulsory.** If for some

good reason you are unable to attend at the time allocated, you must contact the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)) in advance to obtain written permission to be absent. In accordance with the regulations on residence, you should not make arrangements to leave the College until the Saturday morning of Eighth Week.

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

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

### *B.5.3 Dealing with Problems*

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

- early interventions are much more likely to prove effective in addressing a study problem;
- should the difficulty be organisational in nature, it is more likely that a remedy can be found;
- prompt action on your part avoids undue anxiety.

The first port of call if you are having problems with your work should be your Tutor, who is best placed to deal effectively with difficulties. However, should you wish to have a discussion with someone other than your Tutor, there are various alternatives:

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

Tutors should explain how different cohorts can access general support and academic guidance. In some subjects, a specific Fellow or Lecturer has oversight of a particular year group. Arrangements vary according to the number of Tutors, students, and year groups in each subject and also the form in which teaching is delivered and the pattern of sabbatical leave. If you are unsure about arrangements in your particular subject, contact the College Office.

If you believe that health or welfare issues may be affecting your work, you are encouraged to contact and discuss your circumstances with either a Tutor or 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 or Lecturers will exercise general Tutorial oversight. If there are any matters of an academic or personal nature on which you would like advice, you should contact that person.

#### *B.5.4 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 Senior Tutor 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, the Exam Schools, and with other branches of the University, including the Disability Advisory 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/study](http://www.ox.ac.uk/students/welfare/disability/study).

#### *B.5.5 Changing Courses*

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

#### *B.5.6 Complaints*

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

#### *B.5.7 Prizes*

The criteria for the award of College prizes are as follows:

- i) for a first-class performance in a Collection;
- ii) for sustained excellence in Tutorial essays or analogous assignments and/or for

- academic improvement;
- iii) for a Distinction in Prelims or Moderations, or a First in Honour Moderations;
- iv) for a Distinction in other University examinations, such as Part 1A or equivalent;
- v) for a First in Finals;
- vi) for being the winner of a University prize or the runner-up (*'proxime accessit'*).

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

#### *B.5.8 Scholarships and Exhibitions*

Scholarships and Exhibitions are awards made by the College's Governing Body in recognition of academic achievement. The annual value of a Scholarship is currently £250 and of an Exhibition £200, 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's 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 or other University 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 or other University 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 (or other University examination), has gained first-class marks in any College collection(s), and is judged by his or her Tutors to have worked hard and made good progress, is eligible for an Exhibition.
- iii) Any student who, after the First Public Examination, has consistently produced work at the first-class margin or better, and who is thus on track to obtain a First or a high 2:1, is eligible for an Exhibition. This provision enables the College to reward significant and sustained progress in classes and Tutorials, as well as achievement in examinations.

Notwithstanding the above, any student subject to the College's academic disciplinary process (section B.6) will not receive an award until his or her case for advancement is considered at the Tutors' Meeting and an appropriate recommendation made to the College's Executive Council for decision.

Awards are subject to renewal each year. Scholars and Exhibitioners who appear to be seriously underachieving may be demoted to the status of Exhibitioner or Commoner as appropriate. Such action is usually taken as part of the normal procedures for monitoring students' performance and enforcing academic discipline (see B.6 below). Demotions may take place at any time in the year. Students subject to decanal discipline may also be demoted. In such cases, the Dean will make a recommendation to the College's Executive Council for decision.

#### *B.5.9 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. Travel grants
- iii. Activities related to sports and other College societies (the Sports and Amalgamated Clubs Fund, including Blues Blazers)
- iv. Music grants
- v. Arts (the Brazen Arts Fund)
- vi. 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 a testimonial from your Tutor(s). The Senior Tutor has discretion to consider applications for small awards (up to £250) between meetings provided applicants provide reasons why an early decision is needed. Applications should be accompanied by a statement of support from a 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. Applications for Music grants will be considered by the Music Director. 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.

In addition to the main scheme, the following funding opportunities are also available, details of which will be circulated to students by the College Office:

*B.5.10 Harold Parr Mini-Bursaries and Brasenose Mini-Bursaries*

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

*B.5.11 Kathleen Lavidge Bursary*

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

*B.5.12 Undergraduate Freshers' Allowance*

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

*B.5.13 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.5.14 Teach First*

Graduates accepted on to the Teach First graduate teacher training scheme may be eligible for a College bursary.

*B.5.15 Postgraduate Admissions*

University Graduate Admissions advertises those programmes for which Brasenose currently admits postgraduate taught masters and research students. Any junior member wishing to apply for a programme of study not included on this list, however, should write to the Senior Tutor who can advise whether special arrangements can be made for graduate entry. Note that the College's graduate student funding opportunities are advertised centrally by University Graduate Admissions.

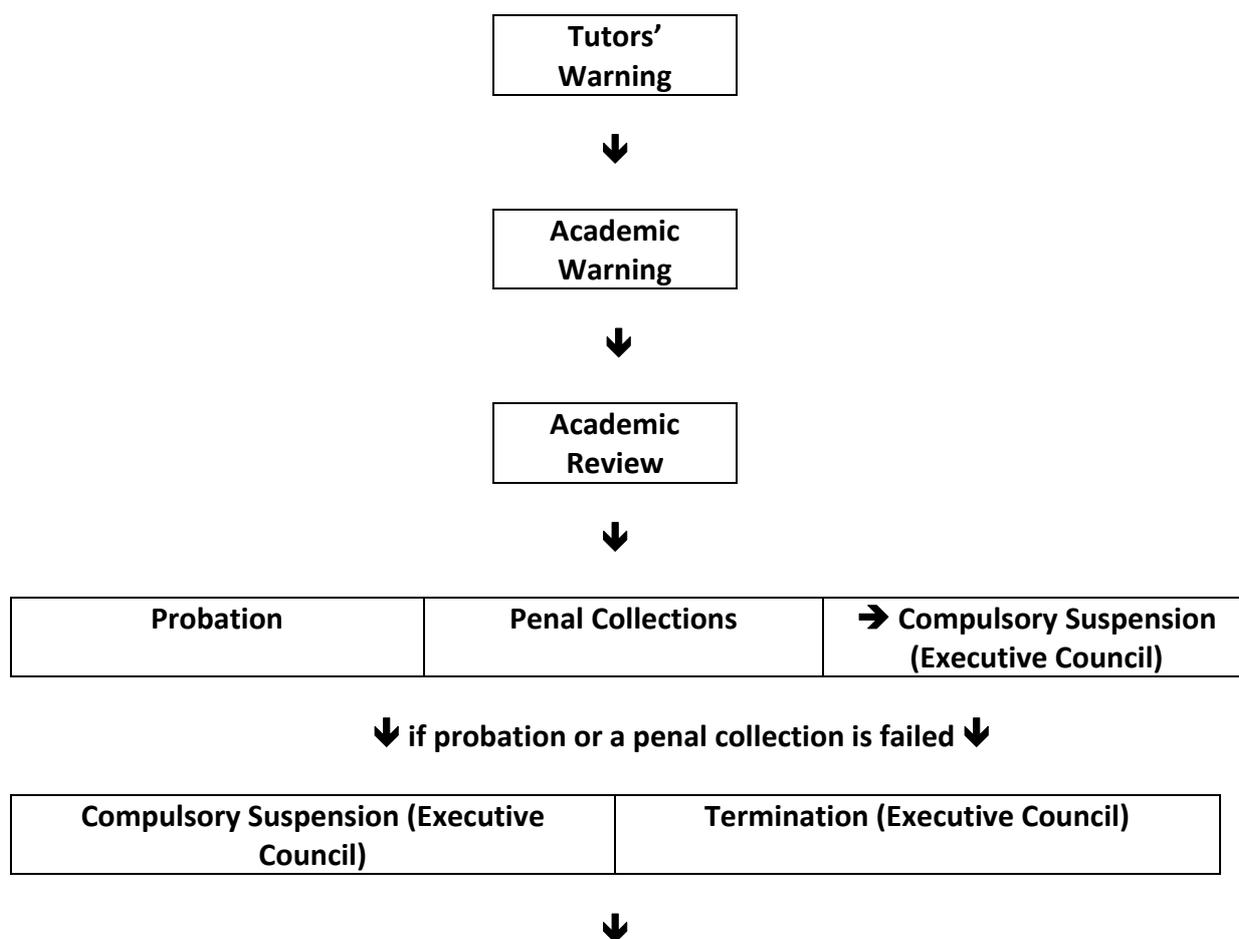
**B.6 Failure to Meet Your Academic Obligations***B.6.1 Unsatisfactory Performance*

The College's principal educational aim is to enable students to meet their academic potential. It is recognised that potential varies according to the individual and may also, according to personal circumstances, shift over the course of your degree. The College's Tutors are primarily responsible for judging whether your current performance is on a trajectory that will enable you to realise your potential in Finals. For the majority of Undergraduates, the expected trajectory will result in a 2.1 degree classification or better since in recent years this has been the actual level of performance in Final Honours examinations.

If your academic performance is judged by your Tutors to be unsatisfactory, this means that you are not on track to achieve your potential. The College's academic disciplinary framework is intended to address the situation and to help put you back on course. The primary aim of

the procedures set out in this section, therefore, is to enable students to fulfil their potential, return to good academic standing, and to complete their programme of study in a timely way. If your performance slips, you will be advised why this is the case and provided with guidance how to improve. You will also be advised of the timescale over which improvement is expected, and when your progress will be re-assessed. The College will give you every encouragement to improve, should you need it, and in the great majority of cases students return to a position of good academic standing. It is important, however, for you to understand the consequences of not addressing poor performance satisfactorily. Any student who has been issued with a formal warning is regarded as 'not being in good academic standing.'

The academic disciplinary framework is set out in the form of a flowchart. For guidance, around 1 in 20 students at some point in their studies receive a formal warning. Of these, the great majority subsequently return to good academic standing and in due course graduate with a good degree. Since the purpose of the warning system is to provide support to students through timely intervention, the issue of formal cautions may be combined with other forms of support, including counselling and well-being advice. If warnings are not heeded or if a gross act of academic misconduct is committed (such as serious unfair means), then penalties or sanctions may be applied. Cautions are, however, primarily intended to encourage effective study habits and to discourage approaches that are the cause of progress difficulties.



<b>Appeal to Principal (Governing Body Appeal Panel)</b>
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**College completion of procedures**



<b>Conference of Colleges' Appeal Tribunal</b>
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### **Stage 1: Tutors' Warning**

If your performance is unsatisfactory, your Tutors will issue you with a **Tutors' 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 will have cautioned you informally about your academic progress. It may also be the case that you have voiced anxieties yourself. If you are unsure how to improve, or if you have problems, you are strongly encouraged to seek help at an early stage from your Tutors or from any of the people listed in B.5.3 above.

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

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

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

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

In the case of serious 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 or even placed on Academic Review. Note also that gross academic misconduct (such as wilful and serious unfair means) may render you liable to suspension or termination of study without the necessity of first receiving an Academic Warning

### **Stage 3: Academic Progress Review**

If your performance fails to improve, or if you fail to meet the terms and conditions attached to an Academic Warning, your progress may be reviewed by an Academic Review Panel consisting of a group of Tutors drawn from subjects other than your own and who have not, therefore, taught you. The panel will consist of three Tutors, all of whom must be members of the Executive Council. The panel cannot include any of the following officers: the Principal, Vice Principal, Bursar, Development Director, Senior Tutor, Dean, Chaplain, Tutor for Graduates, or the Senior Member for the JCR. The panel will appoint one of its members as the Chair, to gather information about your case, which will take place with all possible speed consistent with due process. You may lodge an objection against the choice of Chair with the Principal who will consider whether the grounds for objecting are reasonable, in which case the Principal will appoint a replacement.

The Chair will obtain a briefing from the Senior Tutor, narrating the progress of your case through earlier stages of the disciplinary process, plus copies of any formal warnings issued. He or she will also collate comments from your Subject Tutors and ascertain their views on the suitability of potential disciplinary measures.

The Chair will offer you the following opportunities to make representations:

- i. An initial meeting, providing an opportunity to disclose mitigating circumstances or other compelling causes which may justify or condone unsatisfactory progress (which will normally be held in private and in person unless you are out of residence at the time in which case the option of a telephone interview will be available). You may be accompanied at this meeting by another junior member who may assist you in making representations.
- ii. A further opportunity to make representations regarding the disciplinary measures proposed in a final written warning.

The review process will seek to establish whether there are any factors affecting performance (including welfare issues or untreated and potentially undiagnosed special learning needs). You should feel able to disclose personal circumstances to the Chair in confidence. He or she will discuss with you the disclosure of your circumstances to the other members of the Review Panel to enable them to make suitable recommendations for reasonable adjustment to study. With your permission, the Chair may ask one of the College's Welfare Officers to seek advice from the University Counselling or Disability Advice Service, or from the College Doctors. You may be asked to supply, in confidence, supporting medical evidence.

The Chair will present the details of your case to the rest of the Review Panel who will determine the appropriate course of action after deliberation by a simple majority vote. The panel has the authority to impose either Probation or a Penal Collection. The Panel may also

recommend that the Executive Council impose a period of suspension of study followed, if appropriate, by either Probation or a Penal Collection as a condition of resumption of study.

If the Review Panel concludes that disciplinary action is appropriate, their findings will be set out in the form of a **Final Written Warning** which will specify the disciplinary penalties (suspension or termination of study) that the Panel will recommend should be imposed if the conditions of the warning are breached. If the Review Panel concludes that there are factors affecting performance, it will recommend to the Senior Tutor that reasonable adjustments be put in place and will also encourage you to seek appropriate support from welfare services. The Panel may also elect to attach academic conditions to these recommendations designed to ensure that you return to good academic standing with appropriate support.

#### *B.6.2 Probation*

If the principal issue of concern is associated with a lack of academic organisation (for example regularly submitting work late for Tutorials, or regularly failing to attend and/or prepare for Tutorials or classes, or submitting work of unsatisfactory quality), then the disciplinary procedure may take the form of a period of Probation. The terms and conditions of Probation will be based on detailed requirements that are relevant to the obligations set out in B.4 above. The views of the Subject Tutors will be also sought over the practicality of the probationary terms. A template, approved by the Academic Committee, will be used to assist the Review Panel in determining whether the terms of Probation have been met. The Senior Tutor, in consultation with the Subject Tutor(s), will provide yourself and the Review Panel with a report over your progress at termly intervals (or at such other times as may be specified in the terms of the Probation). Once the Review Panel is satisfied that the terms of Probation have been met in full, your period of Probation will cease and you will be restored to good academic standing. If in the judgement of the Review panel the probationary terms are breached, the Panel will consider whether to recommend to the Executive Council that the penalties set out in your Final Written warning be imposed (see B.6.4).

#### *B.6.3 Penal Collections*

If the principal issue of concern is whether your academic discipline has broken down to such an extent that recovery of good academic standing may not be a realistic possibility, a Penal Collection may be set to determine whether your membership of College can continue. The Review Panel, when determining the form the Penal Collection should take, will take into account your academic record to date and the views of the Subject Tutors. The Panel will consider i) the syllabus and number of examination papers to be sat and ii) the pass mark you are required to achieve. The pass mark will represent what, in the judgement of the Review panel, it is realistic to expect you to achieve in view of your past achievements, the requirements of the course, and the fact that you will sit the collection under examination conditions. The Penal Collection will be marked in the first instance by a single external examiner who will be informed of your year of study. In the event that the examiner awards marks below the specified pass standard, the failed papers will be second marked by an external examiner who will be informed of your year of study but will not be provided with the marks of the first examiner. The Senior Tutor will report the results of the Penal Collection to the Review Panel and the Subject Tutors. If the Penal Collection is failed, the Review Panel will determine whether to recommend to the Executive Council that the penalties set out in your Final Written warning be imposed (see B.6.4).

#### *B.6.4 Breach of Probation or Failure of Penal Collections*

If terms attached to a period of Probation or to a set of Penal Collections are not met, then your case will be considered by the Review Panel who will determine whether to recommend to the Executive Council that the penalties set out in your Final Written Warning be imposed. You will have an opportunity to bring any documented factors affecting performance (such as ill health or other compelling cause) to the attention of the Review Panel. The Executive Council will consider the recommendation and will receive a copy of your Final Written Warning, your Probationary Report or the results of your Penal Collection, and details of any documented factors affecting performance. The Executive Council will determine whether to impose the recommended penalties or to make some other disposal. You will then be informed of the decision in writing by the Senior Tutor.

#### *B.6.5 Appeals against Executive Council Decisions*

If you are not satisfied with the decision of the Executive Council, 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 written receipt of the Executive Council's decision. In your letter you should set out your grounds for appeal: in other words, you should say why you think the decision against you is wrong and should not stand, for example, because the correct procedures were not followed, or because the Executive Council imposed an unreasonably harsh penalty. Your letter will form the basis for discussions at the Appeal Panel. If you wish to rely on medical evidence, you must submit a report by a qualified medical practitioner.

The Appeals Panel will consist of five members of the Governing Body, including the Principal (or his deputy) who will act as Chair. If the Principal is absent, the matter will be dealt with by the Vice Principal or another senior Fellow. The Senior Tutor, your Subject Tutors, and the members of the Review Panel that heard your case, and the other College Officers specified in B.6.1 may not hear your appeal, with the exception of the Vice Principal. The Chair of the Review Panel, the Senior Tutor, and your subject Tutors may attend the meeting to answer questions about the Executive Council's decision. You must attend the Appeal Panel in person unless medically unfit or out of residence at the time of the hearing, in which case the panel will consider the case by means of written representations. If one party or both parties fail to appear at the date fixed for the hearing without reasonable excuse, the Panel may nevertheless proceed to determine the matter.

You may choose to be represented at the appeal hearing by any current member of the College, Senior or Junior of your choice (except members of the Appeal Panel, Review Panel, the Senior Tutor, or your Subject Tutors), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing. Note that academic gowns are worn at Appeal Panels by the parties.

The purpose of the Appeal Panel hearing is to enable you to explain why you think that the decision against you should not stand, by elaborating on the grounds of appeal set out in your letter. You (or your representative, or both) will first present your case. Members of the Appeal Panel may ask you questions. The Chair of the Review Panel will then be given an

opportunity to clarify or elaborate on any matters and to respond to your case. You will be given a further opportunity to comment on his or her statement.

At the end of the hearing, you, your representative, and the Chair of the Review Panel, Senior Tutor, and subject Tutors will withdraw whilst the Appeal Panel considers its decision. The decision shall be taken by a majority of those present. The Panel shall use its best endeavours to reach a decision on the day of the hearing, or failing this as soon as possible as is consistent with due process.

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

The decision of the Appeal Panel represents the College's **completion of procedures**. You may appeal against the decision, however, by appealing to the Conference of Colleges Appeal Tribunal (see G.10), a body independent of the College. You will normally need to exercise your right to appeal within five days of receipt of the Appeal Panel's decision. The Principal's letter will explain how to appeal. Further information is also available from the College Office.

See also section G.13: Procedures to be Followed at Appeal Panel Hearings.

#### *B.6.6 Failure in University Examinations*

If your performance in the First Public Examination is unsatisfactory after a second attempt (i.e. after resits), the Senior Tutor will write to you to inform you that your academic studies are liable to be terminated (that is, you will be sent out of residence permanently). 'Unsatisfactory' performance is defined in B.4.5 above. You may appeal to the College's Executive Council against being sent out of residence only if you can demonstrate grounds to support an application to the University's Education Committee (or to the Medical Science Board if the failure occurs in the 1<sup>st</sup> BM Examination) for an exceptional third sitting. The College is not empowered to grant a dispensation for a third sitting in its own right (see University Examination Regulation, section 3.16). The Executive Council will only support applications if a student can demonstrate that 'exceptional circumstances' are applicable.

If you intend to apply for an exceptional third sitting, you must write to the Senior Tutor within five working days of receipt of the above letter. You should set out the exceptional circumstances applicable in your case. The Senior Tutor will present your appeal to Executive Council which will appoint an Appeal Panel of three Tutors drawn from neutral subjects to consider the application and reach a determination over whether the College supports the appeal to Education Committee. The Panel will usually determine the matter by paper submission but if a hearing is required it will adapt the procedures set out in section G.13. If the Panel accepts that there are exceptional circumstances in your case, the Senior Tutor will write to the University's Education Committee endorsing your application. If the Panel decides that there are no exceptional circumstances in your case, your application to the University's Education Committee will be transmitted without College support. The decision of the Education Committee will be accepted by the College as final. If dispensation for an exceptional third sitting is refused, your studies will be terminated by the College's Executive

Council. If dispensation for an exceptional third sitting is granted, your studies will be suspended pending a satisfactory result in the third sitting.

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

#### *B.6.7 Independent Advice*

Students may obtain free, independent advice from OUSU's Advice Service (<http://ousu.org/advice/student-advice-service/>).

## **PART C – DECANAL MATTERS**

### **C.1 Introduction**

Considerate, 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. Impolite or inconsiderate behaviour towards College or University 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.

Smoking is not allowed on the Main Site or Hollybush. Smoking is allowed in the designated smoking areas at Frewin and St Cross.

You can drink in the bar during opening hours, providing the drinks have been purchased in the bar, or in the Hall during meal-times. You're not allowed to drink in other areas of college; nor to walk around College drinking alcohol from cans, bottles, etc.

Quiet Hours in College sites begin at 11pm. After this time, particular attention must be paid that others are not disturbed.

Gatherings of more than 10 people in any room are liable to constitute a disturbance to others; that's why they're not allowed without decanal permission.

### **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 and enforcing reasonable behaviour regarding noise within the College, Frewin and the other College sites. Junior Members are expected to cooperate fully with the Junior Deans regarding Decanal matters.

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	£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 (which may include new psychoactive substances, formerly so-called “legal highs”)	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 members of 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, although all other members of Governing Body will be invited to attend

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

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

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

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

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

#### *C.5.2 Appeals Against All Other Decanal Decisions*

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

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

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

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

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

hearing.

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

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

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

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

## **C.6 Organising a Function in College**

### *C.6.1 General*

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

Under no circumstances should alcohol be consumed or a barbeque organized at the Sports Group or Pavilion without the express permission of the Dean and the Domestic Bursary.

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 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.

#### *C.6.4 Freedom of Speech*

Organisers of an event who invite speakers must abide by the College's Code of Practice on Freedom of Speech and ensure that the event and the invited speakers comply with that Code. Any concerns about security risks or risks that views expressed might be illegal must be reported to the Dean.

## PART D – COLLEGE ACCOMMODATION AND FACILITIES

### D.1 College Staff and College Officers

#### D.1.1 College Staff

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

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

#### D.1.2 The Domestic Bursar

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

#### D.1.3 Breaches of Licence to Occupy

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

Violation of overnight guest rule	£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 his jurisdiction. Any such referral is without prejudice to the Domestic Bursar's power to charge you for cleaning and repairs, though in such cases this power must be exercised in consultation with the Dean. You should note that the Dean has power to exclude you from College facilities (e.g. the Bar) or to withdraw your privilege of living in College accommodation.

#### D.1.4 Cost of Repairs

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

#### *D.1.5 Procedure Before the Domestic Bursar*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### *D.1.6 Dealing with Problems and Complaints*

If something in your room or staircase needs repairing you should email [workshop@bnc.ox.ac.uk](mailto:workshop@bnc.ox.ac.uk).

If you identify a pest infestation you should email the Accommodation Manager at [accommodation@bnc.ox.ac.uk](mailto: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](http://www.oiahe.org.uk).

#### *D.1.7 The Bursar*

The Bursar is the Chief Financial and Administrative Officer of the College. The Bursar deals primarily with the JCR Committee rather than with individual Undergraduates.

## **D.2 Health and Safety**

### *D.2.1 General*

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

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

### *D.2.2 Accident Reporting*

There is a simple 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 Curator 07765 251325, 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) in your room.

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

Smoking is banned in all parts of the College property, except the designated smoking areas. You must ensure that Staircase doors shut properly behind you. Fire doors must not be wedged open at any time.

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

Waste bins or combustible material must not be stored on corridors or staircases

#### *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 Friday at 10.00am.

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

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

#### *D.3.4 Misuse of Fire Equipment*

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

#### *D.3.5 Fire Escapes*

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

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

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

## **D.4 Services**

### *D.4.1 Electricity and Gas Supplies*

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

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

### *D.4.2 Gas Installations*

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

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

£40 per annum for term time only rooms and £70 per annum for tenancies.

#### *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 [workshop@bnc.ox.ac.uk](mailto: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 controlled access on the remainder and Salto fob access to the main entrance doors. Whilst the College does not actively monitor individuals' use of Salto fob system (which records entrance to doors it is used on) it may use these records as evidence if required. Salto fobs are allocated to each student on their arrival and should be retained by the student throughout their time at Brasenose, returning them to the Lodge only when leaving College for the final time. Charges will be made for lost keys and/or fobs or those not returned on departure. This may be the rental income lost due to failure to return keys and/or fobs. The College will endeavour to fit window locks to all ground floor windows. Windows may also be fitted with stops to prevent over-opening where appropriate.

### *D.5.2 Your responsibilities*

There are a number of steps you can take to maintain security in College. You should always lock your room, even if you are only going out for a short period of time. You should close and if possible lock your windows when you are out, particularly if you have a ground-floor room. Take care not to let strangers follow you through the 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 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 in your welcome pack. You can also check online:

<https://www.endsleigh.co.uk/personal/home-insurance/check-your-student-cover/>

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 following Statement of Insurance informs you about different insurance considerations as a student:

## Brasenose College Insurance Statement 14/15

Brasenose has a variety of insurance policies that extend cover to students and authorised student bodies within the College.

### **1. Public Liability**

All student groups that organise sport or official club activities 'under the auspices of the College Banner' benefit from the College's public liability cover. This covers them for any liability arising from the negligent actions of one of their members / participants, who cause damage or injury to third party persons or their property. This does NOT provide cover for injury to the student or loss or damage to their own belongings. All organising groups must assess the risks associated with the activity, ensure adequate training or supervision required in connection with same is undertaken, and take all reasonable precautions to manage those risks with appropriate due care to prevent injury or loss.

*[Royal and Sun Alliance - Renewal 29/9/2017]*

### **2. Personal Injury**

Brasenose students travelling to or from, or participating in any sporting activity officially organised by the College or the University are covered by the College's Personal Accident cover. This does not cover medical expenses, but provides capital benefits for death or permanent disability. The initial intention of this cover is to meet additional costs of completing a degree in the event of interruption to studies through the accident.

*[AIG Europe Ltd –Renewal 29/9/2017]*

### **3. Travel insurance**

Students participating in group or individually organised trips are required to take out their own personal travel insurance. Cover under the above policies does NOT extend to medical or repatriation expenses or loss of, or damage to, personal belongings.

*[AIG Europe Ltd – Renewal 29/9/2017]*

### **4. Motor insurance**

The college has motor insurance that covers the occasional business use of hired or private cars (not mini-buses) of college Fellows and employees ONLY, but NOT of students. Students using their own cars for a group or personal trip, must consult their own car insurance provider. Any college employee hiring a minibus is required to insure through the hire company.

*[Royal and Sun Alliance – Renewal 29/9/2017]*

### **5. Student belongings in Brasenose accommodation**

The College has purchased block cover for student belongings in Brasenose student accommodation. This is provided free of charge to students, but does NOT extend to students living in private accommodation. Details of the policy are sent directly to students at the start of the academic year.

*[Endsleigh – Renewal 29/9/17]*

### **Registered Student Bodies**

Student or college event or trip organisers should consult the list of organisations of which the College's insurers are aware. If your organisation is not listed at Appendix A below, and you are concerned about the insurance status of a particular event or trip, please contact the College Accountant.

\*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. An administration charge of £10 to cover the issue of temporary keys may be made at the discretion of the Domestic Bursar. Fobs believed to be lost will be de-activated immediately. If the lost key or fob cannot be found within 3 days, the lock will be replaced. Because of their quality, the locks are expensive. You will be charged only the replacement cost – no fine will be imposed. You are strongly advised to join the JCR collective "insurance" scheme for keys (for both JCR and HCR members).

Room keys must be returned to the Lodge at the end of every term. There is an automatic penalty if they are not returned promptly. You will also be charged rent on your room until the keys are given in. Salto fobs should be returned to the Lodge only when you leave College for the final time. Do not on any account lend or give your keys or fobs to other people.

#### *D.5.4 Security Staff*

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

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 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 will be charged for any costs necessary to return the room to a habitable state, e.g. carpet cleaning, repainting.

#### *D.6.6 Laundry Facilities*

There are coin-operated washing machines and dryers in the 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. When accepting an offer of accommodation on line you are required to agree to and sign the licence to occupy, if a student does not sign but collects keys to the accommodation the student will be deemed to have accepted the terms and conditions of the licence to occupy.

#### *D.7.5 Rent*

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

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.

In some years College may have rooms available to be used by junior members to accommodate guests. Should one be available it may be booked for visitors by email to the Accommodation Manager at [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk).

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

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

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

action (see D.1.3 above).

#### *D.7.7 Residence - Graduates*

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

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

#### *D.7.8 Residence – Undergraduates*

Undergraduates must arrive by noon of the Thursday before Full Term (Thursday of Noughth Week). In Michaelmas Term, Freshers are expected to arrive on Monday of Noughth Week. You must not make arrangements to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week). You must vacate your room by 12noon on Saturday of Eighth Week. You should notify the lodge of your arrival and departure signing keys (and fobs if starting or ending your course) in and out.

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

#### *D.7.9 Additional Residence for Undergraduates Out of Term*

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

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

When applying you should be aware that you are likely to have to move to another room (usually at the Frewin Annexe). Only a very small number of rooms, if any, are likely to be free, and the period of availability may be limited. 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 below. The deadline for applications is Thursday of 7th Week.

### **How to Apply**

**Exam Residence** You should follow these steps

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

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

**Academic Residence** You should follow these steps

- Download the form from the link below and complete (electronically).
- Email the completed form TO YOUR TUTOR for authorisation.
- If authorised, your tutor will forward the request to the Accommodation Manager.
- If partially authorised your tutor will forward the edited request to both the Accommodation Manager and yourself.
- If the request is declined, your tutor will email the form back to you with a reason. Applications should be made in good time to allow authorised forms to reach the Accommodation Manager no later than Thursday of 7th Week. Confirmation of your allocation will reach you in 8th Week.

**Extra Residence** You should follow these steps

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

The relevant forms can be accessed via the Accommodation Section of the college website at [www.bnc.ox.ac.uk/current-students/student-services/accommodation-home-2015](http://www.bnc.ox.ac.uk/current-students/student-services/accommodation-home-2015).

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

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

#### *D.7.10 Vacation Address and Change of Address*

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

#### *D.7.11 Storage*

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

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

A fine of £20 may be applied if belongings are left in your room at the end of term which require removal and storage 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](mailto: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 reasonable practicable to do so. The College winter weather clearance policy can be viewed at [www.bnc.ox.ac.uk/downloads/Winter\\_weather\\_policy.pdf](http://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 <http://www.admin.ox.ac.uk/estates/aboutus/strategiesandpolicies/>.

### *D.10.1 Energy Efficiency*

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

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

### *D.10.2 Rubbish and Recycling*

All members of College living in the College and all annexes are encouraged to recycle paper, plastic, tins and cardboard in the co-mingled red/blue bins in their rooms and in the recycling facilities in the kitchens. Note: These bins should not be used for food-contaminated material or glass. The main waste, glass and recycling bins are located near Stamford House off New Quad and in the bin areas at Frewin, St Cross and Hollybush Row. There are also recycling bins located in the JCR and HCR. Provision for ink cartridge and mobile phone recycling can be found in the Porter's Lodge on the main College site. Please recycle as much as possible.

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

## **D.11 Cars and Bicycles**

### *D.11.1 Bicycles*

Bicycles must be registered with the Domestic Bursar's Office, kept in the places provided (in College, Frewin, Hollybush Row or St Cross) and not brought into rooms or staircases. Bicycles are not to be ridden on College property. 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. The College is able to provide a few secure places at Frewin, which will be allocated to those who are members of the University Cycle Club, on a 'first

come, first served' basis. All bicycles should be kept locked when not in use. The College is unable to accept responsibility for loss or damage to bicycles stored on College premises.

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

#### *D.11.2 Cars*

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

### **D.12 Good Neighbour Policy**

#### *D.12.1 General*

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

#### *D.12.2 Quiet Hours*

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

#### *D.12.3 Music*

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

### **D.13 Meals**

#### *D.13.1 Meal Card*

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

at your email address. Please go to the Finance Bursary to make alternative arrangements if you do not have a debit or credit card. (Note: in some cases, e.g. visiting students, a separate Meal Card will be issued.)

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

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

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

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

#### *D.13.2 Meal Times*

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

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

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

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

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

This replaces breakfast and lunch at weekends.

Dinner in Hall

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

Informal Hall: Tuesday and Friday, 5.45 – 6.15 pm

Formal Hall: (3 course served dinner) Tuesday and Friday 7.15 pm. Gowns must be worn for Formal Hall. A maximum of two guests per student are permitted at Formal Hall.

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

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

Dinner is booked via the terminals in the Frewin computer room or Lodge using the Meal Card. Alternatively you can book your dinner on line via [https://www/upay.co.uk](https://www.upay.co.uk). A receipt is issued, confirming the meal booking. On arrival at the Hall you must hand the receipt to a

member of staff. The kitchen will prepare the number of dinners which have been pre-booked, and you will therefore be charged even if you do not turn up.

Snacks, including toasted and non-toasted sandwiches, panini, salads, fruit, coffee and cold drinks are available in Gertie's Tea Bar from 9.30 am – 12 noon and 12.30 pm – 3.00 pm, they are paid for with the Meal Card.

#### *D.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.

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

### **D.14 Junior Common Room**

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

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

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

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

### **D.15 Hulme Common Room**

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

### **D.16 The College Bar**

The College Bar is situated in the basement of Staircase XI in New Quad and is open to Senior and Junior Members of the College and their guests. Guests must be accompanied by a member of the College whilst in the bar.

The opening hours, during term time, are: Monday, Wednesday, Thursday and Saturday, from 7.00 pm to 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.

The Bar Manager can be contacted at [bar@bnc.ox.ac.uk](mailto:bar@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**

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 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>

## PART E - WELFARE

### E.1 Introduction

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

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

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

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

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

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

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

Every member of the Welfare Team works on a "listen and refer" basis – and very often they can help. At the very least, they will be able to ease two features of any personal problem - the anxiety of isolation and the fear of the unknown. There is also the option to visit the College Doctors or the University Counselling Service without being referred.

It may be that some of you are reluctant to approach some of these people with your

problems. For example, some people may think that the religious aspect of the Chaplain's role will be a barrier in a conversation about personal matters. In response, the Chaplain would reassure them that her role is to listen impartially and support every member of College, without regard to religious affiliation. In creating a broad Welfare Team, the College aims to provide a network of individuals, at least one of whom you may feel comfortable approaching, and find congenial and helpful. Every member of the welfare team is committed to a professional and considerate approach to welfare which respects the individual and his or her needs.

### *E.1.3 Confidentiality*

Every member of the Welfare Team can offer confidential listening.

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

[https://www.ox.ac.uk/sites/files/oxford/field/field\\_document/SWSS%20Confidentiality%20Statement.pdf](https://www.ox.ac.uk/sites/files/oxford/field/field_document/SWSS%20Confidentiality%20Statement.pdf)

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

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

### *E.1.4 Tutors*

Your relationship with your Tutor is an important one, and you can contact your Tutor for help and advice on welfare matters. Although they are not formally trained for welfare work, they can help to put you in touch with other sources of welfare support when this is appropriate.

### *E.1.5 Parental and Family Involvement*

Precisely because students are *responsible adults*, we will not seek contact with your parents or family without your consent. This is in accordance both with the University's

Confidentiality Guidelines and the requirements of the Data Protection Act. If a parent contacts us with a problem, very often they ask us not to talk to you about the problem. As we make clear to parents, we do not accept that sort of relationship: our responsibility is to you. For example, if a parent contacts us to say you are unusually anxious and upset, we will listen courteously but give no information to them. If we decide that their concerns are serious enough to warrant it, we will attempt to talk to you and see how you are. If you are not in danger of harming yourself or breaking the law, and you do not wish to seek any extra help with any problem, then the matter will rest there. You have a right to privacy and to governing your own affairs.

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

## **E.2. Health**

### *E.2.1 General*

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

### *E.2.2 College Doctor*

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

The College Doctors are:

Dr Lawrence Leaver

Dr Mark O'Shea

Dr Joanna Lambert

They can be contacted at:

Jericho Health Centre

New Radcliffe House

Oxford OX2 6NW

Tel 01865 311234

[www.leaverandpartnersjericho.nhs.uk](http://www.leaverandpartnersjericho.nhs.uk)

You may choose which Doctor you prefer to see. Information on registering with the practice ration is provided to new students prior to arrival, and can also be found on their website.

### *E.2.3 Nursing Sister*

Our Nurse, Kate Tempest attends College from Noughth to Ninth Week inclusive. Surgery hours are 9:45am – 11:45am on Mondays, Wednesdays and Fridays, and 12.30pm-2.30pm on

Tuesdays and Thursdays. Mrs Tempest's surgery is on Staircase XII. She can also be contacted via email: [college.nurse@bnc.ox.ac.uk](mailto:college.nurse@bnc.ox.ac.uk) or via the Lodge.

#### *E.2.4 College Dentist*

The College does not have an affiliation with a particular dentist, therefore students should seek treatment at a dentist of their choice. Students often use a local dentist on the Oxford Brookes University site called Studental:

Studental

Oxford Brookes University

Headington Campus

Colonnade Building

3rd Floor

Gipsy Lane

Oxford OX3 0BP

Open Monday to Friday 8am - 6pm

Telephone 01865 689 997

For easy on line bookings, go to their website: [www.studental.co.uk](http://www.studental.co.uk).

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. Please see the website below for costs.

For out-of-hours dental emergencies please contact NHS 111 service by simply dialling 111 free from any phone.

The College Nurse can also give advice and recommendations on local dentistry services.

Useful Websites:

[www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx](http://www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx) - NHS dental fees are listed here

[www.nhs.uk](http://www.nhs.uk) - to find a local dentist

#### *E.2.5 Sexual Health*

The College Doctors and College Nurse are available to offer support and advice on matters of sexual health. The nearest Sexual Health Clinic is at the Churchill Hospital, Headington. Details of how to find the clinic and the services it provides can be found here: [www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/](http://www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/)

#### *E.2.6 College Policy on Welfare Taxis*

College will cover the cost of a taxi for genuine emergencies (e.g. urgent medical treatment at a local hospital or local GP, attending a Sexual Assault Referral Centre). The Porter on duty has the authorization to approve taxis for emergencies. Either the College Nurse, Dean, Chaplain, Senior Tutor, or Tutor for Graduates should be consulted before booking a taxi for non-emergency special circumstances and charging it to College. The definition of emergency

is not fixed but for illustration a student with severe mobility problems, resulting from an accident or similar circumstances, would be eligible.

The provision of a taxi for non-emergencies must be approved by the Dean in advance and the taxi ordered via the Lodge. For guidance, the following non-emergency taxi journeys are possible, at the Dean's discretion, for qualifying students:

- i) transit to and from a valid BNC address\* and University Departments for teaching-related purposes
- ii) transit to and from a valid BNC address\* for medical appointments
- iii) transit to and from a valid BNC address\* and College for teaching-related purposes, or to meet College Officers, or for other purposes agreed to by the Dean.

Funded taxis are not generally available for other purposes. All journeys must also take place between 8am and 8pm, except for medical appointments, unless the Dean agrees to other arrangements.

Students with disabilities are not bound by the above conditions and should discuss their mobility needs with a College Welfare Officer, the Nurse, or the College's Disability Advisor in the first instance. Subsidised taxis may form part of living support arrangements, in accordance with individual needs.

\*Valid BNC address: Main Site, Frewin, Hollybush, St Cross, or a registered student address within Oxford.

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

#### *E.3.1 The Dean*

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

#### *E.3.2. The Chaplain*

The College Chaplain has a room (Heberden 1) just above the JCR. She 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.3.3 Graduate Advisors*

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

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

Dr Anne Edwards ([anne.edwards@ouh.nhs.uk](mailto:anne.edwards@ouh.nhs.uk)) is available to offer advice to all members of College on matters of diversity and equality. Her availability and contact details are posted in the Lodge.

#### *E.3.5 The Student Support Advisor*

Ms Ellie Raikes is available in College for four hours per week in weeks one to eight inclusive.

She is a registered psychodynamic therapist, and offers advice about other sources of wellbeing support, confidential listening and short-term counselling. Sessions with Ms Raikes can be booked via: [www.bnc.ox.ac.uk/support](http://www.bnc.ox.ac.uk/support).

### *E.3.6 The University Counselling Service*

The Counselling Service provides confidential advice – see <https://www.ox.ac.uk/students/welfare/counselling>. It is located at 3 Worcester Street, Oxford. During term (weeks 0–9) reception is open Monday-Friday, 9.00am-5.00pm, 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. 3.7. Peer Supporters*

Peer Supporters in both the JCR and HCR are available to listen and offer informal welfare support to any member of College, and have been trained through the University Peer Support Programme. They are happy to be contacted privately, and also hold regular surgeries in College, which are advertised in Common Room mailings.

### *E. 3.8. JCR and HCR Welfare Reps*

The JCR and HCR welfare reps work together to offer informal welfare support to members of both common rooms. They are available to listen and provide advice about other sources of welfare provision within the College and University. They work closely with other members of the College Welfare Team and coordinate regular welfare events in both common rooms. The Welfare Reps are trained Peer-Supporters.

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

Useful advice on personal safety is provided in the *University Student Handbook*, section 3 – see [www.proctors.ox.ac.uk/handbook/handbook/](http://www.proctors.ox.ac.uk/handbook/handbook/). 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.

In addition to the Diversity and Equality Officer, the JCR Women's Officer and JCR Diversities and Equalities Rep are available to offer informal advice and support to members of the Junior Common Room on matters of equality and inclusion within the College and University.

### *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 one of the College harassment officers, who are the Senior Tutor, Chaplain, and Diversity and

Equality Officer (see above), or from another member of the Welfare Team. The College policy and procedures on harassment and bullying can be found at:  
[www.bnc.ox.ac.uk/downloads/official\\_information/Harassment\\_Policy\\_copy\\_copy.pdf](http://www.bnc.ox.ac.uk/downloads/official_information/Harassment_Policy_copy_copy.pdf)

The Dean, Senior Tutor, Chaplain, Nurse and Head Porter have all received sexual abuse and rape crisis training and can offer support to members of College affected by sexual harassment.

Further information about the Oxford Sexual Abuse and Rape Crisis Centre, a collective of women committed to supporting survivors of sexual abuse, rape, domestic abuse, and harassment, can be found at [www.oxfordrapecrisis.net](http://www.oxfordrapecrisis.net).

The nearest Sexual Assault Referral Centre is in Bletchley, Milton Keynes. The Centre provides a safe place where victims of sexual assault or rape can talk in complete confidence and receive care and support from specially trained and understanding professionals. Further information about the Centre can be found at [www.solacesarc.org.uk](http://www.solacesarc.org.uk).

The College can provide free taxi travel to the Centre in case of emergency: please ask for this at the lodge.

## **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 strongly encouraged to communicate in advance with the College with details of any disability, so that appropriate support and provision can be put in place before the beginning of the academic year.

Information on the support available to members of the College with a disability can be found at:

[www.bnc.ox.ac.uk/prospective-students/undergraduate-admissions/184-disabilities/370-disabilities-special-needs](http://www.bnc.ox.ac.uk/prospective-students/undergraduate-admissions/184-disabilities/370-disabilities-special-needs).

## PART F – FINANCIAL MATTERS

### F.1 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-4.30pm. Appointments can be made outside these hours if necessary or you can drop the finance team an email at [bursary@bnc.ox.ac.uk](mailto:bursary@bnc.ox.ac.uk), or the College Accountant directly at [college.accountant@bnc.ox.ac.uk](mailto:college.accountant@bnc.ox.ac.uk).

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:

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

If the College Accountant is not available, please make an appointment to see them if you wish to discuss any matter in relation to finances or a specific a situation of hardship. If you are having difficulties making payment to the college the Finance Bursary may be able to consider putting a payment plan in place. This is not guaranteed and may be arranged in discussion with the College Accountant or Bursar where necessary.

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

### F.2 Fees

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

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

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

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

### F.3 Charges

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

Undergraduate students living in College facilities on either a Term Time Only licence or in a tenancy incur a Utilities Charge each term.

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

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

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

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

Fees and charges are invoiced to students by the College with very few exceptions, (e.g. courses at Said Business School or Blavatnik School of Government).

#### F.4.1 Payment Methods

Batels are issued at the beginning of each term and at the end of Trinity Term by the Finance Bursary, by email to your @bnc address. They consist of fees and charges and must be paid by the due date.

Payment should be made at or sent to the Finance Bursary.

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

Alternatively, by bank transfer. Details are as follows:

Bank	Barclays Bank plc
Branch	Barclays Commercial Bank Southern Team
Account Name	Brasenose College
Bank Sort Code	20-65-26
Account Number	20204226
Reference	<b><i>Your surname</i></b> /BATELS
IBAN	GB12 BARC 2065 26 20 2042 26
SWIFT	BARCGB22

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

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

**Cheque** payable to Brasenose College

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

The College reserves the right to charge if you pay using a credit card (or other payment method) that in turn incurs a particularly high charge to the college. Students will be advised in advance of any such charge, and given the opportunity to pay by an alternative method.

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

If you do not have the funds necessary to pay on time you must contact the Finance Bursary immediately to discuss your circumstances. We may be able 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 email account for batels or late notices will **not** be accepted as a reason for late payment. Further action will be at the discretion of the College Accountant.

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

The college reserves the right to charge for the cost of recovering a late payment on top of claiming late payment interest at current HMRC rates.

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

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

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

loan should be processed automatically by the Student Loans Company.

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

## **F.6 Financial Assistance**

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

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

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

Full details are available at [www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support](http://www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support).

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

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

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

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

### *F.6.4 University Hardship Fund*

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

### *F.6.5 Mini-bursaries*

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

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

Students in accommodation let on a Term Time Only licence may apply for additional

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

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

The value of a Scholarship or Exhibition is credited to batels. For further information about the award of Scholarships and Exhibitions, see B.5.8 above.

## PART G – COLLEGE AND UNIVERSITY POLICIES AND CODES OF PRACTICE

### G.1 Residence

#### G.1.1 Definition and Privileges

'Residence' has a formal meaning within the University – see the relevant sections of the University's Examination Regulations for further details: [www.admin.ox.ac.uk/examregs/](http://www.admin.ox.ac.uk/examregs/).

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 or to gain an unfair advantage in preparing for University Examinations. 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 grounds or other compelling circumstances. Suspensions are usually given for a period of a year, and have therefore become known as a 'year out'. Exceptionally, permission may be granted for a shorter period of suspension but usually students will not be allowed to repeat parts of a year. Executive Council is the sole authority in College capable of granting permission to suspend study voluntarily. Applications must be submitted via the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)), supported by a statement from the student's Tutors, and accompanied by a medical certificate, if appropriate.

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

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

voluntary suspension (if necessary, with appropriate support and reasonable adjustments);

- in cases where reason for suspension arises from a long-term health condition, whether the student has engaged with welfare support and services and it is clear that continuation with reasonable adjustment and appropriate support is no longer feasible;
- in cases where a student has completed course work and has reached the FHS examination stage or commenced final examinations, whether there are alternatives to suspension that would permit graduation (for example, an aegrotat).

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.

Students wishing to suspend may approach the College Accountant for advice but are responsible for making financial arrangements with the Student Loan Company or other agencies to extend the duration of study. Where possible, decisions over suspension will be made prior to the deadline for fee liability each Term (currently Monday of Fourth week).

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. If a student suspends for a single year or less, it is not usual policy to set return Collections for the purpose of assessing fitness to study. Return may, however, be subject to completion of assessments outstanding when the student went out of residence. Where appropriate, on the recommendation of the College Welfare Committee, Executive Council will seek advice from the University's Fitness to Study Advisory Panel and/or Disability Advice Service to determine whether a student is fit to resume study (with reasonable adjustments, if applicable, determined by a current assessment of need prepared by a competent medical professional).

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

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

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

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

When considering whether to apply for a suspension, students must consider whether the new date of their Final Examinations will extend beyond the maximum time allowed for Honours under the University's Regulations (*Examination Regulations*, pp.66-8). If this is the case, it will be necessary to apply to the University's Education Committee in order to obtain dispensation from these Regulations. Suspensions may also require application to the University Proctors or Education Committee in order to vary the form of Final Honour School Examinations if changes take place to the course Syllabus during the year away. The College does not have the authority to grant dispensation from examination regulations or to vary the form of examinations and in these matters the decision of the University Education Committee is final.

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

The situation in which a student is required by the College to go temporarily 'out of residence' for a limited period is sometimes referred to as 'rustication'. The reasons why this might be required and the safeguards that are in place to protect the interests of students who are in danger of being rusticated are described in B.6 and C.3 above.

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

When students, whether Undergraduate or Postgraduate, are out of residence, the College normally stipulates that they may not, without prior permission:

- i) make use of any College facilities, including the Library (whether in person or by borrowing books/periodicals), the Sports facilities, the Hall, Gertie's or the Bar;
- ii) receive Tutorials, attend classes or otherwise receive academic instruction under the aegis of the College;
- iii) enter and remain on College premises;
- iv) attend any function in College;
- v) occupy College accommodation.

These restrictions are not in themselves designed to constitute punitive measures. They are intended to clarify who is/is not 'in residence' at any given time. In consequence, the restrictions are applicable regardless of whether the student is 'out of residence' voluntarily or compulsorily. However, if the student is 'out of residence' voluntarily with the permission of the College, the restrictions may be modified. The College recognizes the benefits of keeping in touch with Tutors, local providers of medical support, and with other students during a year of absence to assist undergraduates on suspension in making a successful return. Requests for keeping in touch visits during quieter parts of the year or at weekends can, therefore, be considered. In all cases, however, students on suspension must obtain permission to stay overnight and should write to the Senior Tutor (undergraduates) or Tutor

for Graduates (graduates) in advance of a planned visit. All suspending students making keeping in touch visits are subject to the same Decanal discipline and regulations as other students. The College also reserves the right to withdraw or modify visiting permission in particular cases or if the number of students suspending requires a general change in policy.

The University email account of a student on voluntary or compulsory suspension will not be de-activated and University Card cards can also be used (including for UPay). Students out of residence should arrange for their mail to be delivered to their personal address, not to the College.

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

There are circumstances in which an Undergraduate's programme of study may be terminated and he/she sent out of residence permanently for unsatisfactory academic performance, and/or lack of diligence in the pursuit of their studies. Likewise any student may be sent out of residence for disciplinary or other reasons. The circumstances, and the safeguards that are in place to protect the interests of students who are in danger of being sent down, are described in B.6 and C.3, above.

The name of a person required to go out of residence permanently for disciplinary reasons, or other reasons, will remain on the books of the College and University. Only if Executive Council determines that the circumstances warrant expulsion from the College, will the name of an individual be deleted from the records of the College and University. Expulsion, in consequence, has a meaning distinct from that of having a course of study terminated and being sent out of residence permanently.

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

#### *G.1.7 Action by the University*

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

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

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

### *G.1.9 Elections*

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

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

The 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, and as amended on 15<sup>th</sup> June 2016 to comply with the Section 26(1) of the Counter-Terrorism and Security Act 2015 (the “Prevent” duty).

### **PART 1 – General Duties**

#### **1. General duty to uphold freedom of speech**

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, encouragement of terrorism 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. The College believes that a culture of free, open and robust discussion can only be achieved if all concerned avoid needlessly offensive or provocative action and language. An event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.
4. General duty not to impede access to, or egress from, places at which the right of freedom of speech is exercised on premises of the College.

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.

### 5. **Right of peaceful protest**

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**

6. 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.
7. 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.
8. 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 – Visiting Speakers, meetings and assemblies on premises of the College of clubs, societies, and other organizations**

9. 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 visiting speaker, or 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, or is likely to risk breaking the law shall immediately report such facts to the Dean.
10. In relation to any such meeting or assembly which he believes to be threatened, the Dean shall be empowered, if necessary after consultation with other Officers of the College and other authorities (eg Proctors or police), 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, or to reduce the risk of illegal activity 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.
11. The Dean will not seek to curtail or cancel a meeting unless in his/her considered opinion the meeting or event infringes on the legitimate rights and freedoms of others

or he/she considers that the views likely to be expressed at such a meeting constitute illegal views. An appeal may be made to the Principal.

#### **PART 4 – Powers of the Dean in relation to threatened meetings**

##### 12. (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.

##### (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.

(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 Principal, Bursar or Senior Tutor of the College suggesting that the cost shall be borne in whole or in part by the College and any two of the Principal, Bursar or Senior Tutor may decide the matter.

**PART 5 – College premises made available for use by outside organisations**

13. 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.
14. The Dean may decide on action relating to a meeting or group of meetings including
- a) Ensuring a balance of speakers
  - b) Cancelling the event;
  - c) Informing the police
  - d) Taking further advice from the University, police or other responsible persons.

**PART 6 – Miscellaneous**

15. 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.
16. 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.
17. 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.
18. The College is mindful of its pro-active duties under equality legislation. The right to freedom of speech is constrained by laws protecting others from discrimination, victimisation and harassment, protecting national security and public safety, preventing of disorder or crime, protecting the reputation and rights of others, and preventing the disclosure of information received in confidence. Reference to such legislation and guidance can be found in the Annexe to this bylaw.

## Applications of the Code

19. Any person who is in any doubt about the application of this Code of Practice to any meeting, event or public gathering on College premises is under an obligation to consult the Dean, who will determine whether the provisions of the Code apply.

### ANNEXE

Relevant legislation and sources of information

Legislation in this area is characterised by three key themes (the current text of the legislation can be found by searching the Office of Public Sector Information website):

Protection of the special status of Higher Education Institutions:

Education Act 1986

Education (No. 2) Act 1986

Education Reform Act 1988

Anti-discrimination legislation and proactive equalities legislation:

Human Rights Act 1998 (incorporating the European Convention on Human Rights)

Employment Equality (Sexual Orientation) Regulations 2003

Employment Equality (Religion or Belief) Regulations 2003

Race Relations Act 1976

Race Relations (Amendment) Act 2000

Sex Discrimination Act 1976

Disability Discrimination Act 1995, as amended

Equality Act 2006

Racial and Religious Hatred Act 2006

Provisions that qualify rights:

Public Order Act 1986

Crime and Disorder Act 1998

Protection from Harassment Act 1997

Criminal Justice Act 2003 and Criminal Justice (Scotland) Act 2003

Helpful guidance is available in the following places:

University of Oxford Integrated Equal Opportunities Policy

University of Oxford Race Equality Policy

University of Oxford Harassment Code of Practice

Universities UK: (links to PDF) Promoting good campus relations: dealing with hate crimes and intolerance

Counter-Terrorism and Security Act 2015

## G.3 College Equal Opportunities Policy

### G.3.1 General

The College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences. The College strives to avoid unlawful discrimination in all aspects of its activities on the grounds of sex, sexual orientation, marriage and civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment which are protected characteristics recognised by the Equality Act

2010.

### *G.3.2 Staff*

The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression will be determined only by personal merit and the use of criteria reflecting the duties of the post and the relevant salary structure. In all cases, the ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, sexual orientation, marriage or civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment. Staff are required to undertake an online training course in Diversity on joining the College.

### *G.3.3 Students – General*

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

### *G.3.4 Students – Admissions*

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), and assessed by the application of selection criteria appropriate to the course of study. We seek to admit students of the highest academic potential without regard to sex, sexual orientation, marriage or civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment. Admissions procedures are kept under regular review to ensure compliance with this policy and statutory requirements. All new academic staff are also asked to undergo admissions training ([www.learning.ox.ac.uk/support/teaching/programmes/ads/](http://www.learning.ox.ac.uk/support/teaching/programmes/ads/)) to ensure compliance with this policy.

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

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

### *G.3.5 Students – Educational Provision*

Unlawful discrimination on grounds of sex, sexual orientation, marriage or civil partnership, race, religion or belief, disability, age, pregnancy or maternity or gender reassignment in the curriculum, teaching practice or assessment methods or any other aspect of educational provision will not be tolerated. Teaching and support staff are expected to have regard to

the diverse needs, interests and backgrounds of their students in all their dealings with them.

#### **G.4 College Public Sector Equality Duty**

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

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

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

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

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

##### *G.4.2 Responsibilities*

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

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

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

The Committee is attended by the Human Resources Manager.

The Personnel Committee is responsible for the promotion, development, implementation, monitoring and review of the Public Sector Equality Scheme in relation to employees, students, visitors and others closely associated with the College. All staff with managerial responsibility have a duty to ensure that they are aware of the requirements and to take forward specific actions under this Scheme.

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

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

- The application of best practice recruitment with competency based interviews for all posts, supported by coaching for managers in interviewing skills.
- The collection of data regarding the diversity of staff and its analysis
- The introduction of an online Diversity Awareness course for all staff on joining College, at whatever level.
- Additional training seminars for operational staff on the Equality Act 2010 and its practical implementation within the workplace.
- The introduction of family- friendly policies such as the Flexible Working Policy which have been widely used, and eligibility extended in line with legislative changes.

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

Improved monitoring of equal opportunities data and its analysis is essential to ensure the College fulfils its remit to treat all academic members and non-academic staff equally within employment. It will help to inform the development of action plans and policies.

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, and to identify any further action to be taken. This data is available from the University Equal Opportunities Department. It reflects that Brasenose College is broadly in line with the University statistics.

### **G.5 Brasenose College Policy and Procedure on Harassment**

This policy is also available online at [www.bnc.ox.ac.uk/about-brasenose/official-information](http://www.bnc.ox.ac.uk/about-brasenose/official-information), where you can also find a flowchart illustrating how the process works.

#### *Introduction*

1. Brasenose College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.
2. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.
3. The aims of the College as reflected in this Policy are to:

- a. Promote a positive environment in which people are treated fairly and with respect;
- b. Make it clear that harassment is unacceptable and that all members of the College have a role to play in creating an environment free from harassment;
- c. Provide a framework of support for staff and students who feel they have been subject to harassment; and
- d. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.

4. Those in positions of authority within the College, such as Senior Tutor, Dean, Chaplain, Diversity and Equality Officer and Bursar, have formal responsibilities under this Policy and are expected to familiarise themselves with the Policy and Procedures on appointment. All senior members of the College have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur in the areas for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.

5. All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the College community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:

- a. Treating others with dignity and respect;
- b. Discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
- c. Supporting any member of the College who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

6. This Policy and Procedures are designed to deal with harassment which occurs primarily within the environment of one or more colleges. Incidents of harassment that occur outside the college environment and/or solely within the University environment will normally be dealt with under the appropriate University procedure.<sup>1</sup> If there is doubt as to whether the college or University procedure applies, you are advised to seek advice from the relevant college officers described in this Procedure, the Director of Student Welfare and Support Services or the University's Harassment Line.

7. This Policy and Procedures should be read alongside other college policies and procedures, including the College disciplinary procedures for employees and for students, the student handbook, and policies on Freedom of Speech and IT usage. These can be found at: [www.bnc.ox.ac.uk/about-brasenose/official-information](http://www.bnc.ox.ac.uk/about-brasenose/official-information)

8. Any member of the College community who feels they have been subject to harassment can also contact the University Harassment Advisory Service, or their local Harassment Advisor, for support. The Service is also available to those against whom an allegation of

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<sup>1</sup> [www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/)

harassment has been made. Other sources of help and advice can be found at:  
[www.admin.ox.ac.uk/eop/harassmentadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice)

### *Definitions*

9. A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

- violating another person's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.<sup>2</sup>

The recipient does not need to have explicitly stated that the behaviour was unwanted.

10. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

11. **Bullying** is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

12. The College seeks to protect any member of the College community from **victimisation**, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith:

- a) made an allegation of harassment, or
- b) indicated an intention to make such an allegation, or
- c) assisted or supported another person in bringing forward such an allegation, or
- d) participated in an investigation of a complaint, or
- e) participated in any disciplinary hearing arising from an investigation, or
- f) taken any other steps in connection with this Policy and Procedure, or
- g) is suspected of having done so.

### *Behaviours*

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

14. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

15. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

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<sup>2</sup> Statute XI: University Discipline ([www.admin.ox.ac.uk/statutes/352-051a.shtml#\\_Toc28142342](http://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342))

16. Harassment can take a variety of forms:

- a) Through individual behaviour
  - face to face, either verbally or physically
  - through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the college's regulations relating to the use of Information Technology Facilities
  - directly to the person concerned, or to a third party
- b) Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

17. Examples of behaviour which **may** amount to harassment under this Policy include (but are not limited to) the following:

- a) unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
  - inappropriate body language
  - sexually explicit remarks or innuendoes
  - unwanted sexual advances and touching
- b) offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of disability, race or sexual orientation
- c) insulting, abusive, embarrassing or patronising behaviour or comments
- d) humiliating, intimidating, and/or demeaning criticism
- e) persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- f) constantly criticising an individual without providing constructive support to address any performance concerns
- g) persistently overloading an individual with work that they cannot reasonably be expected to complete
- h) posting offensive comments on electronic media, including using mobile communication devices
- i) threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission
- j) deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
- k) isolation from normal work or study place, conversations, or social events
- l) publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

**18. Stalking may** also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

- a) Following a person;

- b) Contacting, or attempting to contact, a person by any means;
- c) Publishing any statement or other material –
  - Relating or purporting to relate to a person, or
  - Purporting to originate from a person;
- d) Monitoring the use by a person of the internet, email or any other form of electronic communication;
- e) Loitering in any place (whether public or private);
- f) Interfering with any property in the possession of a person;
- g) Watching or spying on a person including through the use of CCTV or electronic surveillance.

### *Application of the Policy*

19. Harassment is a serious offence. Any member of the College community who feels they have been subject to harassment can make a complaint via the appropriate Procedure: see Annexe A for the Procedure in relation to complaints about staff; and Annexe B for the Procedure in relation to complaints about students.

20. When a criminal offence may have been committed, the relevant harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student members can seek advice from Dean or Senior Tutor, and/or approach the Police directly; and staff members can seek advice from HR, Domestic Bursar or Bursar and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available from the University at:

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

21. Incidents of harassment that occur outside of the college environment and within the University environment will normally be dealt with under the appropriate University procedure. These procedures can be found at:

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

22. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

23. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

24. This Policy and Procedure may be found at [www.bnc.ox.ac.uk/about-brasenose/official-information](http://www.bnc.ox.ac.uk/about-brasenose/official-information) or are available in hard copy from the Bursar's Secretary. Copies in alternative formats are available on request.

## **Annexe A Complaints of harassment against College Academic and Non- Academic staff**

1. The Procedure below applies in all cases where the person who is the subject of the complaint is a member of College academic or non- academic staff, or who has a primary association with the College, short of an employment contract. The Bursar will usually act as the lead for complaints against staff. He/she will have oversight of all cases, and will take the lead as appropriate in liaising with other parts of the collegiate University according to the specific circumstances. He/she may choose to delegate management of a complaint to a Case Lead who may be the HR Manager or, for academic cases, the Senior Tutor, or another suitable person as appropriate.

2. Where the complainant is a student, support during this process will be provided by the Senior Tutor, Chaplain, or Equality and Diversity Officer. The College will also facilitate access to independent support and advice from within the University, such as the OUSU Advice Centre and University Counselling Service.

3. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, serious assault or threat of serious assault. This Procedure therefore focuses on complaints of harassment which can be dealt with within the College environment. However, it also includes the procedure for informing and receiving support from the College in cases where there is police involvement.

### *Initial action*

4. The Procedure below assumes that the individual has not been able first to resolve the issue through an informal approach. If a member of staff wishes to seek informal resolution, they should approach their manager, the HR Manager, Bursar or other suitable person to raise the problem and to ask for help in achieving a resolution. Students should seek support from the Dean, Senior Tutor or Chaplain or other suitable person such as the Bursar, Tutor for Graduates or the HR Manager. At no time should a student or staff member feel obliged to approach the person who is the subject of the complaint.

### *Mediation*

5. In some situations, it may be appropriate to ask the parties to consider entering into a mediation process. Although mediation may be attempted at any time before or after a formal investigation, it may be particularly helpful if it is considered at an early stage before the formal procedure is invoked.

6. In the case of a complaint involving two members of staff, an experienced mediator acceptable to both parties will normally be nominated by the Bursar or Case Lead, who may seek advice from the University's Director of Human Resources if appropriate, for example, in the case of a joint appointment. The Bursar or Case Lead and the mediator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing.

7. All those involved in the mediation process must maintain appropriate confidentiality.

*Complaints procedure*

8. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written submission setting out the complaint and the remedies sought. If the complainant is a member of staff, the complaint should be submitted to the Bursar. If the complainant is a student, the complaint should be submitted to the Dean who will then communicate it to the Bursar who may appoint a Case Lead. A student complainant may also seek independent support and advice from within the University, such as the OUSU Advice centre.

In cases where it is not immediately clear to whom a complaint should be addressed, or if the complainant feels it is not appropriate to approach the Bursar, or wishes to make a complaint against the Bursar, advice may be sought from the HR manager, Dean or Senior Tutor. Students and staff may also contact the Tutor for Graduates, Equality and Diversity Officer or Chaplain.

*Submission of the complaint*

9. In the submission to the Bursar or Dean the complainant should set out as clearly and succinctly as possible

- a) the nature of the behaviour that they are concerned about;
- b) the effect of this behaviour on them; and
- c) the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any, have been made to resolve the difficulties and the outcome they are seeking.

10. Every effort will be made to achieve a prompt resolution to the complaint as speedily as possible, consistent with due process. Both the complainant and the person who is the subject of the complaint will be expected to co-operate with the College in achieving that result.

11. Both parties to the complaint have the right to be accompanied and supported by a trade union representative or by a colleague of their choice from within the College at any meeting held under this procedure. If the complaint involves a student they may be accompanied by another student member of the College or a member of the College's welfare team, a senior member of the College. These people must maintain appropriate confidentiality.

12. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the Bursar or Dean considers that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Bursar or Dean or other senior member may initiate an investigation which may be managed by the

Case Lead and would make a decision on further action on the basis of such evidence as is available.

*Action by the Bursar on receipt of a complaint*

13. On receipt of a complaint, the Bursar will, in consultation with the Dean in the event of a student complainant, take such steps as they think appropriate to understand the nature of the complaint and the outcome sought, which may include appointing a Case Lead to act on their behalf to take the following action:

- a) inform the person against whom a complaint has been made of the allegations against him or her;
- b) meet separately with the complainant and the alleged harasser (at which meetings they should be provided with the right to be accompanied);
- c) speak to other relevant people on a confidential basis; and/or
- d) obtain further relevant information.

14. The Bursar or Case Lead will then decide how to proceed and will inform the parties concerned. They may make such enquiries as are necessary to determine the complaint, or may commission an investigation, where circumstances preclude them from concluding the matter in a timely fashion.

15. The Bursar, Dean or Case Lead may also determine that immediate interim action is necessary pending the outcome of a formal process.

*Investigation*

16. The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant.

17. As a general rule, the Investigator should not have had previous involvement with the issues in the case. The investigation should be concluded as soon as is reasonably practicable. The Investigator will prepare a report and may, make recommendations on possible courses of action.

18. The Bursar or Case Lead will inform the complainant and the person who is the subject of the complaint in writing (i) of the conclusions they have reached having reviewed the evidence, including any investigation report; (ii) of the action the College intends to take; and (iii) of the reasons for any such action.

19. The Bursar or Case Lead will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.

*Investigation procedure*

20. The procedure for an investigation will normally be as follows, but may be adapted by the Investigator to meet the needs of the case:-

- a. The Investigator will meet the complainant to confirm the details of the complaint.

- b. The complaint as clarified will be forwarded to the person complained against together with any other relevant material.
- c. The Investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.
- d. The Investigator will meet the person complained against to hear their response to the complaint and any further evidence that has come to light.
- e. The Investigator will interview, where reasonably practicable, individuals identified by the person complained against as having relevant evidence.
- f. Having considered all the evidence, including any relevant documents, the Investigator will prepare a written report of their findings, in relation to which they may check relevant sections in draft with the parties before finalising.
- g. The report will be forwarded to the Bursar or Case Lead usually with a copy to other relevant college officer(s), and, if the complainant is a student, normally to the Dean. In cases involving students, consent should be sought from the complainant to inform their department if appropriate. The Dean will ensure that appropriate support is available to students following an investigation.

#### *Possible outcomes of a complaint*

21. Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the Bursar or Case Lead in consultation with relevant College Officer(s) and, in the event of a student complainant, the Dean will either:-

- a) Take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable professional relationships between the parties.  
or
- b) Initiate resolution of the issues (e.g. by requiring that certain individuals undergo specific training, or implementing practical arrangements to improve professional relationships). If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period. This approach will usually be appropriate where the evidence does not support a claim of harassment but it is clear that either party has demonstrated behaviours that are likely to lead to further issues between them if unresolved or, alternatively, that there are structural issues within the College that require management attention.  
or
- c) Institute disciplinary proceedings where the Bursar or Case Lead is comfortably satisfied that there is evidence to support allegations of harassment of a sufficiently serious nature that should be further examined through the disciplinary process. In this event, the Bursar or Case Lead will determine what intermediate measures are necessary, in consultation as appropriate with the relevant department.  
or
- d) If justified by the specific circumstances of the case, disciplinary action may be instituted against the complainant if the Bursar or Case Lead is satisfied that the complaint of harassment is unfounded and not made in good faith.

#### *Appeal*

22. If either party does not accept the outcome of the complaint (including any judgement that the complaint was vexatious or malicious), they may invoke the relevant grievance or

complaint procedure within the time scales specified. If the complainant is a student, a Completion of Procedures letter should be issued.

23. If a student complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may refer to the Principal who will make the final College decision and advise the complainant on the right to seek an external review.

#### *Confidentiality*

24. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis, including as appropriate with the individual against whom a complaint is brought. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

#### *Records*

25. The College and all those involved in this process must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

### **Annexe B: Complaints of harassment against students**

1. This Procedure is designed to deal with student complaints of harassment by other students that arise in a College context. The Dean will usually lead on complaints made against students, except where this may not be appropriate, for example if there is a potential conflict of interest. He/she will have oversight of all cases, and will take the lead as appropriate in liaising with other parts of the collegiate University according to the specific circumstances. He/she may choose to delegate management of a complaint to a Case Lead as appropriate.

Complaints of harassment brought by students against college-only staff will be dealt with under the Annexe A procedure above, and complaints by students against University staff will be dealt with jointly under the University and the College's procedures (Annex B of the procedure). Complaints against persons who are students at another higher education institution will be referred by the College to the office of the Director of University Student Welfare. In all cases a student complainant will be supported by the Dean and, the College will also facilitate access to independent support and advice from within the University, such as the OUSU Advice Centre and University Counselling Service.

If a student is unsure whether a particular instance of harassment falls under the University's procedures or College procedures, or should be considered as a Decanal matter, they should seek advice from the Dean in the first instance, or the Senior Tutor, Tutor for Graduates, Equality and Diversity Officer, Chaplain, or the office of the Director of University Student Welfare.

2. If a member of College staff wishes to make a complaint of harassment against a student, this will normally be considered as a disciplinary issue. In the first instance, a member of staff should seek support and guidance from the Bursar or HR manager who should consult the Dean.

3. The Dean or nominated Case Lead, Senior Tutor, Tutor for Graduates, Equality and Diversity Officer and Chaplain can all provide support to students, and to staff requiring advice on student cases. The Dean will have oversight of all cases referred to them under this Procedure, and will take the lead as appropriate in liaising with other parts of the collegiate University as appropriate according to the circumstances of the case. The Dean will act as a source of information and advice for the College on student cases of harassment, and will make referrals as appropriate. They will also be responsible for recording and reporting of cases referred to their office under this Procedure.

4. In serious cases, it is likely to be appropriate to proceed directly to stages 2 and 3 of this Procedure.

5. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, serious assault or threat of serious assault. This Procedure therefore focuses on complaints of harassment which can be dealt with within the College environment. However, it also includes the procedure for informing and receiving support from the College in cases where there is police involvement

#### *Stage 1 - Informal action*

6. In some cases, a student who feels that they are being harassed by another student may feel able to approach the person in question to explain what conduct they find upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should a student feel obliged to approach the person who is the subject of the complaint, and the College does not wish to suggest that a student who feels that they have been harassed is responsible for rectifying the situation. It may often be appropriate to proceed directly to stages 2 and 3 of the procedure.

7. Before taking informal or formal action, the student could discuss the situation with the Dean, Senior Tutor, Tutor for Graduates, Equality and Diversity Officer or the Chaplain. If the student would feel more comfortable contacting someone outside College, they can contact the Harassment Line for details of a Harassment Advisor (Tel. 01865 270760 or e-mail [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)). Harassment Advisors will not approach the alleged harasser on behalf of an individual. Details of the role of the harassment advisor can be found at

[www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf).

8. Other sources of advice when considering informal resolution include the JCR and HCR presidents or welfare representatives, Student Peer Supporters, and OUSU's Student Advice Service (Tel. 01865 288466 or e-mail [advice@ousu.org](mailto:advice@ousu.org)).

9. These sources of support and advice are also available to students who have been accused of harassment.

*Stage 2 - Student Welfare and Support Services*

10. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the Dean, Senior Tutor, Tutor for Graduates and Chaplain are available for support and advice to any student who feels that they are being harassed. Students can contact the Dean by e-mail.

11. The Dean will refer the student to a staff member trained in dealing with harassment cases. This staff member will be available to support the student throughout the process, including if they decide to move to stage 3 and make a formal complaint, and will also provide support following the outcome of any formal complaint. The Dean will oversee all cases, and will advise and take action as appropriate. Actions taken will vary depending on the case. Actions taken by the trained staff member may include:

- a) Giving advice on options for ways to proceed, and helping the student to make decisions on the action they want to take
- b) Referring the student to appropriate support services (such as the Student Counselling Service, Harassment Advisors and OUSU Student Advice Service).

Actions taken by the Dean may include:

- c) Facilitating a mediation process between the student and the alleged harasser, if both parties agree. An experienced mediator or conciliator acceptable to both parties will normally be nominated by the Dean, who may seek advice from the relevant College officers. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing. All those involved in the mediation or conciliation process must maintain appropriate confidentiality.
- d) Referring a case to the Director of University Student Welfare, if it transpires that the alleged harassment did in fact take place outside of the college environment and within the University environment
- e) Ensuring that relevant members of staff within the collegiate University are informed of the case if appropriate, with the student's consent, and having due regard for obligations of confidentiality owed to others.

12. Support from the Dean, or from those designated by him is also available to students against whom complaints of harassment have been made. Actions taken will vary depending on the case, but the support will be equivalent to that available to a student who feels that they are being harassed by another student, including referral to appropriate support services, and facilitation of a mediation if both parties agree. The Dean will ensure that, where a complainant and a student complained against are both seeking support, they will be dealt with by different members of staff, who will maintain appropriate confidentiality.

13. Support from the Dean, Senior Tutor, Tutor for Graduates, Equality Diversity Officer and Chaplain is also available to students who wish to make or have made a complaint of harassment against a member of staff, under the staff Procedure in Annexe A.

14. Brief records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

### *Stage 3 - Formal written complaint*

15. If action taken at stages 1 or 2 does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the student should make a formal written complaint to the Dean who will appoint a Case Lead (who may be the Dean). The Dean or Case Lead will then decide how to proceed and will inform the parties concerned. They may make such enquiries as are necessary to determine the complaint, or may commission an investigation, where circumstances preclude them from concluding the matter in a timely fashion.

The Case Lead may initiate an investigation or appoint an appropriate person to investigate. In some cases, it will be appropriate to proceed directly to this stage. In these cases, if the complainant has not already been offered appropriate support from a trained member of staff, this will happen.

16. The complaint should normally be made as soon as possible after the event(s) to which it refers, or normally within one month of the completion of any resolution attempts made at stages 1 and 2.

17. The complainant should set out as clearly and succinctly as possible

- a) the nature of the behaviour that they are concerned about;
- b) the effect of this behaviour on them; and
- c) where possible, the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties and, where possible, the outcome they are seeking. If the complainant has already made a statement about the behaviour under stage 2, this may be sent as their formal written complaint, with the proviso that the Investigator may request further information.

18. The Case Lead, Investigator or another person appointed by them, will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken. This may include:

- a) informing the person against whom a complaint has been made of the allegations against him or her;
- b) meeting separately with the complainant and the alleged harasser;
- c) speaking to other relevant people on a confidential basis; and/or
- d) obtaining further relevant information.

At all times both parties will have the right to be accompanied at meetings by another student member of the College, a member of the College welfare team, a senior member of the College, or a member of staff from OUSU's Student Advice Service.

19. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. Both the complainant and the student who is the subject of the complaint will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.

20. At all times both the complainant and the student complained against will be kept informed of proceedings, and will be referred as appropriate to sources of support and advice. Both parties will be informed in writing of the outcome of the investigation of the complaint.

21. In some circumstances, in the interests of the complainant and/or the student complained about, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned.

22. Investigation of a formal written complaint of harassment may result in:

- Deciding that the alleged harasser should face disciplinary procedures
- Taking actions in College, or recommending to a department/faculty actions to take, including making arrangements to limit contact between the parties concerned. The Dean or Bursar will have responsibility for implementing and monitoring any actions.
- Referring either or both parties to appropriate support services
- Referring a case to the Director of University Student Welfare, if it transpires that the alleged harassment did in fact take place outside of the college environment and within the University environment.
- Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties
- In rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.

23. If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may refer the matter to the Principal who will make a final College decision and advise the complainant on the right to seek an external review.

24. Following the outcome of the complaint, the Dean will take such action, including informing others, and arranging for support for all parties following the outcome, as may be appropriate in the circumstances.

25. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the Dean considers that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Dean, Senior Tutor or other senior member may initiate an investigation with reference to the Bursar as appropriate and make a decision on further action on the basis of such evidence as is available.

#### *Referrals*

26. On occasion, complaints of harassment which should be considered under this Procedure may be made to staff other than the Dean. In this situation, staff should explain the Procedure, and ask the complainant if they would like the case referred to the Dean so that they can receive support from a trained staff member, or submit a formal written complaint.

27. If a student does not wish to seek support and advice, or to make a complaint, under stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, staff can contact the Dean or a College Harassment Advisor for advice on a confidential matter.

28. There may be occasions where a student does not wish to seek support and advice or to make a complaint under stages 2 or 3 of this Procedure, but where the Dean considers that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Dean may initiate an investigation and make a decision on further action on the basis of such evidence as is available. The individual's consent will normally be sought if disclosure is to be made, and a decision on disclosure would be made at a senior level.

#### *Potentially criminal misconduct*

29. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but would not be limited to, cases of serious assault or threat of serious assault. In the first instance such allegations will normally be a matter for police investigation and action. Further guidance on cases of sexual assault and sexual violence, including support available, is available from the University at Guidance for staff on handling cases of sexual assault or sexual violence. Issues including but not limited to those around teaching, examinations and accommodation/social activity may need to be considered.

30. In addition the Dean will consider whether it is appropriate to make recommendations to appropriate bodies regarding arrangements that would have the purpose of limiting contact between students for so long as may be considered reasonably necessary.

#### *Confidentiality*

31. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know

basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

#### *Records*

32. The College and all those involved in this Procedure must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

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

The College wishes to remind all Junior Members that they have a duty to conduct themselves in such a way as to show respect to all members of the College and the collegiate University, including 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 member of the College, its employees or visitors in any part of the College, including the College bar and sports facilities provided by the College. Neither the influence of alcohol nor high spirits following any College event will under any circumstances be accepted as an excuse for offensive behaviour.

### **G.7 The College Policy On Drug Misuse**

Drug misuse is illegal in the UK.

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

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

Taking illegal substances 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” -0300 1236600: [www.talktofrank.com](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 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 and psychoactive substances) 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 or illegal psychoactive substances, and those who allow their rooms to be used for these offences, even if they themselves do not take drugs, will be subject to an automatic fine. The fine is at the Dean's discretion.

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 UK Government website: [www.gov.uk/government/policies/drug-misuse-and-dependency](http://www.gov.uk/government/policies/drug-misuse-and-dependency).

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. 0300 123 6600  
[www.talktofrank.com](http://www.talktofrank.com)
- Cranstoun Drug Services (Oxford) tel.(01865) 723500

[www.cranstoun.org](http://www.cranstoun.org)

- Oxfordshire Drug and Alcohol Action Team tel 01865 403261  
[www.oxfordshiredaat.org](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 [www.admin.ox.ac.uk/councilsec/compliance/dataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/). The College's Data Protection Officer is the Bursar, who may be consulted if you have any

concerns.

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

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

*Made by the ICTC on 6 June 2002*

*Approved by Council on 24 July 2002*

*Amended on 2 October 2003, 23 October 2003, 16 February 2006, 1 June 2006, 3 June 2010, 19 July 2012, 7 August 2015 (Gazette, Vol. 145, p. 694-696, 23 July 2015), 5 August 2016 (Gazette, Vol. 146, p. 706-708, 21 July 2016) , 1 October 2016 (Gazette, Vol. 146, p. 619, 9 June 2016) and 29 November 2016 (Gazette, Vol. 147, p. 127, 10 November 2016)*

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 or otherwise in the context of legal proceedings or the taking of legal advice, in accordance with such procedures as may be approved by Council for this purpose.

(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) Individuals may make use of university facilities only with proper authorisation.

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

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

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

(2) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other individual. 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 chair of his or her faculty board (or, if the user is the head of a department or the chair of a faculty board, from the head of his or her division);

(3) with the intention of drawing people into terrorism (contrary to the University's statutory duty under Prevent);

(4) the creation, transmission, or display of material which is designed or likely to harass another individual in breach of the University's Policy and Procedure on Harassment;

(5) the creation or transmission of defamatory material about any individual or organisation;

(6) the sending of any e-mail that does not correctly identify the sender of that e-mail or any message appearing to originate from another individual, or otherwise attempting to impersonate another individual;

(7) the sending of any message that attempts to disguise the identity of the computer from which it was sent;

(8) 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;

(9) 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;

(10) 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;

(11) 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;

(12) 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;

(13) 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.

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 individual 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 individual 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 individual 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 Information Security Policy and Data Protection Policy.

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

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

- (1)
  - (a) Computers connected to the university network may use only network identifiers which follow the University's naming convention, and are registered with IT Services.  
  
(b) The University's Trade Mark and Domain Name Policy specifies, inter alia, that all university activities (other than those within OUP's remit) should be presented within the ox.ac.uk domain. Any exception to this requires authorisation as defined in that Policy.
- (2)
  - (a) Owners and administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in 'denial of service' attacks, etc. In particular they are responsible for ensuring that anti-virus software is installed and regularly updated, and that rules and guidelines on security and anti-virus policy, as issued from time to time by IT Services, are followed.  
  
(b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.
- (3)
  - (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University's internal network or its external network links.  
  
(b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.
- (4)
  - (a) Hosting Web pages or other network-accessible media 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 or other media must endeavour to comply with guidelines published by IT Services or other relevant authorities.  
  
(b) It is not permitted to offer commercial services through systems connected to the

university network, or to provide other IT facilities for any commercial organisation, except with the permission of the Chief Information Officer (IT Services); this permission may require the payment of a licence fee.

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

(6) (a) No computer connected to the university network may be used to give any individual 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 Chief Information Officer.

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

(8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of 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 48 or 49 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar or other decision-maker (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 (Written July 2005 and amended February 2012 and November 2015)

1.1 The functions of the Tribunal shall be to consider appeals on disciplinary decisions imposing a substantial penalty, made by the body with final jurisdiction within any participating College (for these purposes the Visitor shall be deemed not to be such a body). Disciplinary decisions means the imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or any non-academic matters. Substantial penalty includes the penalties of expulsion, rustication or suspension, substantial fines, and other penalties of similar severity. Substantial penalty does not include measures such as the imposition of probation or specially assessed collections.

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

2. Each member of Conference of Colleges which is a College should nominate no more than three persons to serve, if appointed to do so as provided herein, upon the Tribunal. Each member of Conference of Colleges which is a Hall shall nominate one person to serve, if appointed to do so as provided herein, upon the Tribunal. A person nominated to serve should be a member of the Governing Body of the College or Hall, or a member with sufficient expertise in student welfare and academic issues as recommended by the Head of House. A list of those persons so nominated ("the list") shall be maintained at the Secretariat of the Conference of Colleges.

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

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

5. The application shall include

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

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

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

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

9. Any defence of lack of jurisdiction of the Panel must be raised as soon as possible or at the latest at the start of the hearing. The question whether an appeal falls within the Panel's jurisdiction can be considered by the Panel at a hearing, or by the President under regulation 12, even if it is not raised by either party.

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

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

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

13. Except where it considers another form of procedure more appropriate, the Panel shall as soon as possible summon the parties to a hearing which normally should be held no later than 14 days from the Secretariat's receipt of the application. The President shall arrange via the Secretariat for details of the date, time, and venue of the hearing, and any additional information required, to be conveyed to the parties. The parties should notify the Panel as soon as possible of their proposed witnesses. It shall be the duty of the parties, to work together and produce no later than 48 hours before the hearing, an agreed bundle of relevant documents, (paginated) and an outline of each's respective submissions (which should be no longer than 10 pages in length).

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

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

16. The Conference Secretariat shall arrange for the hearing to be recorded, and arrange for

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

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

18. The Panel shall have full power to establish the facts on which the application is based; but, it will normally assume that the facts as found by the body against whose decision the appeal is brought were correct.

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

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

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

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

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

### **G.11 Licence to Occupy Agreement**

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

Student	The recipient of this agreement
College	Brasenose College, Radcliffe Square, Oxford, OX1 4AJ
Accommodation	A single College room allocated to the Student by the College
Accommodation Contents	The fixtures, fittings and equipment in the Accommodation as found in the room on taking up occupancy
College Contents	The fixtures fittings and equipment at the College which are

	for students' use but which are not allocated to any student's room
Contents	The Accommodation Contents and the College Contents
Common Parts	Any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the College's property which are necessary for the purpose of gaining access to the Accommodation
Payment Dates	Wednesday of 2nd week of each term
Rent	The amount payable for the period of the licence
Utility Charges	Where applicable £40 per annum for a term time room. £70 per annum for tenancies. The College reserves the right to charge an additional sum for excessive use.
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	<p><b>Main College site</b></p> <p>Michaelmas Term: starting at 2.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week Hilary Term: starting at 2.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week Trinity Term: starting at 2.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week</p> <p><b>Frewin site</b></p> <p><u>40 week licences</u> starting at 2.00pm on Sunday 17<sup>th</sup> September 2017 and ending at 12.00pm on Sunday 24<sup>th</sup> June 2018.</p> <p><u>Term time only Licences</u></p> <p>Michaelmas Term: starting at 2.00 pm on Sunday of 0th week and ending at 12.00pm on Saturday of 8th week Hilary Term: starting at 2.00 pm on Sunday of 0th week and</p>

ending at 12.00pm on Saturday of 8th week  
 Trinity Term: starting at 2.00 pm on Sunday of 0th week and  
 ending at 12.00pm on Saturday of 8th week

#### **St Cross and Hollybush Row sites**

40 week licences starting at 12.00pm on Sunday 17<sup>th</sup>  
 September 2017 and ending at 12.00pm on Sunday 24<sup>th</sup> June  
 2018

44 week licences starting at 12.00pm on Saturday 23<sup>rd</sup>  
 September 2017 and ending at 12.00pm on Saturday 28<sup>th</sup> July  
 2018

50 week licences starting at 12.00pm on Saturday 23<sup>rd</sup>  
 September 2017 and ending at 12.00pm on Saturday 8<sup>th</sup>  
 September 2018

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

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

### **1.0 Student's Obligations**

- 1.1 To pay the termly Rent (being one third of the annual rent), Utility Charges and the Facilities Charge where applicable to the College in advance on or before the Payment Dates
- 1.2 To check the inventory and report any discrepancy to the College's Accommodation Manager within 7 days of the start of the Licence Period
- 1.3 To keep the Accommodation, the Accommodation Contents and (jointly with other students) the College Contents and the Common Parts in a clean and tidy condition and not to damage them
- 1.4 At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the College the keys/fobs to the Accommodation to the Lodge
- 1.5 To allow the College, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the designated days, or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the College will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes

- 1.6 To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the College or the University of Oxford or on the owners or occupiers of nearby property
- 1.7 To comply with the University of Oxford's Regulations and with the College's Student Handbook
- 1.8 To report to the College as directed in the Student Handbook any damage or want of repair at the College or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it
- 1.9 To pay to the College all costs reasonably incurred in enforcing the Student's obligations in this licence to occupy or arising from a breach of them (including an administration/interest charge)
- 1.10 Where damage or loss occurs at the College and it is not possible for the College (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss including an administration fee per student. The Student shall not be required to contribute to loss or damage which in the College's reasonable opinion has been caused by an intruder provided that the Student has complied with his/her obligations in this licence to occupy relating to College security
- 1.11 Promptly to send to the College a copy of any communication the Student receives which is likely to affect the College or the Accommodation
- 1.12 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the College or which may be a fire risk or in any other way put at risk the health and safety or security of others or the College's or other people's property. Any portable electrical appliance must be tested in accordance with the College's PAT policy as specified in the Student Handbook before being used in the College. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the College's reasonable opinion, is unsafe otherwise the College may remove it without further notice to the Student, charge any storage costs to the Student, and return it to the Student at the end of the Licence Period
- 1.13 If the Accommodation is on the ground or first floor, not to leave the Accommodation unoccupied without first closing and locking the window. Not at any time to leave any Accommodation unoccupied without locking the door. Not to leave the College main gate unlocked after hours (see College Student Handbook).
- 1.14 To comply with the University of Oxford and College's environmental policy as specified in the Student Handbook and in particular (a) to take reasonable steps to avoid wasting fuel (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 cookers) into the College without the Domestic Bursar's prior written consent. Kettles are permitted, subject to the College's Health & Safety Policy and the College's Student Handbook
- 1.18 Not to use the Accommodation for any other purpose other than as a study bedroom
- 1.19 Not to share the Accommodation, sub-let it or transfer occupancy to any person. Once the license is signed there is to be no exchange of rooms between students.
- 1.20 Occasional overnight visitors are allowed, in guest rooms or student rooms, on the conditions set out in the College's Student Handbook and in point 1.20.
- 1.21 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.
- 1.22 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others
- 1.23 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
- 1.24 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.
- 1.25 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)
- 1.26 Not to cause any obstruction of the Common Parts
- 1.27 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 24 hours)

## **2.0 College's Obligations**

- 2.1 To provide the Services, subject to the College's Student Handbook
- 2.2 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 Not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary, particularly during examination periods
- 2.5 Not to disclose personal information obtained from the Student except as permitted by clause 3.2 of this licence to occupy or where there is serious risk of harm to the Student to others or the College's property
- 2.6 To make available to the Student for inspection by prior arrangement the College's:
  - (a) Portable Appliance Testing (PAT) policy;
  - (b) Fault reporting and emergency procedures for use of the College laundry;
  - (c) The Universities UK Code of Practice for the Management of Student Housing
  - (d) The University's transport policy
  - (e) The College's security plan
  - (f) The College's service level statement on reporting and rectification of building defects
- 2.7 Before the end of the first week of the Licence period the College will provide the Student with information and advice on:
  - (a) action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect;
  - (b) health & safety matters such as how to avoid common fire risks; safe cooking in the designated areas of College and why cooking in the Accommodation is a safety risk and in breach of this licence to occupy; electrical safety and voltage differences; the dangers of using candles or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for 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) and all matters arising from the Student's membership of the College and The University of Oxford
- 3.3 The College's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the College's negligence or breach of its obligations in this licence to occupy and personal belongings left at the College are at the Student's own risk.
- 3.4 The College is not liable to repair any damage caused by the Student unless the cost is met by insurance or by the Student (any excess on the policy being payable by the Student). This clause shall not apply where the College has an overriding statutory obligation to make the College safe.
- 3.5 The College may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them
- 3.6 This licence to occupy does not affect the disciplinary powers of the College or of the University of Oxford
- 3.7 The College is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the

termination of this licence to occupy. The College is entitled to remove any item left in College by the Student at the end of the Licence Period and shall not be obliged to return it to the Student

- 3.8 This licence to occupy is a student Licence under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student)
- 3.9 Notices under this licence to occupy must be in writing (which includes email) and the College's address for service is given on the first page of this licence to occupy
- 3.10 This licence to occupy is not intended to confer any benefit to anyone who is not party to it
- 3.11 This licence to occupy and the policies referred to in it (together with the College's Student Handbook) contains all the terms agreed to by the College and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the College's Bursar. The College will confirm any agreed variation to the Student in writing at the time the variation is made

#### **4.0 Termination of this Licence to occupy**

- 4.1 Unless the Student has made arrangements with the College for late arrival this licence to occupy will automatically terminate if the Student has not taken up residence by Thursday of 0th Week in Michaelmas Term but the Student will be liable for the Rent until the room is re-let or until the end of the Licence period. Subletting is strictly prohibited.
- 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
  - (c) The Student does not have status as a member of the College or of the University of Oxford
  - (d) In the reasonable opinion of the College the health or behaviour of the Student constitutes a serious risk to him/herself or others or the College's or other people's property
- 4.3 The Student may only terminate this licence to occupy in accordance with this clause, and will remain liable for the Rent and associated charges until:
  - (a) the Student has given notice to the College's Domestic Bursar that s/he wishes to leave; **and**
  - (b) the Student makes payment for, or puts right, to the College's reasonable satisfaction any breach of the Student's obligations in this licence to occupy; **and**
  - (c) a replacement student of Oxford University or College member who is reasonably satisfactory to the College as a tenant and who is not already a tenant of the College enters into a licence to occupy with the College (the

College will assist the Student in finding a replacement, but does not guarantee it will be able to find one); **and**

- (d) the Student pays a fee (of £50 where the College finds a replacement student or of £35 where the Student finds a replacement student) towards the College's costs of administration and cleaning the Accommodation

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

- 4.4 If this licence to occupy is terminated early by either the College or the Student the College will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the College
- 4.5 (a) The College reserves the right to relocate the Student to comparable alternative accommodation during the Licence Period where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence to occupy the Student will have the right to terminate this licence to occupy (without having to comply with the conditions in clause 4.3) as an alternative to relocating
  - (b) Where the College relocates the Student because the Student is in breach of one or more of their obligations in this licence to occupy [or where the relocation is made at the Student's request] the Student shall pay the College an administration fee of £35
- 4.6 The College's acceptance of the keys at any time shall not in itself be effective to terminate this licence to occupy while any part of the Period of Residence remains unexpired

## **5.0 Shared House/Flat Contracts**

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

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

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

“licence fee”.

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

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

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

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

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

## **G.12 Complaints Policy**

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

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

The relevant College Officer will seek to offer sympathetic advice and where possible will try to find a remedy or reconciliation. If an informal resolution is not appropriate or possible, the student will be invited to put his/her complaint in writing for investigation. If the matter cannot be resolved to the satisfaction of the complainant, he/she may refer the matter to the Principal who will reach a final College decision and advise the complainant on his/her right to seek an external review.

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

**Undergraduate courses:** with your Tutor, the organising Tutor, or any of the other people listed in B.1 above. He or she will be able to advise you as to whether the matter is the responsibility of the College or of your Faculty or Department, and as to how best to resolve the problem. If it is not possible to settle the matter in this way, you should arrange to see the Senior Tutor and provide him/her with details of the complaint and the remedy sought.

**Graduate courses:** with your Supervisor or College Advisor. He or she will be able to advise you as to whether the matter is the responsibility of the College or of your Faculty or Department, and as to how best to resolve the problem. If it is not possible to settle the matter in this way, you should arrange to see the Tutor for Graduates and provide him/her with details of the complaint and the remedy sought.

### **G.13 Procedures to be followed at Academic Appeal Panel Hearings**

Closed briefing session consisting of the panel members alone (without the Chair of the Academic Review Panel, Senior Tutor, or Tutors).

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

1. The Chair of the Appeal Panel will introduce you and briefly describe the process to be followed.
2. The Chair of the Academic Review Panel will set out the case and will review the history of the case. He/she will then make his/her recommendations.
3. The Tutor(s) will be invited to make any comments they may wish to add.
4. The student or his/her representative will be invited to give a response.
5. The Appeal Panel members will then ask questions of all those present.
6. The student, or his/her representative, will be invited to make any final response.
7. The student, his/her representative, the Chair of the Academic Review Panel, Senior Tutor, and Tutors will leave and the Appeal Panel will come to a decision. If the Panel are not able to come to a decision on the day of a hearing, the members will use their best endeavours to reach a decision as soon as possible, consistent with due process.
8. The Chair of the Appeal Panel will let the student's representative and/or the student know informally of our decision, and will also inform the Chair of the Academic Review Panel and Senior Tutor.
9. The Chair of the Appeal Panel will write a formal response to be agreed by the panel.

If the Appeal Panel is asked to decide matters of fact, it will also determine these as part of its decision.

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

#### **G.14 The College's duty to prevent people being drawn into Terrorism ("The PREVENT Duty")**

The College has a statutory duty, under the Counter-Terrorism and Security Act 2015, to 'have due regard to the need to prevent people from being drawn into terrorism' (the PREVENT duty). The College needs to balance the implementation of the Prevent duty and recognizing the fundamental importance of freedom of speech which is also enshrined in legislation. Free expression is of foundational importance to intellectual inquiry and therefore to the central purpose of a university, which cannot properly function in its absence.

To fulfil the PREVENT duty, particular care needs to be undertaken by all college members, including students, who are arranging events or inviting speakers in to college. Permission for all speakers must be sought from Domestic Bursar or Dean through the event booking systems.

Care also needs to be taken in the way that Welfare support is managed, and with IT security, with training and in the management of faith facilities. More details are given in the College's Policy on implementing the Prevent duty, and in the specific policies relating to these activities.

If you have concerns a student or member of College staff are being drawn into terrorism you should contact the Bursar, Dean, Domestic Bursar or Chaplain. If those concerns might need to be reported to other authorities, the Dean or Bursar will discuss the case with the Registrar. The Bursar is the PREVENT lead for the College.