

**BRASENOSE COLLEGE
OXFORD**

**POSTGRADUATE
STUDENT HANDBOOK
“BLUE BOOK”**

**ACADEMIC YEAR
2025-2026**

Useful College Contact Details

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

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Telephone numbers (see also the College website - www.bnc.ox.ac.uk):

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College Office (Academic Enquiries): 01865 277515

Important Information

College websites: www.bnc.ox.ac.uk

College Intranet (available to current students and staff):

<https://www.bnc.ox.ac.uk/intranet>

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

Single Sign-On: 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

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 produce a certificate of enrolment (a document verifying your student status), to view your exam results and to ensure the University has the correct contact details for you.

GSR (Graduate Supervision Reporting System)

GSR is the University's graduate supervision reporting system. Graduate students are required to enter information onto GSR each term about their academic progress. You will receive email prompts to do so each term. Supervisors must also complete a report on student progress at the end of each term, and students can then access these reports.

Student Gateway - www.ox.ac.uk/students/

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

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

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ACADEMIC STAFF & KEY CONTACTS

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

Principal & Fellows

Principal

2015 Bowers, John Simon, KC, BCL MA Oxf

Fellows

2013 Ardakov, Konstantin, MMath Oxf, PhD Camb *Tutor in Pure Mathematics*
2024 Arena, Valentina, PhD UCL, *Camden Professor in Ancient History*
2016 Bano, Masooda, BA MBA Pakistan, MPhil Camb, DPhil Oxf, *Senior Golding Fellow*
2025 Bartlett, Deaglan, MSci Camb, DPhil Oxf, *Junior Kurti Fellow*
2025 Beattie, Connor, BA MPhil DPhil Oxf, *Junior Golding Fellow*
2017 Betts, Alexander, BA Durh, MSc Brist, MPhil DPhil Oxf *Senior Golding Fellow*
2020 Birkby, Jayne Louise, MSci Durh, PhD Camb *Tutor in Physics*
1999 Bispham, Edward Henry, MA DPhil Oxf, *Tutor in Ancient History*
2015 Bortoletto, Daniela, BSc Pavia MSc PhD Syracuse *Senior Kurti Fellow*
2010 Bourne-Taylor, Carole Juliette Angélique, MA Oxf, PhD Grenoble *Supernumerary Fellow in French*
1986 Burd, Harvey John, MA DPhil Oxf, CEng, MICE *Tutor in Engineering Science*
2025 Chan, Zenobia, BBA Hong Kong, MA Institut d'Études Politiques de Paris, MIA Columbia, PhD Princeton, *Tutor in Politics*
2023 Creswell, Catharine Sarah, BA Oxon, D.Clin.Psy UCL, PhD UCL, *Senior Kurti Fellow*
2001 Davies, Anne Caroline Lloyd, MA DPhil Oxf *Professor of Law and Public Policy and Vice Principal*
2020 de Ferra, Sergio, Laurea Sapienza, MSc MRes PhD LSE *Tutor in Economics*
2022 Demir, Banu, BSc Middle East Technical University, MA Bilkent, MPhil DPhil Oxf *Tutor in Economics*
2005 Dennis, Paul David, BA BCh BM BSc Oxf *Supernumerary Fellow in Medicine*
2022 Diamantis, Julia, BSc PhD Sussex *Supernumerary Fellow and Director of Development*
2024 Dias, Ana De Oliveira, PhD Durham *Junior Golding Fellow*
2023 Drashchow, Dejan, BSc MSc Munich, PhD Frankfurt *Tutor in Experimental Psychology*
2025 Dunkley, Katie, BSc Plymouth, MSc Exeter, PhD Card *Junior Kurti Fellow*
2022 Dustin, Michael, BA Boston, PhD Harvard *Kennedy Trust Professor of Molecular Immunology*
1995 Edwards, Anne, MA Oxf, MRCP *Supernumerary Fellow and Diversity and Equality Officer*
2023 Eijking, Jan, BA Utrecht, MPhil DPhil Oxon, *Junior Golding Fellow*
1997 Eltis, Sos Ann, MA MPhil DPhil Oxf *Tutor in English*
2025 Focacci, Chiara, BSc PhD Bologna, MSc Oxf, *Junior Golding Fellow*
2006 Foster, Russell Grant, BSc PhD Brist, FRS *Professor and Supernumerary Fellow in*

Circadian Neuroscience

- 2006 Gaffney, Eamonn Andrew, BA PhD Camb *Tutor in Mathematical Biology and Tutor for Graduates*
- 2023 Gogola, Ewa, BSc MSc Cracow, PhD Amsterdam *Junior Kurti Fellow*
- 2014 Goldberg, Paul Wilfred, BA Oxf, MSc PhD Edin *Supernumerary Fellow and Jeffrey Cheah Fellow in Computer Science*
- 2007 Goulder, Philip Jeremy Renshaw, BA MB BChir Camb, MA DPhil Oxf, MRCP, FMGEMS, MRCPC, FRCPCH *Professor of Paediatrics and Supernumerary Fellow in Clinical Medicine*
- 2000 Green, Abigail Frances Floretta, MA Oxf, PhD Camb *Tutor in Modern History*
- 2001 Groiser, David Simon, BA Sus, MA DPhil Oxf *Tutor in Modern Languages*
- 2025 Huck, Rosemary, BS Arizona State, MSc Sheff, DPhil Oxf, *Junior Hulme Fellow*
- 2002 Jones, Jonathan Alcwyn, MA DPhil Oxf *Professor of Physics and Tutor in Physics*
- 2023 Katz, Jonathan Bernard, MA DPhil Oxf *Supernumerary Fellow in Classics*
- 2009 Kennard, Christopher, MB BS PhD Lond MRCS MRCP FRCP FMedSci *Supernumerary Fellow*
- 2016 Kiaer, Ian BA UCL, MA PhD RCA *Tutor in Fine Art*
- 2023 Kistnareddy, Ashwiny, BA Warwick, MPhil Nottingham, PhD Camb *Junior Golding Fellow*
- 2003 Krebs, Thomas, LLB Kent, BCL MA DPhil Oxf *Ellesmere Tutor in Law*
- 2018 Krishnan, Sneha, BA Madras, MSc DPhil Oxf *Tutor in Human Geography*
- 2021 Lakhal-Littleton, Samira, BSc UCL, PhD Oxf *Tutor in Medicine*
- 2019 Larson, Greger, BA CMC California, DPhil Oxf *Senior Kurti Fellow*
- 2024 Leigh, Eleanor, BSc Brist, DPhil Oxf, DClinPsy King's *Junior Kurti Fellow*
- 2007 Lewis, Owen Thomas, MA Oxf, PhD Leeds *Tutor in Zoology*
- 2022 Lythgoe, Katrina, BA Oxf, MSc Imperial, PhD Edin *Tutor in Biology (Infectious Diseases)*
- 2018 Maiolino, Perla, BSc MSc PhD Genova *Tutor in Engineering Science*
- 2024 Mardakheh, Faraz, BSc PhD Birmingham, *Tutor in Biochemistry*
- 2000 McKenna, Christopher Davis, BA Amherst, MA PhD Johns Hopkins, MA Oxf *Tutor in Management Studies*
- 2025 Michaeli, Peleg, BSc MSc PhD Tel Aviv, *Junior Kurti Fellow*
- 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*
- 2005 Palfrey, Simon David, BA ANU, MA DPhil Oxf *Professor of English Literature, Tutor in English*
- 2010 Parker, Philip Christopher Liam, MA Camb, ACMA *Bursar*
- 2015 Perry, Adam, BCL MPhil DPhil Oxf *Garrick Fellow and Tutor in Law*
- 2017 Posada-Carbó, Eduardo, BA Bogotá, MPhil DPhil Oxf *Senior Golding Fellow*
- 2021 Rastinejad, Fraydoon, BA Northwestern University, PhD University of Pennsylvania *Senior Kurti Fellow*
- 2020 Rechter, David, BA MA Melbourne, PhD Hebrew *Senior Golding Fellow*

- 2021 Rigopoulou, Dimitra, MPhys University of Ioannina, MSc, PhD QMUL *Senior Kurti Fellow*
- 1992 Robertson, Jeremy, MA DPhil Oxf *Tutor in Organic Chemistry*
- 2025 Sengul, Esra, BSc Istanbul, MSc Sabanci, DPhil Oxf, *Junior Hulme Fellow*
- 2022 Sheen, David, BSc Cov, BA MA MSc Card *Chaplain*
- 2017 Shogry, Simon BA Claremont, MA PhD Princeton *Tutor in Ancient Philosophy*
- 2024 Smith, Lionel, BSc Toronto, LLB Western Ontario, LLM LLD Camb, DPhil MA DCL Oxf, LLB (Civil Law) Montréal, *Professor of Comparative Law*
- 2011 Smith, Simon David, MA PhD Camb *Senior Tutor and Tutor for Admissions*
- 2011 Strathern, Alan, MA DPhil Oxf *Tutor in Early Modern History and Fellow Librarian*
- 1997 Swadling, William John, BA CNA, LLM Lond, MA Oxf *Tutor in Law*
- 2023 Tertytchnaya, Katerina, BA Cyprus, MPhil DPhil Oxon *Tutor in Politics*
- 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*
- 2025 Welton, Emma, BA Warw, MA Stockholm, PhD QMUL
- 2024 West, Emily, BA Liverpool, MA Manchester, PhD Liverpool, *Supernumerary Fellow*
- 2025 West, Stuart, BA Camb, PhD Imp, *Senior Kurti Research Fellow*
- 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*
- 2019 Winkel, Matthias, MA Oxf, PhD Paris VI *Supernumerary Fellow in Mathematics*
- 2023 Winter, Curtis, BA California, DPhil Oxon *Junior Golding Fellow*

Lecturers not on the Foundation

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Bowman, Max, MEng Oxf	<i>Engineering</i>
Burkert-Burrows, Stefanie, Staatsexamen Eichstätt-Ingolstadt, German MSt Oxf, PGCE Manc Met	
Carroll, Ian, MPhil DPhil Oxf	<i>Politics</i>
Chan, Darren, BSc Waterloo	<i>Physics</i>
Chan, Kenneth King Nip, MPharm St George's, MBBS Barts	<i>Medicine</i>
Chatain, Keny, Diploma ENS de Paris, PhD MIT	<i>Linguistics</i>
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Christoforou, Panayiotis, MA St And, MPhil DPhil Oxf	<i>Ancient History</i>

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 Harrison, Pegram, BA Yale, MBA London Business School,
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 Howell, Edward, BA MPhil DPhil Oxf
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 Jones, Polly, BA MPhil DPhil Oxf
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 Lau, Clinton, MBiochem DPhil Oxf
 Lau, Henry, MA DPhil Oxf
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 Manganis, Charis, BM BCh Oxf, MRCP
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 Robinson, Lucian BA Oxf, MPhil PhD Camb

Physics
Chemistry
Italian
Medicine
Philosophy
Psychology
Geography

Law
Geography
History
Biology
Italian
Solid State Physics
Management

Politics
Politics
Mathematics
Russian
Physics
Inorganic Chemistry
Biochemistry
Engineering
Philosophy
Medicine
English
Physics (Mathematics)
Engineering
Physics
Ancient History
Medicine
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Philosophy
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Engineering
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Biochemistry
Biochemistry
Classical Archaeology
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French
Classics
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Classics
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English

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 WELTON, Dr E Junior Hulme Fellow, English

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Tutor in Philosophy

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Tutor in Physics
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Tutor in Physics

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Tutor in Politics

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VICE PRINCIPAL

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MADSEN, Ms F (from January 2026)

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DEAN

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College Welfare Team

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Chaplain:

Revd David SHEEN

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Diversity and Equality Officer:

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Tutor for Graduates:

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College Counsellor:

Dr Sebastian PETZOLT

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Sub Dean

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Junior Dean (College):

Mr James Smith

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Dr Faojia SULTANA

Ms Dana Vuckovice

Disability Contacts

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Disability Coordinator (Academic): Mr Henry JESTICO

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Disability Coordinator (Domestic): Mr Leon MARKS

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Fitness to Study Contacts

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Designated Officer (PG): Prof Eamonn GAFFNEY

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PREVENT

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Safeguarding Officers

Safeguarding Lead: Prof Mark WILSON

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Designated Safeguarding Officer (Academic): senior.tutor@bnc.ox.ac.uk
Dr Simon SMITH

Designated Safeguarding Officer (Domestic): domestic.bursar@bnc.ox.ac.uk
Mr Kris SADLER

The JCR and HCR have Welfare, Diversities & Equalities, LGBTQ+ 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.

Information on JCR and HCR welfare provision can be found on their sites on the College intranet:

<https://unioxfordnexus.sharepoint.com/sites/BRAS-JCR>

<https://unioxfordnexus.sharepoint.com/sites/BRAS-HCR>

College Office

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Deputy Academic Registrar	Dr Bronwen TOMKINSON	bronwen.tomkinson@bnc.ox.ac.uk
Head of Access and Retention	Dr Joe ORGAN	joe.organ@bnc.ox.ac.uk
Admissions Officer	Dr Felicity SHELLEY	felicity.shelley@bnc.ox.ac.uk
Outreach & Schools Liaison Coordinator	Ms Holly PLATER	holly.plater@bnc.ox.ac.uk
Academic Assistant	Ms Antonia MANSEL-LONG	college.office@bnc.ox.ac.uk

Other College Contacts

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

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Finance Director	Mrs Gillian CHANDLER	gillian.chandler@bnc.ox.ac.uk
Domestic Bursar	Mr Kris SADLER	domestic.bursar@bnc.ox.ac.uk
Accommodation Officer	Ms Yuan-Yuan FOO	accommodation@bnc.ox.ac.uk
	<i>For accommodation/cleaning needs</i>	
Security & Safety Manager	Mr Andy TALBOT	andrew.talbot@bnc.ox.ac.uk
Clerk of Works	Mr Cliff JONES	workshop@bnc.ox.ac.uk
	<i>For maintenance issues</i>	
IT Director	Mr John KINSEY	computer.office@bnc.ox.ac.uk
	<i>For support</i>	
Librarian	Mrs Liz KAY	library@bnc.ox.ac.uk
Principal's P.A.	Mrs Susan MOUSLEY	principals.secretaries@bnc.ox.ac.uk

Hulme Common Room (HCR)

Common room for Graduate students

HCR President	Thyra-Lilja ALTUNIN	hcr-president@bnc.ox.ac.uk
HCR Vice-President (Secretary)	[Vacant]	hcr-secretary@bnc.ox.ac.uk
HCR Vice-President (Treasurer)	Mario MARCOS LOSADA	hcr-treasurer@bnc.ox.ac.uk

Junior Common Room (JCR)

Common room for Undergraduate students

JCR President	Rory MCGLADE	jcr-president@bnc.ox.ac.uk
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JCR Vice-President (Academic & Careers)	Esther O'NEILL	<u>jcr-vp-academic@bnc.ox.ac.uk</u>
Vice-President (Domestic Affairs)	Ruby SAMPSON	<u>jcr-vp-domestic@bnc.ox.ac.uk</u>
JCR Treasurer		<u>jcr-treasurer@bnc.ox.ac.uk</u>
JCR Access & Admissions Rep	Amber MASSON	<u>jcr-admissionsrep@bnc.ox.ac.uk</u>

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 eleventh and final year as Principal and I have learnt a great deal from the Blue Book myself, as I am sure you will too.

This historic College is often described as the friendliest in Oxford. We aim to offer graduates access to a stimulating academic, social, and cultural environment. I encourage you to give back to as well as to take from that community and to participate fully within it.

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 going 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 are international students living in the UK for the first time. 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 meeting you at graduate “Blurbs”, graduate dinners and other events and very much hope you flourish as an individual whilst you are here, as I am sure you will.

John Bowers KC, Principal

A.1 Arriving at Brasenose

Welcome to Brasenose! University life provides a unique opportunity for personal development and the great majority of students look back on their experience here highly positively. Many long-term friendships are also forged at College. Brasenose aims to admit talented individuals who will respond positively to the educational opportunities Oxford offers, and who then go on to flourish in whatever field they ultimately choose to enter after graduation. The College provides an environment for you to nurture skills and aptitudes that can help make realisation of these aspirations possible. The City, University, and Colleges of Oxford also offer exceptional facilities for academic, sporting, and cultural

pursuits. Wherever your interests lie, you will find others sharing these passions and there will be more activities and events taking place than any one person has time to attend. One of the most important life-skills learned at University is how to balance the freedom to pursue what you enjoy doing with the commitment necessary to realise specific goals. Of course, your academic work must be given priority over all other activities, but with careful organisation of your time you should be able to find the right work-life balance.

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

New students are often referred to as 'Freshers'. Your formal welcome as new members of the College takes place at the Freshers' Dinners. These are special meals in Hall with the Principal and Fellows held in the week before term starts, usually on the Tuesday for Undergraduates and on the Wednesday 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 Deans 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), although a subject Tutor is usually the first point of contact for academic or pastoral matters, and the Finance Director in the Finance 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). The Tutor for Graduates 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* and *Sub-Dean* are in charge of non-academic discipline and also works with the Chaplain and Senior Tutor to co-ordinate pastoral support within Brasenose. The College appoints three *Junior Deans*, who are resident in the College and in Frewin Annexe. They represent the Dean and also act as a channel of communication between the Junior and Senior Members of College. They can also suggest ways in which students can access the welfare support network available within the College.

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

A.3 Student Handbook

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

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

If you have a particular problem which is not addressed in the Blue Book, you should consult the appropriate College Officer (normally the Senior Tutor, Tutor for Graduates, or Dean).

If you have a comment on the Handbook itself, you should contact the Senior Tutor (senior.tutor@bnc.ox.ac.uk), who has overall responsibility for maintaining it. Your feedback is welcome and will be taken seriously.

The Blue Book should be read in conjunction with the *University Student Handbook* (available at www.ox.ac.uk/students/academic/student-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 available online (<https://examregs.admin.ox.ac.uk/>). You will probably 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.

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

B.2 General Information

B.2.1 The Academic Year

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

The dates of Full Term in 2025/26 are as follows:

Michaelmas Term 2025	12 October to 6 December
Hilary Term 2026	18 January to 14 March
Trinity Term 2026	26 April to 20 June

Closure periods: the College closes for the Christmas break (23 December – 1 January) and the Easter public holidays (3 – 6 April).

Graduates will be advised when to arrive by their admitting Departments. In general, students living in College accommodation are permitted to arrive by the last week of September and are not required to move out until early September of the following year. If your course requires you to arrive earlier or to stay later, however, the College will do its best to accommodate you. Please contact the Accommodation Manager to arrange this (accommodation@bnc.ox.ac.uk). Graduates must ensure that they satisfy the University’s residence requirements until their programme of study is completed. The latest date you can arrive to satisfy the University’s residence requirements is **noon of the Thursday before Full Term begins (Thursday of Noughth Week)**. In Michaelmas Term, the HCR (Graduate Common Room) organises a programme of events designed to introduce Freshers to College and University life that also takes place in Noughth Week.

You are advised to discuss planned absences with your Departmental Supervisor in the first instance and to email the College Office (college.office@bnc.ox.ac.uk) should it be necessary to seek dispensation from University residency requirements. International students admitted to the UK on Student Visas are reminded that they must comply with University instructions for attendance monitoring, some of which are administered by the College.

B.2.2 Information about Academic Matters

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

B.2.3 Academic Dress

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

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

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

Further information about academic dress can be found at www.ox.ac.uk/students/academic/dress.

B.2.4 Conferral of Degrees

Graduate students on taught courses will receive an email from the University’s Degree Conferrals Office in the November before their course ends, inviting them to a degree ceremony in the Sheldonian Theatre after the end of their course. Graduate research students will receive an email invitation to a ceremony once they have been granted leave to supplicate. You may invite up to two guests to your degree ceremony, and the ceremony will be followed by a drinks reception in College. If you are unable to attend the ceremony on the date allocated to you, your degree can be conferred in absentia or, if you are able to

notify the college at least 60 days before the ceremony, you will be placed on a waiting list and invited to future ceremonies depending on availability of spaces. Exceptions will only be made within the 60-day limit under exceptional circumstances such as bereavement. If you have any queries about graduation, please contact the College Office (college.office@bnc.ox.ac.uk).

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

B.3 College Facilities

B.3.1 The Library

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

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

You must similarly abide by the regulations governing reader access to Departmental, Faculty, or University Libraries. If you are charged for a damaged or lost book and Brasenose is asked to assist in securing payment of the charge, 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. At certain times it may be necessary to operate under revised rules. It is crucial that you abide by these rules if they are introduced.

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 IT Services can be found on the Intranet: <https://www.bnc.ox.ac.uk/itsupport>

General College Facilities & Printing

Students have access to public terminals in library areas (Main, Law and the Cloisters). The credentials used to access these terminals are your SSO (bras****) credentials – the same as those to access your email. To release any print job from a college public printer, you will need your University card.

Standard A4 (duplex and colour options) printing is available in the libraries, common rooms, Frewin and St Cross Annexes. A3 printing and scanning facilities are only available in library areas. College provides paper for all locations. If paper has run out in any of the libraries, please contact library staff, anywhere else please contact the IT Office (it.support@bnc.ox.ac.uk).

Print Charges:

The first 600 pages of paper (i.e. 600 simplex or 1200 duplex) per academic year (1st Aug – 31 Jul) are free. After that, printing is charged at 15p per piece of paper used.

Printing From Your Own Device

It is possible to print PDF or Office based documents (E.g. Word or Excel) from your own device to any college public printer via the Webprint service found at <https://print.bnc.ox.ac.uk>. Your SSO (bras****) credentials (same as your email) are required for to submit your print job and tapping your university card at any public printer will release the job for printing. A guide for this service can be found on the College Intranet [here: https://www.bnc.ox.ac.uk/printing](https://www.bnc.ox.ac.uk/printing)

Personal Devices

Every bedroom has a high speed (1000Mb/s) wired network socket available for students to use to connect a device to the Internet. Plug your device into the ethernet port and then open a web-browser (e.g. Chrome, Safari or Edge) and you should be redirected to the Brasenose One-Time Registration Page and asked to enter your SSO credentials (bras****@OX.AC.UK and the same password as for your email). Follow the instructions on screen and device will just work anywhere in college there is a network socket.

Wireless Networks

The **Eduroam** wireless network is an international enterprise level educational network available across College, all other Oxford University sites/departments and hospitals. It is not 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). You can only join phones, laptops and some tablets to this network – Home devices (e.g. Alexa, games consoles or wireless printers) cannot join this type of network.

The '**BrasenoseWiFi**' wireless network is the College's own wireless network. It is only available across College sites but any type of device can join it. This network is part of the University network and so does not require an additional VPN client to access local or

University services. You can join all your devices to this network using your own personal wireless key/password – all devices joined with the same key/password will part of your own personal network and be able to see each other, but be private from everyone else's devices (i.e. you can wirelessly print to your own printer but no one else can connect to it).

Guides to joining all College networks (including how to obtain your personal wireless key/password are found at the link below. <https://www.bnc.ox.ac.uk/network>

Personal Wireless Networks

If you find your bedroom has a weak public wireless network signal, please contact the IT Office for an assessment of whether a signal booster should be installed (it.support@bnc.ox.ac.uk). Please do not try to plug in or use your own personal wireless access point or routers. The College strictly prohibits this and can result in a 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 either the College / University networks or will be able to run any examination software in the case of University exams being taken on personal devices. Currently, that means devices with the following operating systems or older WILL NOT BE ALLOWED on University networks after October 2025 :

Mac OS X 13 Ventura (or earlier)

Microsoft Windows 10 (or earlier)

Android 13 (or earlier)

You can check if your device operating system is in support at <https://endoflife.date/>. If the College ICT team detects devices running unsupported operating systems on the networks, those devices will be removed from the network. If your device cannot take the latest examination software (should your subject require it), then you will not be able to use your own device to take any relevant University exams.

General Information

All users of any University or college network must obey the University's regulations relating to the use of I.T. facilities, which are set out in G.9, below; see also www.it.ox.ac.uk/rules/. The College subscribes to University Policy in regard to computer misuse, and any infringements of this policy will be reported to the appropriate authorities. Failure to adhere to the rules may result in the removal of your network access. All users must observe copyright regulations and are cautioned that central and local computing services can detect unauthorised downloads of music, film and similar material from pirate sites. As a condition of using the national academic JANET network services, colleges are required to investigate reported copyright violations and to take appropriate disciplinary or legal action.

Please note it is against University IT regulations to automatically forward emails sent to your university email account to any non-Oxford email account. E.g. Personal Gmail accounts.

Backing Work Up

Every year, several students face the situation of a computer failure/theft before a serious deadline with no backups available because they never made any. Exams schools take no notice of any problems related to personal computer failures. It is your responsibility to ensure you back your work files up. Students now have 50Gb email accounts and a free Microsoft OneDrive 100 GB (100 Gigabyte) Cloud storage account that works on all major platforms (Apple / Microsoft / Android). There simply is no excuse for not automatically having your files backed up. There is a guide to help <https://help.it.ox.ac.uk/onedrive-for-business>

Phishing Emails & Fraud – The Golden Rules to Follow

- Mindset: All emails and phone calls are fake until **you** are satisfied they are genuine.
- Do not be pushed or pressured in to doing anything. Anything with ‘act now or else’ is not how legitimate organisations work. You are in control.
- When using the ‘Reply’ feature of email, always double check the ‘To’ field that auto populates is legitimate/as expected. Scams work by populating it with their address!
- Assess what an email is asking you to do. Does it sound normal behaviour? It is far better to cause a delay for a security check, than fall for a scam.
- If worried, contact the person/organisation involved directly by your usual method to confirm the request. Alternatively, forward any email to it.support@bnc.ox.ac.uk for an opinion.
- If ever directed to a website from an email, always check the actual web address of the site you’ve landed on from the link. Is it genuine? Is it secure? If in doubt, search for the company/organisation on a standard search engine and compare the URL / address of the legitimate main site to the one you are being redirected to.
- Please do not scan public QR codes unless you are certain of both the origin and destination of the code. Sites loaded with either mobile phone malware or skinned payment providers designed to look identical to legitimate ones are on the rise.
- Never feel stupid if you think you may have made a mistake; we all make them. Scammers rely on people not feeling able to report possible mistakes. Do not let them win – report any potential security breach of your credentials to it.support@bnc.ox.ac.uk. If you are worried as to financial loss, contact your bank

SSO Multi-Factor Authentication – Have at least two methods

Many university and college systems are protected by your SSO username and password (e.g. bras1234@OX.AC.UK). That credential is also protected by Multi-Factor Authentication (MFA). It is essentially you have two or more MFA methods available to you

that do not rely on the same device (e.g. your mobile phone). If you rely solely on the presence of one device for MFA (e.g. your phone) and you lose it, it can take up to 3 business days to reset your MFA factors and you will be locked out of your account until fixed. Always ensure you have more than one way of authenticating your identity. To add additional MFA factors to your SSO account, please login here: <https://mysignins.microsoft.com/security-info>

Faults

If at any stage you discover a fault with any Brasenose IT equipment or service, please do not assume it has been reported – let us know.

The ICT Office can be contacted on it.support@bnc.ox.ac.uk or 01865 277513.

Though not obliged to, College ICT staff can also offer assistance and support on a whole range of personal computing problems college members may have (provided their time allows). Please also note that we can only respond to support requests from your registered College email account. Support requests from personal, non-University email accounts will be ignored as we cannot validate your identity.

B.4 Graduate Education

B.4.1 Academic Provision

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

B.4.2 Tutor for Graduates

The Tutor for Graduates has general oversight, in conjunction with the relevant College Advisers, of the academic work of junior members pursuing graduate courses. The Tutor for Graduates also has oversight of the welfare of junior members pursuing graduate courses, including referrals from Graduate Advisers, liaison with Welfare committee and support for graduates requiring or seeking financial or other support from the College. The Tutor for Graduates is assisted by the Senior Tutor, and the Graduate Administrator provides administrative support and is the first point of contact for students with queries about University processes (such as extension requests and exam adjustments). As the Senior Member of the HCR, the Tutor for Graduates has oversight of the constitutional and financial affairs of the graduate common room and advises the officers and members of the HCR. The Tutor for Graduates may, as occasion demands, represent the HCR's views to the Governing Body and vice versa.

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

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

B.4.3 College Advisers

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

B.4.4 Monitoring of Academic Progress

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

B.4.5 Disability and Special Needs

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

www.ox.ac.uk/students/welfare/disability?wssl=1.

B.4.6 Changing Courses

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

B.4.7 Failure of University Examinations

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

B.4.8 Graduate Research Allowance

The College awards research grants to Graduate students for research-related expenses such as attendance at relevant conferences (especially if a paper or poster is being presented), visits to field sites, libraries or archives outside Oxford, and the purchase of books or equipment to support their research. You must apply in writing using the appropriate application form, available from the College Office (college.office@bnc.ox.ac.uk), and include a letter of support from your supervisor or College Adviser. Applicants are expected to explore parallel sources of funding, for instance from Divisions, Faculties, Departments, and from Research Council funds.

Applications for grants must be made *in advance*; grants will not normally be made retrospectively. A one-year Graduate may be awarded up to £225, a two-year Graduate up to £450 and a DPhil student up to £975 during the course of their degree. Students reading for the 2nd BM can apply for up to £300 in their first year, and up to £225 in their 2nd year, towards the cost of medical equipment and books, and may apply for up to £1000 towards the cost of their clinical elective. Students migrating to the College during their graduate studies will receive pro-rata grants based on their remaining fee liability. Student who migrate out of the College are not permitted to claim any unused research funds.

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

B.4.9 Graduate Scholarships and Studentships

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

The progress of existing Senior Hulme Scholars will be kept under review. Senior Hulme

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

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

B.4.10 Hulme Completion Grants

A small number of Hulme Completion Grants are available annually for Doctoral students at the College, offering assistance to research students who for good reasons need an extra term to complete their thesis. The grants are advertised at the start of each term and applications require the support of the student's academic supervisor.

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

Thanks to the generosity of its alumni, the College is able to consider applications for student support grants. The criteria and priorities for funding are reviewed annually and details advertised to Junior Members. Applications can be made by single students or by groups of students wishing to undertake a joint activity.

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, equipment, text books, field trips or lab placements, assistance with year abroad placements)
- ii. Language courses
- iii. Activities related to sports and other College societies (the Sports and Amalgamated Clubs Fund)
- iv. Arts (the Brazen Arts Fund)
- v. Assistance with internships or volunteering schemes

Graduate students seeking funding for academic and/or research related projects are expected to use their full Graduate Research Allowance in the first instance, but are then

eligible to apply for student support funding for applications of this nature once this has been used. Please contact the College Office at college.office@bnc.ox.ac.uk if you have any queries.

Calls for proposals will be advertised once per term, and applications will be considered by the College's Disbursements Committee in a gathered field. The Committee will expect to see a budget setting out estimated expenditure, a case for support, and may require a testimonial from your supervisor or College Adviser.

The Senior Tutor also has discretion to consider applications for small awards (up to £300) between meetings provided applicants provide reasons why an early decision is needed. Such applications should be accompanied by a statement of support from your Supervisor or College Adviser.

Applications for sports and amalgamated clubs will be considered by the Senior Member for the JCR. Applications for arts funding will be considered by the Senior Member for the Brazen Arts. All other applications will be considered by the Senior Member for the JCR, Tutor for Graduates, and the Senior Tutor who will make recommendations to the Disbursements Committee for decision.

In addition to the above, the College also runs specific funding opportunities in Michaelmas and Hilary terms each year:

Luna Hu Memorial Awards – Michaelmas Term

The Luna Hu Memorial Award scheme provides financial support to undergraduate and graduate students of the College for travel and accommodation expenses incurred while participating in extreme endurance events that challenge athletes beyond conventional limits. This includes, but is not limited to, half marathons, Ironman Triathlon variants, full marathons, triathlons, and ultra-sports undertaken outside of College activities, whether domestic or international. Students will be invited to apply at the start of Michaelmas Term each academic year. Awards will be up to £200 for UK based competitions or up to £500 for international competitions, and recipients will be asked to submit a written report upon completion of the activity. All applications will be considered by the Senior Member for the JCR, Tutor for Graduates, and the Senior Tutor.

Student Travel Grants – Hilary Term

All Junior Members (undergraduates and graduates) of the College currently in residence are eligible to apply and grants are made to assist the applicant to undertake some travel during one of the vacations in the next twelve months. Travel proposals should, therefore, have some intellectually constructive purpose, while at the same time being something enjoyable and refreshing. Grants will be awarded to current students only, for activities which will take place before the end of a degree course. When assessing applications, account will be taken of the extent to which the applicant has considered the proposal's environmental impact while minimizing travel-related emissions. All applications will be considered by the Senior Member for the JCR, Tutor for Graduates, and the Senior Tutor.

B.4.12 Grants for Unpaid Internships, Lab Placements or Volunteering

Unpaid internships are unlawful in the UK and students must be paid at least the national minimum wage. Consequently, the College will not provide support for students seeking assistance for unpaid commercial internships either in the UK or overseas.

Applications relating to internships within the University will, therefore, not be funded unless (i) support for full salary costs specific to the project has already been secured (consistent with University policy on minimum wage) and (ii) the internship will be organised via the usual administrative arrangements in the relevant Department.

Students seeking support must provide details of remuneration and other benefits received, along with a breakdown of costs. If this information is not provided, the application cannot be considered.

International students may elect to apply for internships in their home country. In these cases, the general presumption will be that the student would have incurred home travel costs and hence funding will not be provided to cover these costs. Students should, therefore, explain why the general presumption is not applicable if these costs are included.

Under certain circumstances, volunteering at a charity or voluntary organisation may be exempted from the requirement to pay interns at least the national minimum wage. The College does not, however, have the resource to establish whether or not an internship is work or volunteering. There are also restrictions on making donations to other charities that constrain what the College can do. Consequently, unless the volunteering is organised by a recognised body, the general policy shall be not to provide funding.

Grants for internships, placements or volunteering that encroach on Full Term will not be made.

To help ensure equitable treatment and to clarify expectations, the general level of support available to fund internships shall be as follows:

- Lab placements or other equivalent academic placements endorsed by Tutors: up to £500.
- Paid internships with companies and other organisations: up to £300.

B.4.13 Brasenose Mini Bursaries

Students who can demonstrate a need for modest financial assistance as the result of unforeseen circumstances may apply for a bursary of around £290.

The value of the award may vary from year to year and applications can be made direct from [the College submission portal](#) which is located on the [College intranet](#).

B.4.14 College Financial Assistance

The College provides support for student who find themselves in need of unexpected financial assistance. Applications for modest financial assistance can be made using the submission portal on the College intranet.

Please contact financial.support@bnc.ox.ac.uk if you have any queries about mini bursaries or Hardship Funding.

B.4.15 Insurance and Risk Assessment

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

B.4.16 Prizes

College prizes are awarded as follows:

- i) for obtaining a Distinction in a taught Graduate degree (£100)
- ii) for being the winner or *proxime accessit* of a University prize ((£45 for prizes with a value of £200 or above, and £25 for all other prizes)

B.4.17 Associate Membership of the Hulme Common Room

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

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

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.

C.2 The Dean, Sub-Dean, and Junior Deans

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

The Sub-Dean responds to and supports student welfare and discipline cases in the College, under the supervision of the Dean, and works closely with the Junior Deans and college officers.

Junior deans carry out a range of welfare and disciplinary tasks, including ensuring that functions end on time and enforcing reasonable behaviour regarding noise within the College, Frewin and the other College sites. As representatives of the Dean, the Junior Deans will report to the Sub-Dean and Dean matters for possible further action. Junior Members are expected to cooperate fully with the Junior Deans regarding Decanal matters.

C.3 Misconduct

The Dean has authority to punish Junior Members for misconduct in their capacity as a College member.

C.3.1 Nature of misconduct

Misconduct includes the following:

- excessive noise (quite hours begin at 11pm)
- vandalism of College property
- climbing on College buildings
- smoking in non-smoking areas
- drinking alcohol in public areas of College other than in the bar or hall
- possession, supply, or use of illegal drugs
- misuse of fire equipment, fire alarms, or fire doors
- tampering with smoke detectors
- disruption of College activities
- refusal to abide by the reasonable decisions of the porters and junior deans

- theft
- bullying
- serious breaches of health and safety rules
- acts of unlawful discrimination
- violence, threats, and assault

This list is not exhaustive. Other, similar things can also be misconduct.

C.3.2 College Capacity

A Junior Member's misconduct is committed in their capacity as a College member if it is committed:

- on or near College premises,
- during College activities,
- using College facilities (such as computer networks) or privileges, or
- against the College or a member of the College.

A Junior Member's misconduct is also committed in the capacity of a College member if it threatens to bring the College into disrepute among reasonable people.

C.3.3 Penalties

Penalties for misconduct may include:

- fines,
- exclusion from College premises except for the purpose of attending teaching sessions,
- a no contact arrangement
- a temporary sending out of residence
- sending down/expulsion

Decanal fines are payable to the College (see section F.4 which includes information regarding late payment). Late payment may result in an increase in penalty.

Any member of College taking illegal drugs who comes forward and seeks help will be treated as far as possible as a medical and welfare case (see section G.7).

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

The Dean will investigate alleged misconduct. The Dean will decide whether misconduct occurred, and what if any penalty is appropriate.

The investigation may include a meeting between the Dean and the student who is alleged to have committed misconduct. Any instruction to meet with the Dean is mandatory and it is a requirement that you respond to requests from the Dean immediately. At the meeting the Dean will:

- ask you to state your position on the facts of the case and on any mitigating circumstances
- confer with others at their discretion (including Tutors and College Officers)
- inform you of their decision as soon as possible.

C.4.2 Time limits

The Dean will not investigate possible misconduct that is alleged to have occurred more than 6 months previously, unless there are exceptional circumstances.

In deciding whether there are exceptional circumstances, the Dean will place particular weight on whether there is a risk of harm to any current member or members of the College and whether there are safeguarding considerations. The Dean may also consider factors such as the severity of the alleged misconduct, whether the alleged misconduct was an isolated event, how much time has passed since the alleged misconduct, and any barriers to disclosure or reporting of the misconduct. Exceptional circumstances are more likely to be found to exist in cases of sexual misconduct and/or violence.

C.4.3 Precautionary Measures

The Dean may impose precautionary measures while a decanal investigation is ongoing. Precautionary measures are not penal and do not indicate any finding of misconduct. These measures can include a no contact arrangement, restrictions on accessing College premises, restrictions on attendance at College events, and a temporary suspension of studies.

Precautionary measures are more likely to be appropriate if there is a risk to a person's health, there is a risk of significant disruption to College activities, or there are safeguarding concerns. The aim, however, is to cause the minimum restriction necessary to protect against these risks and concerns.

C.4.4 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.4.5 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 their 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 an Appeals Panel 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 Appeals Panel.

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

You may choose to be represented at the hearing by any current member of the College, Senior or Junior (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 their 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 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.

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

The Panel's decision 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 Panel'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 their 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 their 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 the online Permissions Form (available from <https://unioxfordnexus.sharepoint.com/sites/BRAS-DecanalEventBookings/>), 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 the on-line **Permissions Form (<https://unioxfordnexus.sharepoint.com/sites/BRAS-DecanalEventBookings/>)**. This should be completed and submitted to the Domestic Bursary with at least **THREE** days' notice.

If permission has been granted, confirmation will be sent by email.

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 on-line Permissions 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 the undertaking of an investigation and/or the levying of fines, at the following rates:

Violation of overnight guest rule	£25 per violation
Additional furniture/electrical appliance in room without permission or certification	£25
Improper care of rooms	Cost of repair
Blue/White tack on walls	£5 per violation
Late vacating of room at end of term	£40
Belongings in room at end of term requiring removal by Housekeeping (i.e. large or multiple items)	£25

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

D.1.4 Cost of Repairs

If damage occurs to College property, and you are found to be responsible, you will in general be required to meet the cost of making good the damage (including any additional

cleaning costs) to the satisfaction of the Domestic Bursar. The Domestic Bursar may, at their discretion, reduce your financial liability where they are satisfied that the damage was accidental, or where there are mitigating circumstances. Damage to communal areas (e.g. shared bathrooms or kitchens) may be charged to all users if the perpetrator cannot be identified.

D.1.5 Procedure Before the Domestic Bursar

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

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

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

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

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

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

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

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

hearing and may speak on your behalf at the hearing.

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

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

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

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

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

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

D.1.6 Dealing with Problems and Complaints

If something in your room or staircase needs repairing you should fill in the maintenance callout form, which can be found on the Brasenose College Submission Portal here:

<https://submit.bnc.ox.ac.uk/Forms/Home/Dashboard/>



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

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

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

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

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

Response times are as follows:

Emergency Fault: response immediate – Fault rectified within 4 hours

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

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

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

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

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

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

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

D.1.7 The Bursar

The Bursar is the Chief Financial and Administrative Officer of the College. The Bursar deals primarily with the JCR and HCR Committees rather than with individual students.

D.2 Health and Safety

D.2.1 General

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

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

D.2.2 Accident Reporting

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

Accidents – involving personal injury including sports injuries

Incidents – resulting in damage

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

Accident report forms can be found on the Brasenose College Submission Portal here: <https://submit.bnc.ox.ac.uk/Forms/Home/Dashboard/> or



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

D.2.3 What to Do in an Emergency

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

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

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

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

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

D.3 Fire Safety

D.3.1 Fire Prevention

You must not engage in any activity which could give rise to a fire hazard.

At Frewin and the Graduate Annexes, cooking is permitted only in the kitchens. You may have an electric kettle but no other cooking equipment (including toasters and sandwich makers) in your room.

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

In College, no cooking is allowed except in the microwave ovens and toasters. Inflammable items and liquids are banned from College rooms. Candles of all types (including incense sticks/joss sticks) are also banned, both as ornaments and as functional objects. Irons and ironing boards are also not permitted. Such items will be removed from rooms without notice and will be disposed of without further consultation. No naked flames may be kindled in any College building.

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

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

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

You must not drape clothes over heaters or leave pans or other methods of cooking unattended on stoves or microwaves.

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

D.3.2 Fire Detection and Alarm Systems

For the safety of occupants, the College has installed a comprehensive fire safety system. Fire safety systems are maintained in working order and regularly tested in accordance with the appropriate regulations. The design and detail of systems in existing buildings is determined in accordance with a fire safety risk assessment and in consultation with the appropriate authorities.

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

Fire evacuation practices will be conducted on once during the academic year on each of the four College sites. A record will be maintained. You must participate in any such practices. Failure to do so will result in you being reported to the Dean.

D.3.3 What to Do if the Fire Alarm Sounds

Instructions on procedures to be followed in an emergency are given on the Dean's notice board in the Lodge and also at the foot of each individual staircase and in each room. All Junior Members should make themselves thoroughly familiar with these instructions.

If the fire alarm sounds on your staircase, evacuate the building straight away and go to the assembly area. For your own safety make sure that you are aware of any alternative escape routes from your staircase.

Fire extinguishers are provided in order to facilitate escape. In such an event, it is recommended that fire extinguishers only be used by those trained in their use; students should make themselves familiar with instructions on the methods of use specified on fire extinguishers.

D.3.4 Misuse of Fire Equipment

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

D.3.5 Fire Escapes

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

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

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

D.4 Services

D.4.1 Electricity and Gas Supplies

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

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

D.4.2 Gas Installations

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

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

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

D.4.3 Electrical Installations

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

D.4.4 Electric Heating

Where rooms are provided with fixed electric heating, instructions on the use of the equipment will be available in the room if the operation of the heater is counter-intuitive. Most rooms are fitted with thermostatic radiator valves (TRV) which can be used to regulate temperature, residents are asked to bear in mind the College's environment policy and use heating no more than is necessary by, for example, turning off radiators when rooms are unoccupied and turning heating down to cool a room rather than opening a window. In rooms where TRVs have not yet been fitted it is intended to provide a temperature of $17 \pm 1^{\circ}\text{C}$ during the hours 7:00-11:00 a.m. and 3:00-10:00 p.m. The central heating in Frewin is of obsolete design (except on S/C II, III, IV, V, VI, VII, XVII & XIX) and no performance criteria can be specified. College has a programme of replacement for the obsolete areas. Utility charges are included in the room rental.

D.4.5 Electrical Safety

Electrical appliances may only be brought into the College sites if their safety can be guaranteed. If they are over two years old they should be tested by a competent person before being brought into College. Proof of testing may be required., Testing will normally be carried out if an appliance is thought to be unsafe. Junior Members are responsible for ensuring that appliances are well maintained and tested regularly by competent people. If you are unsure of this process please contact workshop@bnc.ox.ac.uk.

Every appliance must carry the appropriate British Standard number or an international equivalent such as BEAB approved or CE marking. The plug must also carry BS 1363, be of the safety sleeve type and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted.

Electrical fittings may not be interfered with and appliances may not be connected to lighting circuits, nor any two or three plug (multi-way) adaptors plugged directly into a socket. DIY multi-sockets and rotary extension cables are strictly prohibited. Factory made, fused multi-sockets fitted with a plug to BS 1363 and a cable not exceeding one metre long (4 plug) may be used where there are insufficient permanent sockets.

If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disabled.

You are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter your room e.g. ensuring that cables to personal electrical equipment are safe and do not present trip hazards.

All portable electrical appliances supplied by the College, or used in the premises by College staff, will be inspected and maintained in accordance with the College's Portable Appliance Testing (PAT) policy.

D.4.6 Water Supplies

All premises are provided with hot and cold water to appropriately marked taps.

All waste water is removed via an appropriate trapped connection to the sewerage system.

The College undertakes to ensure that hot and cold water services are installed, monitored and maintained in accordance with all appropriate legal requirements.

D.4.7 Lighting

The College aims to provide lighting in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the recommended level of illumination may be achieved by the use of local task lighting (e.g. desk lamps).

D.5 Security

D.5.1 General

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

D.5.2 Your responsibilities

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

D.5.3 Insurance

The College does not accept responsibility for loss of or damage to your personal possessions when on College premises. College has taken out a block student insurance policy to cover your personal belongings. The details of this policy are communicated by the Domestic Bursar at each renewal.

You should review the terms and conditions of the policy and ensure that they are sufficient to cover your belongings. If they are not then you are encouraged to arrange your own further cover. Any claims for loss or damage of your property should be dealt with by contacting the insurance company direct.

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.5.4 Keys and Fobs

If you lose your key or fob, you should report the loss to the Lodge immediately, so that you can be given a duplicate key or fob. Fobs believed to be lost will be de-activated immediately. If the lost key or fob cannot be found within 3 days, the lock will be replaced. Fobs will be deactivated and replaced straight away. Because of their quality, the locks are expensive. You will be charged only for the replacement cost for a key and or fob– no fine will be imposed. You are strongly advised to join the JCR collective “insurance” scheme for keys (for both JCR and HCR members).

Room keys must be returned to the Lodge at the end of every term. If the room key is not handed in you may be charged rent on your room until the keys are given in. Salto fobs should be returned to the Lodge only when you leave College for the final time. Do not on any account lend or give your keys or fobs to other people.

D.5.5 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.5.6 CCTV

The College maintains a CCTV system for the safety and security of staff, students and visitors. Notices to this effect are posted in the lodge and in other building entrances as appropriate. The College operates the CCTV system in accordance with the relevant legislation.

D.6 Domestic Facilities

D.6.1 Kitchens

The College undertakes to maintain all kitchen facilities in good order and repair with all equipment supplied in working order. Efforts will be made to ensure that facilities for the preparation, cooking and storage of food are appropriate to the number of students using the facilities.

There are no kitchens for student use on the main College site, but the JCR provides some microwave ovens and toasters for the use of residents. Allocated kitchens are provided in the Graduate Annexes, in the Frewin Hall Extension and Annexe. Shared kitchens are

provided in other parts of Frewin.

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

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

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

D.6.2 Food Storage

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

D.6.3 Bathroom, Toilet and Shower Areas

The College undertakes that these areas will be provided with ventilation and slip-resistant flooring. All sanitary ware will be in good working order and free from cracks and breaks. All toilets will be provided with a fitted toilet seat. Shower curtains or screens will be provided as appropriate.

Where en-suite facilities are provided, these will comprise sanitary ware located within a study bedroom or between two adjacent single study bedrooms for the sole use of the resident(s) of the room(s). The facility, although contained in the room, will have external ventilation and an entrance door fitted making it a self-contained unit.

Please take care to avoid causing flooding (e.g. by allowing the bath to overflow). You will be charged for any water damage for which you are responsible.

It is especially important that baths, showers and lavatories are kept clean. Penalties will be imposed on anyone littering or unreasonably soiling common rooms and other communal spaces and the grounds and gardens. Residents of College staircases are collectively responsible for the good order of those staircases.

D.6.4 Furniture

The College undertakes to ensure that décor and furnishings will be in good order with regular checks taken on defects and refurbishment programmes. All furnishings provided will conform to the relevant regulations. All bedrooms will be fitted as a minimum with bed, mattress, worktop, chair, curtains/blind, drawers/shelving, wardrobe and waste receptacle. Furniture and furnishings (e.g. beds, mattresses, bins) must not be removed from rooms, nor should any furniture be brought into rooms without the prior permission of the Domestic Bursar.

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

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

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

- Small fridges may be brought in to your room for medical purposes only with prior approval from the Domestic Bursar only.

D.6.5 Cleaning

At main site, Frewin and St Cross 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. Hollybush Row is not serviced by the Housekeeping team with the exception of corridors and vestibule areas.

If you have any complaints or suggestions about cleaning, you should direct these to the Accommodation Manager. Persistent failure to keep your room in a tidy enough state for it to be cleaned will result in your being reported to the Domestic Bursar who may pass the matter on to the Dean. You must have your room cleaned at least once every three weeks. You will be charged fully for any costs necessary to return the room to a habitable state, e.g. carpet cleaning, repainting.

D.6.6 Laundry Facilities

There are contactless washing machines and dryers in 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.

Where bed linen, sheets and covers are not already provided, you will then 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 and will need to be collected within a month from delivery. 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. If accommodation is available then the applicant will receive an email offer of accommodation based on their stated preferences within fourteen (14) days of submitting their preferences. 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 ballot taking place. The Licence to Occupy must be signed within fourteen (14) days of receiving this email or College may withdraw the offer of the accommodation. **Once signed the student will remain liable for the rent of the room whether they occupy it or not unless there are mitigating circumstances or an alternative tenant, acceptable to College, can be found. Students should not elect to take College accommodation if they do not expect to be resident for the full period of the Licence to Occupy.**

D.7.4 Licence to Occupy

A copy of the Licence to Occupy between students residing in College accommodation and the College is contained at the end of this Handbook (section G.11). When accepting an offer of accommodation online you are required to agree to and sign the Licence to Occupy, if a student does not sign but collects keys to the accommodation the student will be deemed to have accepted the terms and conditions of the Licence to Occupy.

D.7.5 Rent

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

Sub-letting is strictly prohibited.

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

D.7.6 Guests

All rooms are allocated by the College on the condition that they are occupied only by the person to whom they have been allocated, save for occasional overnight guests as indicated below. You are responsible for the actions of your guests. If a Brasenose student stays in a room overnight to which they are not allocated they are considered a guest.

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

One guest, whether normally resident in Brasenose or not, may stay in your room overnight, but this should be occasional. If you are an Undergraduate, the expectation is that you will not have guests for more than nine nights in any one term (and never for more than three consecutive nights).

If you are a Graduate, the expectation is that you will not have guests for more than twelve nights in any one term (and never for more than six consecutive nights). This reflects the fact that Graduates are more likely to have visitors from overseas given the international nature of the HCR.

If you wish to have guests beyond these guidelines, you should discuss the matter with the

Accommodation Officer in advance and get prior approval.

The presence of guests must be recorded in case fire breaks out or an emergency occurs and you must record the presence of your guest and the date(s) they are here by filling in an online Overnight Guest Form, which is available on the [College intranet](#). Failure to record the presence of an overnight guest may result in disciplinary action (see D.1.3 above).

D.7.7 Residence - Graduates

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

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

D.7.8 Residence – Undergraduates

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

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

D.7.9 Additional Residence for Undergraduates Out of Term

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

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

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

Exam Residence

This type of residence is free to the student, and is funded by Alumni donations. Exam Residence lasts only until the day following your last exam and should you wish to stay in College accommodation longer than this then you must apply for either Academic or Extra Residence. You should apply for Exam Residence as soon as you know the date of your exam. You are guaranteed to be able to stay in your own room until the day after your last exam. Exam residence is only possible for those students in College accommodation during normal Term time.

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.

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

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

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

The decision of your Tutor is final in all cases.

Extra Residence

This is charged at the full nightly room cost of the allocated room. This is for when residency is required for personal reasons. Instructions on how to apply are on the website here: <https://www.bnc.ox.ac.uk/prospective-students/graduate-admissions/accommodation/vacation-residence>.

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

D.7.10 Vacation Address and Change of Address

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

D.7.11 Storage

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

A limited amount of storage space during the vacations may be available for those returning as members of the College the following term, though no guarantee of storage space can be given. Please apply to the JCR Vice-President (Domestic Rep) via jcr-vp-domestic@bnc.ox.ac.uk. Space is allocated on a ‘first come, first served’ basis, with priority to those from overseas. Once the area for storage is full, the College regrets that members will have to find private storage space outside College. The College accepts no liability for theft of, or damage to, property in storage.

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

D.8 Maintenance and Repair Regimes

D.8.1 General

All College buildings are constructed, altered or refurbished, and maintained, in accordance with the appropriate building, planning and housing legislation. The relevant approval notices and certificates are available for inspection at the City Council Offices.

D.8.2 Repairs

If something in your room or staircase needs repairing you should fill in the maintenance callout form, which can be found on the Brasenose College Submission Portal here: <https://submit.bnc.ox.ac.uk/Forms/Home/Dashboard/> or



For any emergencies please contact the Porters' Lodge.

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

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

D.8.3 Maintenance

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

D.9 Grounds Maintenance

D.9.1 Gardens

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

Walking on lawns is not generally permitted; however, the lawn in New Quad at certain published times and the lawns at Frewin and the St Cross Annexe may be used to sit on or for croquet to be played. Games (whether formal or informal, and including throwing balls or frisbees) other than croquet and bowls must not be played on College premises. Any use of lawns for functions requires the Domestic Bursar's permission. Drinks parties, whether formal or informal, on the lawns or College grounds are subject to the same requirements as those in College rooms.

D.9.2 Litter Clearance

Grounds are normally cleared of rubbish and litter every day during the week. Please make use of the bins provided.

D.9.3 Path Clearance

The College endeavours to clear hazards (ice, snow or leaves) from paths as soon as it is reasonably practicable to do so. The College winter weather clearance policy can be viewed at www.bnc.ox.ac.uk/downloads/Winter_weather_policy.pdf. Please take care when walking around College in bad weather.

D.10 Environmental Quality

Junior Members are required to comply with the University of Oxford's environmental policy which can be viewed at <https://sustainability.admin.ox.ac.uk/>.

D.10.1 Energy Efficiency

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

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

D.10.2 Rubbish and Recycling

All members of College living in the College and all annexes are encouraged to recycle paper, plastic, tins, food and cardboard in the recycling bins in their rooms and in the recycling facilities in the kitchens. Note: These bins should not be used for contaminated material or glass. The main waste, glass and recycling bins are located near Stamford House off New Quad and in the bin areas at Frewin, St Cross and Hollybush Row. Please do not leave large numbers of bottles or cardboard boxes outside your room, as this can be a fire hazard – please place these in the recycling areas outlined above. There are also recycling bins located in the JCR and HCR. Provision for ink cartridge and mobile phone recycling can be found in the Porter's Lodge on the main College site. Please recycle as much as possible.

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

D.11 Cars and Bicycles

D.11.1 Bicycles

Bicycles must be registered with the Porters' Lodge, kept in the places provided (in College, Frewin, Hollybush Row or St Cross), and not brought into rooms or staircases. Bicycles are not to be ridden on College property. Bicycles left in undesignated storage areas will be removed.

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

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

D.11.2 Cars

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

found parking in this area will be reported to the Dean. You are warned that there is very little free on-street parking in central Oxford. At the start and end of each term, temporary parking in both Radcliffe Square and St. Michael's Street (Frewin) is permitted for very limited times exclusively for loading and unloading. Permits, available from the Lodge and Frewin gatehouse, **must** be displayed.

D.12 Good Neighbour Policy

D.12.1 General

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

D.12.2 Quiet Hours

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

D.12.3 Music

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

D.13 Meals

D.13.1 Meal Card

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

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

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

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

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

D.13.2 Meal Times

Breakfast in Hall (Monday to Friday, Dine-In & Take-Away: 8.00 – 9.30am)

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

Hot Baguette Collection (Monday to Friday, Collection only: 10.00 – 11.00am)

Breakfast style baguettes and fillings are available each morning for collection from the servery.

Sandwich Bar Collection (Monday to Friday, Collection only: 10.00 – 11.30am)

A range of handmade customizable baguettes, salads, and sandwiches are available to order daily for collection from the College servery.

Lunch in Hall (Monday to Friday Takeaway from 12-12:30pm, Dine in from 12.30 – 1.00pm)

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

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

This replaces breakfast and lunch at weekends.

Dinner in Hall (Dine in or Takeaway)

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

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

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

Sunday: 7.30 pm.

Gowns must be worn to Formal Hall. Students and their guests should arrive promptly or risk not being admitted. A maximum of two guests per student are permitted at Formal Hall

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

Book your formal dinner on line via <https://www.upay.co.uk/app/>. An email receipt is

issued, confirming the meal booking. On arrival at the College Hall you must be signed in by a member of Hall staff. The kitchen will prepare the number of dinners which have been pre-booked, and you will therefore be charged even if you do not turn up.

D.13.3 Dietary Requirements

Brasenose College is a food allergy aware College and abides by current allergen legislation. For Formal Hall please tick the correct box in the dietary requirements section for both yourself and any guests. If your dietary requirements are not listed then add them in comments box

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

D.14 Junior Common Room

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

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

The College staff will undertake reasonable cleaning duties. If on any occasion the state of the JCR or TV Room is unacceptable it will be closed; the JCR Committee will be responsible for cleaning it. At the end of term, the JCR and adjacent computer room should be left clean and tidy. The Dean may also impose a penalty.

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

D.15 Hulme Common Room

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

D.16 The College Bar

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

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

The procedure for holding events or entertainment in the Bar is the same as in all other College rooms (C.6). Requests should be made well in advance of the proposed date and, in any case, no later than 7 days in advance of the event. If on any occasion the state of the Bar is unacceptable it will be closed; with the person that made the booking deemed responsible for cleaning it.

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

D.17 Sports Facilities

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

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

D.18 Animals

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

D.19 Smoking Policy

No smoking is permitted in any College rooms, including those of senior and junior members, and all common areas save the designated smoking areas on the Frewin and Graduate Annexes. Cigarette waste bins are provided in these areas.

There is no designated smoking area at the main site.

Smoking whilst walking around the College quads is also prohibited.

Support for students who wish to cease smoking will be provided by the College Doctor and Nurse.

Each infringement of the College smoking policy will be dealt with on an individual basis. It is expected that the first infringement will result in an offer of counselling, help and advice. Subsequent incidents, however, will be dealt with by fines and possible exclusion

from College accommodation. Students breaking the College policy will initially be dealt with by the Domestic Bursar; repeat offenders will be passed to the Dean. The College smoking policy can be viewed at

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

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 Counsellor
- vi) the Chaplain
- vii) the Senior Tutor
- viii) the Dean
- ix) the Sub-Dean
- x) Dr Anne Edwards, the Diversity, Equality and Harassment 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. 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 their 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://academic.admin.ox.ac.uk/disability/confidentiality>

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 children, 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

Brasenose strongly recommends you register with one of the College Doctors; you can do this on-line (at <https://www.visualproductions.org.uk/oxford/reg.html?college=brasenose>) before (preferably) or when you arrive. It is also possible to register by completing paper forms available from the practice or from the College Nurse.

You **must** register with a GP in Oxford: if you need to see your GP back home, you can do so as a temporary patient, but you cannot be a temporary patient in Oxford. This is both an NHS rule and a University recommendation. If you have any concerns about changing registration, please contact the College Nurse at nurse@bnc.ox.ac.uk or the College Office if your query is before the start of the academic year.

Free treatment is available for all EU students and overseas students who have paid the NHS surcharge when applying for their visa.

The College Doctors are:

Dr Laurence Leaver

Dr Mark O'Shea

Dr Joanna Lambert

Dr Sarah Stonehewer
Dr Andrew Valentine
Dr Caroline Woods
Dr Marcus Evans

They can be contacted at:

Jericho Health Centre
New Radcliffe House
Oxford OX2 6NW
Tel 01865 311234
<http://www.leaverandpartnersjericho.nhs.uk/>

You may choose which Doctor you prefer to see (including other salaried doctors). Information on the practice is provided to new students prior to arrival, and can also be found on their website.

E.2.3 College Nurse

Our Nurse, Kinneret Milgrom, attends College from Noughth to Ninth Week inclusive. Surgery hours can be found here: <https://www.bnc.ox.ac.uk/current-students/welfare-support/health-information/college-nurse>

The Nurse's surgery is on Staircase XII. They can also be contacted via email (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. In the case of a dental emergency advice can first be sought from the College Nurse.

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:

<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 including how to access HIV prevention medication or order a free STI self-test kit online: 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, Sub-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 or Sub-Dean in advance and the taxi ordered via the Lodge. For guidance, the following non-emergency taxi journeys are possible, at the Sub-Dean or 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 Sub-Dean or 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, Professor Mark Wilson (Tutorial Fellow in Physical Chemistry) 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 Sub-Dean

The Sub-Dean is Dr Arnaud Petit. He is available to meet with students as a welfare officer. He responds to and supports students on welfare and disciplinary matters in college, under the supervision of and on behalf of the Dean. He works closely with the Junior Deans and other College Officers.

E.3.3 The Chaplain

The College Chaplain is the Revd David Sheen. He is available to meet with students as a welfare officer. He will listen in confidence to any member of the College on any matter and is well-placed to refer students to agencies which may best help them. Knock on his door (Heberden 1) or email him to make an appointment.

E.3.4 Graduate Advisers

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

E.3.5 The Diversity, Equality and Harassment Officer

Dr Anne Edwards (anne.edwards@bnc.ox.ac.uk) is available to offer advice to all members of College on matters of diversity and equality. She is the College's Lead Fitness to Study Officer. Her availability and contact details are posted in the Lodge.

E.3.6 The Student Support Advisor

The College employs a counsellor, Dr Sebastian Petzolt, for ten hours per week. He sees students in weeks nought to ten. He is a registered psychodynamic therapist and can offer advice about other sources of wellbeing support, confidential listening, and short-term counselling. Sessions can be booked via: <https://www.bnc.ox.ac.uk/current-students/welfare-support/welfare>

E.3.7 The University Counselling Service

The Counselling Service provides confidential advice – email: counselling@admin.ox.ac.uk and see www.ox.ac.uk/students/welfare/counselling.

It is located usually 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. Online appointments are available during the University vacation period and to those on year abroad or suspending studies.

E.3.8. 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.3.9. 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.3.10 Junior Deans

The Junior Deans are available as a first port of call outside of business hours for any welfare issue students may face. They also enforce reasonable behaviour regarding noise in college. They operate a on-call rota on evenings and nights, as well as over the weekend.. The three Junior Deans are senior postgraduate students who are employed by the College to act in a welfare and decanal capacity (see section C.2). They are first aid trained and also receive additional mental health first aid training. They are available to listen and provide advice about other welfare provisions within the College and University. They work closely with the Dean, Sub-Dean, and other College welfare officers.

For any issue that requires a time-sensitive response, the junior deans should be contacted via the lodge. The junior Deans are best placed, for example, to assist you if you are worried about a friend who is particularly distressed or has consumed a large quantity of alcohol.

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/. 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, Equality and Harassment Officer, all of the Welfare Officers (Dean, Sub-Dean, Chaplain, Senior Tutor) the JCR Women's Officer and JCR Diversities and Equalities Rep many others 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.

There is a list of University harassment advisors, some of whom identify as BME or LGBT, at <https://edu.admin.ox.ac.uk/support>.

Further University-wide resources are provided on the EDU website here: <https://edu.admin.ox.ac.uk/harassmentadvice>.

E.5.2 Harassment

The College is committed to protecting its members from harassment. It has adopted a Policy and Procedure on Harassment which is set out in G.5, below and online at https://www.bnc.ox.ac.uk/downloads/official_information/Harassment_Policy_2016.pdf. The Policy 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 Dean, Sub-Dean, Senior Tutor, Chaplain, Nurse, and Head Porter can offer support to members of College affected by sexual harassment. You may find the Brasenose Welfare Term Card (found at the bottom of the webpage <https://www.bnc.ox.ac.uk/current-students/welfare-support/welfare>) and the following University website page helpful in considering all the options available to you: <https://www.ox.ac.uk/students/welfare/sexual-violence?wssl=1>

The University also runs an independent Sexual Harassment and Violence Support Service. This is an all-in-one provision for any students regardless of age or gender who have been affected by sexual harassment or violence. They provide free support and advice, along with a safe place to be heard independent of your college or department. The service supports students in all situations, whether the experiences of sexual harassment or violence happened in Oxford or elsewhere, and whether it was recent or in the past. They will support you at your pace and will help you to explore your options, and they'll be there to support you whatever you choose to do. You can make an appointment (Mon-Fri 9am-5pm) with one of their advisors by emailing: supportservice@admin.ox.ac.uk. More information is available here: <https://www.ox.ac.uk/students/welfare/supportservice?wssl=1>

Further information about the Oxfordshire Sexual Abuse & Rape Crisis Centre, a collective of women committed to supporting survivors of sexual abuse, rape, domestic abuse, and harassment, can be found at <https://www.osarcc.org.uk/>.

The nearest Sexual Assault Referral Centre is a 30-minute drive away from College in Bicester. 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 <https://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.5.3 Staff Student Relationships

The College regards the professional relationship between members of staff and students as central to the student's educational development and wellbeing. The College has adopted a policy on Staff / Student Relationships which strongly advises staff not to enter into a close personal or intimate relationship with a student for whom they have any responsibility.

Members of staff are required to disclose any close personal or intimate relationship with a student to the Senior Tutor or Tutor for Graduates who will apply the Staff Student Relationship Policy to put in place appropriate adjustments and safeguards for all concerned.

As part of implementing these safeguards, the College will want to discuss with you adjustments to your teaching, welfare provision or other activities. It is not a disciplinary offence for a student to be involved in a relationship with a member of staff and it is not a disciplinary offence for a student not to disclose such a relationship; the onus of the responsibility for disclosure falls upon the member of staff. Failure to disclose a relationship will lead to disciplinary action against the staff member concerned. In addition, a member of staff should also disclose any former relationship with a current student for whom they are given responsibility. If a student is concerned about the nature of their relationship with a member of staff, the student is strongly encouraged to have an informal conversation with one of the Junior Deans.

If a student is concerned about any other student's relationship with a member of staff that student is strongly encouraged to have an informal conversation with one of the Junior Deans.

The College policy and procedures on Staff Student Relationships can be found at: [https://www.bnc.ox.ac.uk/downloads/official information/Staff Student Relationship Policy for Academic Staff Final2019.pdf](https://www.bnc.ox.ac.uk/downloads/official%20information/Staff%20Student%20Relationship%20Policy%20for%20Academic%20Staff%20Final2019.pdf)

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.

E.7 Fitness to Study covering “suspension”

Undergraduates admitted to the College are normally expected to commence and complete their course of study within the specified duration of the relevant programme. It is recognised, however, that a delay or an intermission to study, “suspension” of studies will sometimes be necessary and in the interests of an individual student’s health or well-being. The College also recognises that in some cases reasonable adjustments are required to enable a student to continue on course, or return to study following a period of intermission. The College endeavours to deal with such matters sensitively and non-judgementally and in a spirit of collaboration with students. Early intervention and active collaboration with all parties are promoted by the College.

The Fitness to study policy outlines the pathways followed by College covering a variety of different cases where suspension or termination of study might be sought voluntarily by a student, where a support plan might be put in place following advice from the University Disability Advice Service (or similar) or cases where College wishes to suspend or terminate a programme of study when the student concerned does not wish to suspend or terminate voluntarily.

In the first instance, any student wishing to discuss suspension of studies can contact the Senior Tutor or Tutor for Graduates.

The College policy and procedures relating to Fitness to Study can be accessed through the college website by clicking on the “About Brasenose” tab and “official information”. It can also be found here:

https://www.bnc.ox.ac.uk/downloads/official_information/BNC_UG_Fitness_to_Study_Policy.pdf

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 10:00am to 12:00pm and 2:00pm to 4:00pm and all of the Finance Bursary are available to talk to you using MS Teams. Appointments can be made outside these hours if necessary or you can drop the Finance team an email at bursary@bnc.ox.ac.uk, or the Finance Director directly at gillian.chandler@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)
Further guidance can be found on the Fees and Funding section of the University website: www.ox.ac.uk/students/fees-funding
- Grants
- Batels
- Batels Payment
- Financial Assistance applications
- Payroll (for students employed by College)

If you are having financial difficulties you may be able to apply for financial support. Please review the information on the Financial Assistance application submission portal (<https://submit.bnc.ox.ac.uk/>). Queries regarding financial assistance applications should be sent to financial.support@bnc.ox.ac.uk.

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 Finance Director or Bursar where necessary.

F.2 Fees

Course 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 and on the level of your previous study. More information about course fees is available on the University's website at www.ox.ac.uk/students/fees-funding/fees/. The College is responsible for collecting all course fees (except the University Graduate Continuation Charge – see F.4).

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 Finance Director **before** the payment due date.

F.3 Charges

Various charges (e.g. rent, printing etc.) are payable to the College. Termly accommodation charges are charged to batels and are due for payment each term, this price includes Utility charges. Any JCR or HCR charges are collected by the College on their behalf and transferred 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 Finance Director **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 Course Fees

Fees and charges are invoiced to students by the College with very few exceptions, (e.g. courses at Said Business School and Blavatnik School of Government). The University Graduate Continuation Charge is payable directly to the University, however, and does not appear on college batels. All students who are potentially liable should have been advised directly by central university administration. Students who are liable for this charge will also be charged a College Continuation Fee of £168 per term, on batels in the normal way. Further details can be found at: <https://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge>.

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 in full by the due date. Please use your Brasenose email address for all correspondence with the Finance Bursary.

1. Pay by direct transfer

Payment should be made to the College by direct 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	<i>Debtor ID / Student ID</i>
IBAN	GB12 BARC 2065 26 20 2042 26
SWIFT	BARCGB22

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

2. Payment by Card using TransferMate

(Overseas students may find this payment method particularly useful)

This is a payment option which is provided in partnership with Barclays bank and allows students to be able to pay Brasenose using a card without having to pay any additional international bank fees or charges while giving you a competitive foreign exchange rate. Payment by card can be made by following the link below.

To pay using TransferMate just click onto the link below and follow the instructions:
<https://bnc.transfermateeducation.com/>

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

Cheque payable to Brasenose College or
Credit Card or **Debit Card** (we cannot accept American Express or Diners Card)

Please arrange to come to the Finance Bursary to make payment in person or by phone by emailing bursary@bnc.ox.ac.uk.

F.4.2 Your Bank Details

If we need to make a payment to you please **do not email us your bank details**. Your bank details are personal and sensitive information about you which you need to take particular care of.

If you need to provide us with your bank details please submit them via the online form at <https://submit.bnc.ox.ac.uk/>. This information will be stored securely.

F.4.3 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 £100 may be imposed for late payment, at the discretion of the College Finance Director. 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 Finance Director.

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 Financial Assistance

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

F.5.1 Student Support Funds – Financial Assistance Grants

The College has limited funds available to help those in residence who are suffering from financial difficulties arising from unexpected financial circumstances. Applications for these grants should be made to the College Finance Director by emailing financial.support@bnc.ox.ac.uk in the first instance.

F.5.2 University Financial Assistance Fund (formerly the Oxford Hardship Fund)

The Oxford Hardship Fund is administered by the University, and aims to assist students who are experiencing financial difficulties during their course and who are unable to meet these costs through other sources. The level of support available and students' eligibility for assistance varies, but more information is available from <https://www.ox.ac.uk/students/fees-funding/assistance>. Application forms and guidance notes are available from the Finance Director or on the submission portal under 'Student financial assistance applications' (<https://submit.bnc.ox.ac.uk/>).

Further information about financial support for Graduate students is available in the following sections of this handbook: B.4.8; B.4.9; B.4.10 and B.4.11.

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: <https://examregs.admin.ox.ac.uk/>.

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. Students may also be encouraged and in exceptional cases required to suspend study in accordance with the College’s Fitness to Study Policy, the details of which may be consulted at the following link:

https://www.bnc.ox.ac.uk/downloads/official_information/BNC_UG_Fitness_to_Study_Policy.pdf

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. Academic Oversight Committee is the sole authority in College capable of granting permission to suspend study

voluntarily. Applications must be submitted via the Senior Tutor (senior.tutor@bnc.ox.ac.uk), supported by a statement from the student's Tutors, and accompanied by a medical certificate, if appropriate.

In reaching its decision whether to permit voluntary suspension of study, Academic Oversight Committee 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).

To assist in reaching a decision, the Academic Oversight Committee may appoint a sub-group to consider the details of an application and bring a recommendation to the next meeting. On the recommendation of the College Welfare Committee, Academic Oversight Committee may also 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. The medical conditions may vary depending on whether Fitness to Study standard or special procedures are applicable. 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, Academic Oversight Committee 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 Academic Oversight Committee 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 their wish to break a programme of continuous study when applying for entry.

Any conditions attached by Academic Oversight Committee 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).

Students may elect to go out of residence pending confirmation by the Academic Oversight Committee should the Senior Tutor advise that the application is supported by the relevant Subject Tutors and Welfare Officers. Any student electing to remain in residence pending the Academic Oversight Committee's decision must be able to follow a complete programme of studies. After the Academic Oversight Committee has reached its decision, a suspending student is usually expected to go out of residence within seven days by arrangement with the Accommodation Office.

In exceptional cases, students may be granted permission to remain in residence until the end of Full Term. Details of the request must be submitted with the application to suspend study and a decision over residence will be made by the Academic Oversight Committee.

If a student is unable to return into residence at the end of the period of suspension, separate application must be made to Academic Oversight Committee 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 (for Undergraduates) and C.3 above and also in the College's Fitness to Study Policy:

https://www.bnc.ox.ac.uk/downloads/official_information/BNC_UG_Fitness_to_Study_Policy.pdf

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 without authorisation;
- iv) attend any function in College without authorisation;
- v) occupy College accommodation;
- vi) hold common room, sports or other offices.

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 appropriately, depending on whether Fitness to study standard or special procedures are being followed. 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 they are 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 (for Undergraduates) 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 Academic Oversight Committee 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

In view of the potential impact on study, students wishing to run for election for either Oxford Student Union or Oxford Union posts carrying sabbaticals must apply for permission

from the Dean and Senior Tutor. Permission will normally be granted to Finalists seeking election to Student Union sabbatical posts if the individual is in good academic standing. If a student is under formal warning (see section B.6.), the views of the Tutors will be sought to ensure that the commitment to campaigning is not detrimental to academic progress. Finalists will take up the relevant sabbatical posts after completion of their degree studies. The College will usually offer HCR associate membership to such post-holders should the individuals wish to retain a College association during their period of sabbatical. Students in other year groups wishing to stand for Student Union election and candidates for Oxford Union posts may also apply for permission to suspend study but should be in good academic standing and must have passed the First Public Examination. The views of the Tutors will be sought in all cases to ensure that interruption to study is not detrimental to academic progress.

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

The College's *Code of Practice on Freedom of Speech* can be found at <https://www.bnc.ox.ac.uk/about-brasenose/official-information>, in the section headed 'Legal Obligations'.

G.3 Equality of Opportunity in College

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 all 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. The College encourages those with any concerns to raise them either officially or unofficially with College Officers or the HR Manager so appropriate support and guidance can be provided, and where necessary, action taken.

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/) 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

Information on the College's approach to the Public Sector Equality Duty can be found at <https://www.bnc.ox.ac.uk/about-brasenose/official-information>, in the section headed 'Legal Obligations'.

G.5 Brasenose College Policy and Procedure on Harassment

The College's *Policy and Procedure on Harassment* can be found at <https://www.bnc.ox.ac.uk/about-brasenose/official-information>, in the section headed 'Legal Obligations'. At the same link you can also find a flowchart illustrating how the process works.

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, College Nurse, Sub Dean, Senior Tutor, or one of the Junior Deans.

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 Dean, Chaplain, College Nurse, Sub Dean, or one of the Junior Deans. The University Counselling Service provides a source of confidential advice outside the College context. Oxford Student Union 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

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.

For students, not coming forward and being found to be taking or possessing Class A drugs will result in disciplinary proceedings before the Dean (Blue Book C.3-4).

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, Chaplain, College Nurse, Sub Dean, or one of the Junior Deans.

2. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. The matter will be dealt with in accordance with the relevant University Statute (<https://governance.admin.ox.ac.uk/legislation/statute-xi-university-discipline-0>).

3. Supplying and dealing in drugs will be treated severely. Any student found to be dealing in drugs may be expelled from the University. 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 Student Disciplinary Panel. The Student Disciplinary Panel 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.

5. 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.

6. 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.

7. Students who are concerned by the abuse or possession of drugs by others may discuss their misgivings with the Dean, Chaplain, College Nurse, Sub Dean, 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: <https://www.gov.uk/health-and-social-care/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
- Oxfordshire Turning Point tel. 01865 261690
www.turning-point.co.uk/services/oxfordshire

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 2018 requires that any such information is processed fairly and lawfully, is held securely, and is kept up-to-date.

In order to satisfy the College's obligations to inform you how your data is processed as well as your rights, the College has published specific privacy notices. These and other relevant UK GDPR related documents can be found here: www.bnc.ox.ac.uk/privacypolicies

The College's Data Protection Officer is contactable on data.protection@bnc.ox.ac.uk if you have any concerns.

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

The University's *Regulations Relating to the use of Information Technology Facilities* are available online:

<https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>

G.10 Rules of the Conference of Colleges Appeal Tribunal (CCAT)

The Conference of Colleges Appeal Tribunal's role is to consider appeals on disciplinary decisions made by colleges which impose a substantial penalty.

Students can consider appealing to CCAT once the College disciplinary process (including any appeals) has ended and they have received a completion of procedures letter (COP). Such appeals usually need to be made within five working days of the College decision.

More information about CCAT is available from:

<https://www.confcoll.ox.ac.uk/html/main/ccat.html>

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. In the event the Student Handbook is inconsistent with the terms of this licence to occupy, the Tenancy Agreement shall prevail. 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	Included in the rent
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 (with the exception of Hollybush Row Rooms and Flats) and the Common Parts during the License Period (h) broadband

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Licence Period **Main College site**
Michaelmas Term: starting at 12.00 pm on Sunday of 0th week and

ending at 10.00am on Saturday of 8th week

Hilary Term: starting at 12.00 pm on Sunday of 0th week and ending at 10.00am on Saturday of 8th week

Trinity Term: starting at 12.00 pm on Sunday of 0th week and ending at 10.00am on Saturday of 8th week

Frewin site

40 week licences starting at 12.00pm on Sunday 21st September 2025 and ending at 10.00am on Sunday 28th June 2026.

Term time only Licences

Michaelmas Term: starting at 12.00 pm on Sunday of 0th week and ending at 10.00am on Saturday of 8th week

Hilary Term: starting at 12.00 pm on Sunday of 0th week and ending at 10.00am on Saturday of 8th week

Trinity Term: starting at 12.00 pm on Sunday of 0th week and ending at 10.00am on Saturday of 8th week

St Cross and Hollybush Row sites

40 week licences starting at 12.00pm on Sunday 21st September 2025 and ending at 10.00am on Sunday 28th June 2026

44 week licences starting at 12.00pm on Saturday 27th September 2025 and ending at 10.00am on Saturday 25th July 2026

50 week licences starting at 12.00pm on Saturday 27th September 2025 and ending at 10.00am on Sunday 6th September 2025

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) 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. **Residents of Hollybush Row are responsible for the cleaning of their own rooms/flats, ensuite bathrooms and shared kitchens.**
- 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 or appliances (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.
- 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 in accordance with clause 5 below where the Accommodation is designated for sharing, and is shared, with another student)
- 3.9 Notices under this licence to occupy must be in writing (which includes email) and the College's address for service is given on the first page of this licence to occupy
- 3.10 This licence to occupy is not intended to confer any benefit to anyone who is not party to it
- 3.11 This licence to occupy and the policies referred to in it (together with the College's Student Handbook) contains all the terms agreed to by the College and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the College's Bursar. The College will confirm any agreed variation to the Student in writing at the time the variation is made

4.0 Termination of this Licence to occupy

- 4.1 Unless the Student has made arrangements with the College for late arrival this licence to occupy will automatically terminate if the Student has not taken up residence by Thursday of 0th Week in Michaelmas Term but the Student will be liable for the Rent until the room is re-let or until the end of the Licence period.

- 4.2 The College may terminate this licence to occupy at any time by serving notice on the Student if:
- (a) Any payment is overdue by 21 days or more or
 - (b) The Student is in serious or persistent breach of any of the Student's obligations or
 - (c) The Student does not have status as a member of the College or of the University of Oxford
 - (d) In the reasonable opinion of the College the health or behaviour of the Student constitutes a serious risk to him/herself or others or the College's or other people's property
- 4.3 The Student may only terminate this licence to occupy in accordance with this clause, and will remain liable for the Rent and associated charges until:
- (a) the Student has given notice to the College's Domestic Bursar that s/he wishes to leave; **and**
 - (b) the Student makes payment for, or puts right, to the College's reasonable satisfaction any breach of the Student's obligations in this licence to occupy; **and**
 - (c) a replacement student of Oxford University or College member who is reasonably satisfactory to the College as a tenant and who is not already a tenant of the College enters into a licence to occupy with the College (the College will assist the Student in finding a replacement, but does not guarantee it will be able to find one); **and**
 - (d) the Student pays a fee (of £50 where the College finds a replacement student or of £25 where the Student finds a replacement student) towards the College's costs of administration and cleaning the Accommodation

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

- 4.4 If this licence to occupy is terminated early by either the College or the Student the College will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the College
- 4.5 (a) The College reserves the right to relocate the Student to comparable alternative accommodation during the Licence Period where it is reasonable

to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence to occupy the Student will have the right to terminate this licence to occupy (without having to comply with the conditions in clause 4.3) as an alternative to relocating

(b) Where the College relocates the Student because the Student is in breach of one or more of their obligations in this licence to occupy [or where the relocation is made at the Student's request] the Student shall pay the College an administration fee of £35

4.6 The College's acceptance of the keys at any time shall not in itself be effective to terminate this licence to occupy while any part of the Period of Residence remains unexpired

5.0 Shared House/Flat Contracts

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

Each occupier will have a separate agreement with the College on substantially the same terms. 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 and for the period commencing on a replacement sharing student begins occupation

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

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

G.12 Complaints Policy

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

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

If it is not clear to which category the matter complained of should be assigned, the Principal will determine which College Officer should consider the complaint.

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 their complaint in writing for investigation. If the matter cannot be resolved to the satisfaction of the complainant, they may refer the matter to the Principal who will reach a final College decision and advise the complainant on their 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. They 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. They 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. They will then make their recommendations.
3. The Tutor(s) will be invited to make any comments they may wish to add.
4. The student or their 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 their representative, will be invited to make any final response.
7. The student, their 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 into 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.

The PREVENT policy is available on the College's website <https://www.bnc.ox.ac.uk/about-brasenose/official-information>, in the section headed 'Legal Obligations'

G.15 Pet, Service, and Assistance Animal Policy

G.15.1 Definitions

Pets: A pet is any animal kept for ordinary recreation and companionship. Support animals (either service or assistance animals), are not considered pets. Pets are generally prohibited on Brasenose College premises.

Service Animal: A service animal is most commonly a dog (but may be a different animal species) that is individually trained to do work or perform tasks by a recognised agency for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability.

Assistance Animal: An assistance or support animal is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects that may be related to disability or that meets another recognised special need. Support animals are not trained to perform work or tasks, and can include species other than dogs (such as but not limited to cats). Ordinarily, a student will not be permitted more than a single assistance animal at any one time.

G.15.2 Permissions and Conditions Relating to Support Animals (either Service or Assistance)

A service or assistance animal may reside in a student's room and may accompany the student keeper in all public or common use areas in the path of travel to their room. Unlike a service animal, an assistance animal is not allowed in public or common-use areas of College (e.g. dining areas, kitchens, laundry rooms, study rooms, JCR).

Before a support animal can move into residence, a request must be submitted to the Accommodation Office and approval granted by the Domestic Bursar. The requestor may be required to provide certification from a competent professional or mental health provider, including without limitation a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for Brasenose to determine that the support animal may be necessary to afford the student keeper an equal opportunity to use and enjoy accommodation and to more fully engage as a Brasenose student with academic and non-academic life.

A support animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident). When outside a student's room, the service animal must be kept under control by a harness, lead, or other tether unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. If the assistance animal is a cat, the student keeper must take reasonable care to ensure that the animal does not injure people (including persons with allergies), injure or destroy other creatures (for example, by equipping the cat with a bell collar and safety release clasp), or damage property.

Brasenose staff and emergency personnel (for example, scouts, police or fire personnel) must be able to enter a student's room with or without advance notice without concern about

encounters with the support animal. If a support animal is likely to react negatively to someone entering the space, it must be kept in an appropriate receptacle and/or notice placed on the door to specifically identify an animal's presence in the room.

The student keeper of a support animal must agree to the following:

- to keep the animal under control as described above and taking effective action when it is out of control;
- to not actively encourage and as far as is reasonable discourage the animal to enter indoors on the College site with the exception of the student's own room;
- to feed (with an appropriate diet) and water the animal, and dispose of its waste;
- to protect the animal from pain, suffering, injury and disease by maintaining vaccinations, de-worming, and registering the animal with an Oxford veterinary practice;
- to enable the animal to exhibit normal behaviour patterns;
- to arrange for the care of the animal on a temporary basis due to the keeper's unavailability.

Brasenose College may impose some restrictions on, or even exclude, a support animal in certain instances, if these conditions are breached. The Domestic Bursar will make an individualised assessment in such cases, based on reasonable judgment and the best available objective evidence.

The student keeper may be charged for damage caused by an assistance animal to the same extent that Brasenose would normally charge a person for the damage they cause to property.

Brasenose College may, at its discretion, post or circulate notices that a service or assistance animal is living in a student accommodation or on a particular staircase in order to alert students, staff or visitors who might be negatively affected by contact, and staff or emergency personnel who might likewise encounter the animal. Brasenose may also circulate instructions to other students not to feed or engage in other behaviours believed to be detrimental to the animal's wellbeing or likely to result in a breach of the conditions of its continued residence in College.