

**BRASENOSE COLLEGE  
OXFORD**

**UNDERGRADUATE  
STUDENT HANDBOOK  
“BLUE BOOK”**

**ACADEMIC YEAR  
2025-2026**

## Useful College Contact Details

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

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

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

Lodge (General Enquiries): 01865 277830

College Office (Academic Enquiries): 01865 277823

## Important Information

**College website:** [www.bnc.ox.ac.uk](http://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](http://www.ox.ac.uk/students/selfservice?wssl=1)

Student Self Service is your way of accessing the University's student record system, using your Single Sign-On details. You can use it to register at the start of each year, to 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.

**Teaching Management System (TMS)** – <https://tms.ox.ac.uk/>

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

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

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

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

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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, MRCPCH, FRCPC *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 Lakhali-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 LLB 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 Tertychnaya, 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

Altshuler, Daniel, BA UCLA, PhD Rutgers	<i>Linguistics</i>
Ann, Angus, BA BCL Oxf	<i>Law</i>
Armour, Wes, MPhys PhD Swansea	<i>Engineering</i>
Beyt-Movsess, Ani, BA Islamic Azad, MA Tehran	<i>Middle Eastern Langs</i>
Bocksberger, Sophie, L ès L Lausanne, DPhil Oxf	<i>Classics</i>
Bowman, Max, MEng Oxf	<i>Engineering</i>
Burkert-Burrows, Stefanie, Staatsexamen Eichstätt-Ingolstadt, <i>German</i> 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>
Chico Vazquez, Javier, MSci Imp	<i>Mathematics</i>
Christoforou, Panayiotis, MA St And, MPhil DPhil Oxf	<i>Ancient History</i>
Colyer, Greg, MA Camb, DPhil Oxf	<i>Physics</i>
Di Mino, Camilla, MSc Roma Tre, PhD UCL	<i>Chemistry</i>
Dorigatti, Marco, Dott. Lett. Firenze, DPhil Oxf	<i>Italian</i>
Drennan, Phil, MBChB Otago, MSc LSHTM	<i>Medicine</i>
Dugi, Cassandra, BA UCL, MSt Oxf	<i>Philosophy</i>
Dumbalska, Tsvetomira, BA Brown, DPhil Oxf	<i>Psychology</i>
Durcan, Julie, BSc Sheffield, MSc Royal Holloway, PhD Aberystwyth	<i>Geography</i>

Edwards, James, MA Camb, BCL DPhil Oxf	<i>Law</i>
Ferbrache, Fiona, BA PhD Plym, MRes Exe	<i>Geography</i>
Gittos, Helen, BA Newc, MSt DPhil Oxf	<i>History</i>
Grabowska-Zhang, Ada Monika, BA DPhil Oxf	<i>Biology</i>
Gussoni, Alice, Laurea Verona, DPhil Oxf	<i>Italian</i>
Harker, Anthony Henry, MA Camb, DPhil Oxf	<i>Solid State Physics</i>
Harrison, Pegram, BA Yale, MBA London Business School, PhD Camb	<i>Management</i>
Howell, Edward, BA MPhil DPhil Oxf	<i>Politics</i>
Jackson, Justin, MA MPhil Oxf, MA Birkbeck, MSt Dip Camb	<i>Politics</i>
Jewell, Thomas Jun MPhys Manchester	<i>Mathematics</i>
Jones, Polly, BA MPhil DPhil Oxf	<i>Russian</i>
Juhász, Péter, MSci Camb	<i>Physics</i>
Kuznetsov, Vladimir, MSc PhD Moscow	<i>Inorganic Chemistry</i>
Lau, Clinton, MBiochem DPhil Oxf	<i>Biochemistry</i>
Lau, Henry, MA DPhil Oxf	<i>Engineering</i>
Leal, Dave, BA PhD Leeds	<i>Philosophy</i>
Manganis, Charis, BM BCh Oxf, MRCP	<i>Medicine</i>
Marton, Agota, BA MA Babes-Bolyai University, DPhil Oxf	<i>English</i>
Middleton, Anthony N, MA Oxf	<i>Physics (Mathematics)</i>
Morton, John, MA Camb, DPhil Oxf	<i>Engineering</i>
Oswald, Lucy MSci Camb	<i>Physics</i>
Ozarowska, Lidia, BA Warsaw, MSt Oxf	<i>Ancient History</i>
Pakpoor, Julia, BM BCh MSc Oxf	<i>Medicine</i>
Palano, Silvia, MA Oxf	<i>Economics</i>
Parker, Eleanor, BA MPhil DPhil Oxf	<i>Medieval English</i>
Petit, Arnaud, BA MA Ottawa, DPhil Oxf	<i>Philosophy</i>
Pinon, Carmen, BSc PhD Rio de Janeiro	<i>Psychology</i>
Popea, Marina, BA MA Lausanne, MA Universidad de Chile, DPhil Oxf	<i>Spanish</i>
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Information on JCR and HCR welfare provision can be found on their sites on the College intranet:

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

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## PART A – INTRODUCTION

### Principal's Preface

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

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

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

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

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

**John Bowers KC, Principal**

## A.1 Arriving at Brasenose

Welcome to Brasenose! Post-arrival, you can expect to have a busy schedule of important introductory meetings ('Induction') in the College and in your Faculty or Department during your first week ("Week 0" aka "Freshers' Week"). There will also be a number of social events to welcome you, providing opportunities to meet fellow students. These are organised by the Junior Common Room (JCR) for Undergraduates, and by the Hulme Common Room (HCR) (the equivalent of the Middle Common Room or MCR in other colleges) for Graduates. Undergraduates are each assigned student mentors, known as 'parents', who should greet you on arrival and can provide guidance about the College's organisation and conventions. New students are often referred to as 'Freshers'. Your formal welcome as new members of the College takes place at the Freshers' Dinners. These are special meals in Hall with the Principal and Fellows held in the week before term starts, usually on the Tuesday for Undergraduates and on the 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 Dean of Degrees. The College's 'Entry Book', which you will probably have signed when you first arrived, contains the names and addresses of all new students. The first volume was started in 1509 and the tradition of recording fresh names has continued to the present day.

## A.2 Who's Who

The *Principal* is the head of the College and chairs its Executive Council and Governing Body. The *Executive Council* consists of the Principal and Official Fellows and has authority to deal with most matters concerning Junior Members (this term denotes both Graduate and Undergraduate members of College). The *Governing Body*, which has ultimate authority within the College, consists of the Principal and Fellows elected to membership of Governing Body. The JCR and HCR Presidents attend Governing Body in their capacity as elected student representatives.

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

There are two individuals with bursarial roles. The person referred to simply as the *Bursar* is the chief Financial and Administrative Officer of the College, while the *Domestic Bursar* is responsible for the 'hotel keeping' side of College life, as well as being the College's Health and Safety Officer and Fire Officer

The *Dean* 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 The Student Handbook

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

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

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

The Blue Book should be read in conjunction with the *University Student Handbook* (available at [www.ox.ac.uk/students/academic/student-handbook](http://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.

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

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

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

### B.2 General Information

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

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

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

Michaelmas Term 2025

12 October to 6 December

Hilary Term 2026  
Trinity Term 2026

18 January to 14 March  
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).

**Undergraduates must arrive by noon of the Wednesday before Full Term (Wednesday of Noughth Week).** The Thursday and Friday are reserved for meetings with Tutors and – after your first term in your first year - Collections (i.e. College exams, see B.4.4 below for more details). In Michaelmas Term, Freshers are normally expected to arrive on Monday of Noughth Week for ‘Freshers’ Week’, a programme of events designed to introduce you to College and University life.

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

**Overnight absence from Oxford during Full Term is normally permitted under the following circumstances.** Oxford Terms are intensive and repeated absences can cause students to fall behind in academic study and so are not recommended. In addition, most undergraduates live in College accommodation and, in the unlikely event of an emergency, it is important for safety reasons to identify those students who are present on main site or one of the annexes. The University also requires students to keep residence for a set number of weeks each term in order to be awarded a degree (University Student Handbook, section 5.1). Nevertheless, the College recognises that some family homes are located further from Oxford than others and that for a variety of reasons undergraduates may wish to be absent for short periods. Provided that your academic obligations are not affected (section B.4), students may be absent during weekends and for up to **two** successive weekday nights and/or up to **five** weekday nights in total during any Term. To ensure compliance with University regulations, permission from the Senior Tutor must also be obtained for participation in any sports tours, competitions or training activities that involve overseas travel during Full Term or the Thursday and Friday immediately preceding Full term. If resident in College accommodation, students should notify either the Porters or the Accommodation Manager before departing (notification may be sent by email). Permission is needed for longer absences. To obtain permission, it is necessary to apply to the Senior Tutor and the approval of the Subject Tutors is again normally required. Absence from College will not be accepted as an excuse for failure to meet your academic requirements. See also B.4.4 for permission to reschedule College Collections.

You should not arrange any internships or other forms of work experience that encroach on any dates in Full Term without obtaining prior approval from your Subject Tutors and the Senior Tutor. This does not preclude part-time employment (see section B.4.7). Requests to be absent for more than two nights in order to participate in conferences, competitions or

similar activities that are relevant to your course but which do not form part of the degree programme require approval from the College's Academic Oversight Committee. Requests can be sent to the senior Tutor and require approval from your Subject Tutors.

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

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

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

Important information relating to Tutorials, examinations, and other matters is normally circulated by email. Some communications are also delivered to your pigeon-hole in the Lodge. You should, therefore, check email and post regularly. Note that failure to check email and mail will not be accepted as an excuse for not complying with requirements and that **communications sent to an email address "@bnc" will be deemed to have been received after one working day.** Consequently, the normal expectation is that students should read and respond to emails within one working day of receiving them. Due allowances, however, will be made for students requiring greater flexibility for valid medical or disability reasons.

### *B.2.3 Academic Dress*

Full academic dress is worn to the Matriculation ceremony, when taking University examinations (including authorised College sittings of University examinations but **not** College collections), 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

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

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

Further information about academic dress can be found at [www.ox.ac.uk/students/academic/dress](http://www.ox.ac.uk/students/academic/dress).

The Senior Tutor or Dean will advise you in advance whether a gown is required at meetings to discuss academic or decanal matters. If you are not instructed to wear one, the default position is that no gown is required. Gowns are optional at Principal's Collections and you should consult with your subject Tutor if you have any queries about appropriate dress code at these events.

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

#### *B.2.4 Conferral of Degrees*

Undergraduate students will receive an 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. 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](mailto:college.office@bnc.ox.ac.uk)).

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

## B.3 College Facilities

### *B.3.1 The Library*

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

#### 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](mailto:it.support@bnc.ox.ac.uk)).

#### Print Charges:

The first 600 pages of paper (i.e. 600 simplex or 1200 duplex) per academic year (1<sup>st</sup> 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 [BNC Intranet: Printing at Brasenose](#)

#### 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 [BNC Intranet: Getting Connected](#)

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

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](mailto: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](mailto: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](mailto: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 Your Academic Obligations

This section provides information about key elements of an Undergraduate education at Brasenose and also sets out your obligations as an Undergraduate member of College. It should be read in conjunction with B.5, which sets out further details of the support provided, and B.6, which explains the consequences of failing to meet your academic obligations.

### *B.4.1 College Teaching*

All Undergraduates are assigned one or more Tutors (depending on the subject) from among the Fellows or Lecturers of the College. In general, your College Tutor will teach you some subjects personally, and will be responsible for arranging suitable tuition for the remainder.

The main method of instruction within the College is by Tutorials and classes. Tutorials provide a framework for you to discuss your knowledge and understanding of a topic, as presented in an essay or other written work. Sometimes Tutorials are arranged for single students (i.e. just yourself and your Tutor), but more often they are organised in pairs or groups of three or four. You will be using the Tutorial system to best advantage if you take an active role, testing your own thoughts against those of your Tutor and other students. Tutorials provide an exceptional level of individual attention to students, and you are encouraged to engage fully in order to reap all the benefits associated with this form of learning experience. As with all methods of teaching, successful outcomes depend on students being fully prepared by undertaking the necessary reading, handing in essays and other written work by the set deadline, and turning up for Tutorials punctually.

**Attendance at all scheduled Tutorials and classes is compulsory.** Recreational and social activities will not be regarded as good reasons for missing a Tutorial. If you are unable to attend a Tutorial due to illness or other good cause, such as a UK medical appointment, you must inform your Tutor in advance wherever possible. If you are unable to get in touch with your Tutor, you can inform the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)).

**You must also complete any assigned work for the Tutorial (essays, problem sheets, or other work) in a conscientious and organised manner. You must comply with your Tutor's instructions regarding the date and manner of submission of these assignments.** Your Tutors will also issue guidance over when you can expect to receive feedback on written work and what form this will take during normal circumstances. If you submit an incomplete assignment or hand in work late, normal circumstances no longer apply and the Tutor will exercise discretion over accepting and returning a written exercise or offering a Tutorial. If you have concerns over the return of essays or collection scripts, you should take the matter up with either a Subject Tutor or the Senior Tutor who can approach the Tutor concerned.

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

#### *B.4.2 University Teaching*

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

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

Students wishing to take additional courses (supplementary subjects) to or attend or audit optional classes provided by the University should first discuss their plans with a Subject Tutor. This is to ensure that workload remains manageable and also to ensure that the College is able to accept invoices for additional teaching. Supplementary subjects and similar do not absolve students from meeting compulsory course requirements.

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

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

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

If owing to unexpected personal circumstances you are not able to study at home during the vacation, you should approach your Tutors or a member of the welfare network. The College may be able to offer discretionary assistance in such cases, subject to room availability. In addition, the College runs vacation residence schemes that students wishing to remain at Oxford may apply to.

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

Students are normally expected to sit one or more College examinations, known as 'Collections', at the beginning of each term (the main exception occurs where a University examination has been taken at the end of the previous term). Collections usually take place on the Thursday and Friday of Noughth Week. **Attendance at Collections is compulsory.** If you are ill, or unable to attend for some other good reason, such as a medical appointment, you must obtain permission to postpone Collections from the Senior Tutor. This is usually done through your Tutors or the College Office. If you are ill, you will normally be expected to produce a medical certificate from the College Nurse, replicating the process followed in University Examinations. Owing to scheduling difficulties arising from late requests to delay or defer collections, all requests for adjustments to the collection timetable must be made by **4pm on Monday** of the week in which the collection is due to be sat unless you have a certifiable illness or a genuine emergency arises.

You should not arrange internships or other work experience that clash with College examinations without obtaining prior approval from your subject Tutors and the Senior Tutor.

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

College Collections are intended to help prepare students for public examinations and may be sat in person or online, depending on the collections paper. In-person collections will be

invigilated and sat under examination conditions (except that sub fusc is not worn). Any student with special examination arrangements can also trial them. Although the results do not count towards the assessment of your degree, these tests should be taken seriously. Invigilators are not empowered to grant on the spot dispensations and all queries relating to Collections must be addressed to the Academic Administrator who oversees College Collections. Excellent performance may be rewarded with Collection Prizes (see B.5.7), and consistently high standards of achievement can lead to election to an Open Exhibition or Scholarship (see B.5.8).

Conversely, if your performance gives cause for serious concern, disciplinary action may be taken to address core problems (see B.6.1). This usually takes the form of the issue of a Tutors' Warning or an Academic Warning (see B.6.1). In exceptional circumstances, under-performance in Collections may result in your being subject to Academic Progress Review (APR) without the College needing to first record your unsatisfactory performance as described in B.6.1 below. For guidance, one or more of the following constitute a necessary condition for escalation to APR. The Senior Tutor would also take into account any relevant specific circumstances in relation to performance prior to escalation taking place.

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

Students may need to re-sit College collections for one of the following reasons:

- 1) Illness or other good cause preventing the collection from being sat as scheduled.
- 2) Unsatisfactory performance (usually a fail mark).

Should you need to re-sit a Collection due to ill health or for academic reasons, your Tutor will decide whether or not the Collection should be taken under examination conditions. In the latter case, the College Office will schedule the Collection at a set time and attendance is compulsory unless a student is absent due to certified illness or other good cause. In all cases where unsatisfactory performance may result in a disciplinary sanction, the Collection must be sat under examination conditions at specified times.

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

Note that an annual report on your academic progress is made by your Tutor in your presence to the Principal and Senior Tutor at Principal's Collection (see B.5.1 below). Principal's Collection is not an examination and should not be confused with College Collections.

#### B.4.5 University Examinations

The setting and marking of all Public Examinations is the responsibility of the University (not the College) and its constituent Examination Boards. All Undergraduates take two University examinations, which may be online, in person, or a mixture of the two. The **First Public Examination** is usually taken during the first year, at the end of either two or three terms (five terms in the case of Classics). It is known as the Preliminary Examination (Prelims), Moderations (Mods) or Honour Moderations, depending on your course. The **Second Public Examination** is the final examination on which the degree is awarded generally known as Final Honours Schools. In some subjects there are two or more parts to these examinations, with some examinations taking place before the final year. It is your own responsibility to ensure that you enter for examinations at the right time, though you will receive adequate notice and guidance. In case of difficulties, you should seek help from your Tutors or from the College Office where the Academic Administrator can advise on all Registry functions, including examination entry. You are strongly advised to check your examination timetable carefully. In 2015 and again in 2016, a student sitting Finals entered for a paper with a similar title to the correct paper. Fortunately, the false exam preceded the correct exam and the error was detected in time for the correct entry to be made. The University, however, levy a charge of £60 for late changes to the schedule which students are liable for. Be warned!

The College is receiving a growing number of applications to sit in-person University exams in Brasenose, known generally as 'College sittings'. There is a finite amount of room space and only trained individuals can invigilate such examinations, placing a further constraint on capacity. Maintaining quiet over an extended period of time is also more difficult on Main Site than in the nearby Examination Schools or other University venues. This is because the College is not an examination test centre with full-time examination officers and must take account of deliveries and other activities which have the potential to cause disruption. Students requesting College sittings must, therefore, have a medical or special need that cannot be met in Examination Schools, or else present with a genuine emergency requiring special arrangements for a single examination. The University has introduced a minimum notice period for examination adjustments (in 2022 this was five working days prior to the first exam taken). The College cannot meet requests made outside of the notice period specified by University Examinations.

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

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

[www.ox.ac.uk/students/academic/exams/wellbeing?wssl=1](http://www.ox.ac.uk/students/academic/exams/wellbeing?wssl=1)

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

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

If your subject includes a second progression bar in Part B Public Examinations or equivalent (usually sat in the third year), continued College residence will be linked to your performance in these examinations and any re-sits in the same way as the First Public Examination. In the majority of cases, however, there is no progression bar beyond the First Public Examination. Nevertheless, the College's expectation is that students in residence should be on a trajectory to achieve at least a classified degree. Should you fail any papers and thereby achieve a partial pass, Tutors will consider whether formal monitoring is appropriate (B.6.1), taking into account Tutorial reports as well as the examination result. If appropriate, should your integrated Master's degree programme include an exit option to leave with a BA or to exit with an unclassified degree, you may as part of a formal warning be required to achieve a minimum standard of performance by the end of the third year and to maintain this standard as a condition of completing a fourth year of study. A decision over continuation under these circumstances would be taken by the College's Academic Oversight Committee and normal right of appeal would apply to this decision.

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

Unfair means arise where a student (or group of students) seeks to gain an advantage over other students by employing methods that compromise the assessment of candidates on a fair and equal basis. Collusion, impersonation, the use of privileged information, and plagiarism are all examples of unfair means, or cheating. The University and the College will impose penalties on students found to have employed unfair means, since these behaviours undermine the integrity of the degrees awarded by Oxford. The penalties imposed will reflect the fact that these are grave offences perpetrated against the academic community and may include suspension or termination of study. In certain cases (for example, impersonation), the perpetrators of unfair means may also be liable to criminal charges. For example, in 2008, a student and his accomplice received suspended custodial sentences and were each ordered to undertake 300 hours of community service for defrauding the University of York after one took the place of the other in an examination. The University Proctors are responsible for investigating unfair means cases in University examinations (*University Student Handbook*, section 7.8).

Plagiarism, in brief terms, is the passing off of someone else's work as one's own without adequate acknowledgement. Although 'work' usually means a written essay or similar, it may be any type of assignment submitted for assessment. Plagiarism rules apply equally to art work, group or individual presentations, or computer programming code. Although plagiarism is clearly unacceptable, it is not possible to provide a single set of definitions and guidelines that are appropriate for all subject areas. However, many Undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with, and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing. Further information is also available on the University website: [www.ox.ac.uk/students/academic/guidance/skills?wssl=1](http://www.ox.ac.uk/students/academic/guidance/skills?wssl=1). It is important to note that plagiarism committed by accident is still considered a culpable offence: lack of awareness is not a sufficient excuse. Robust systems of citation/referencing can, however, provide safeguards against plagiarism charges. Note also that the consent of the author of original work is also an inadequate defence. It is never permissible to pass off another's work as your own *even if* the author has given permission for you to do so. The purchase of an essay written by another, for instance, would constitute a serious case of plagiarism if submitted as the student's own work.

**It is essential to avoid plagiarism in all academic work.** Severe academic penalties may be imposed if plagiarism is detected in work submitted to the University for examination purposes, (see *University Student Handbook*, section 8.7). The College reserves the right to penalise students employing unfair means in examinations or assessments at Universities other than Oxford (for example, to satisfy year abroad requirements). Appropriate academic penalties may also be imposed if instances of plagiarism or unfair means are detected in regular Tutorial and class work. See section B.6.1. for further details. Unacceptable practices in Tutorial or class work include (but are not confined to) the following:

- downloading and submission as a student's own work of essays obtained from the Internet;
- purchase of essays from other students or commercial providers;
- unacknowledged copying of essays, passages in essays or answers to problems from other students or from books or journals;
- use of model answers that undergraduates do not have authorised access to prior to the submission of work;
- false or misleading claims of incapacity intended to circumvent deadlines for the submission of work or to avoid sitting Collections;
- false or misleading claims of computer, email, phone, and other technical failures or problems intended to circumvent deadlines for the submission of work or to avoid sitting Collections;
- fabrication or falsification of research data, sources or results,
- knowingly or recklessly assisting a student employing unfair means.
- analogous forms of dishonesty &/or impropriety in the conduct of academic work.
- undeclared use of AI such as Chat GPT or similar: you should discuss with your Tutors any plans to make use of this technology to ensure that your preparation for University examinations is not compromised and that you do not risk an unfair means charge.

The University has provided guidance on the use of generative AI tools (eg ChatGPT, Claude, Bing Chat and Google Bard) in developing skills to support your studies. **However, AI cannot be used to submit assessments for examinations or Tutorial work unless the examination regulations or your Tutor have indicated that it is permitted.** You are very strongly advised to read this guidance and to comply with any regulations specific to your subject issued by Tutors, Supervisors, Department, or Faculty. The guidance is available at the following link and may be updated during your degree studies: <https://www.ox.ac.uk/students/life/it/genai-tools/guidance-on-safe-and-responsible-use-of-genai>

You should take care when discussing your work with students in higher year groups and be mindful that the essay submissions of past cohorts are retained by Turnitin and other anti-plagiarism software. Any work that you yourself submit will also be stored in the database and you could be penalised for submitting the same work more than once (this is termed self-plagiarism or auto-plagiarism).

You should also take care if engaging the services of proof-readers (these are sometimes used by students with a first language other than English). You are strongly advised to check what the examination regulations for your subject permit and the Senior Tutor and Academic Administrator can also respond to queries.

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

Do not be tempted to use unfair means as a solution to meeting essay deadlines or coping with extenuating circumstances – it is far better to communicate your difficulties to someone in a position to offer help. Note in particular that you may be required cooperate with the IT Department should you cite computer malfunctioning as a reason for non-submission of work. You should be aware that such claims can be checked for technical verification.

#### *B.4.7 Appropriate Behaviour*

Students are expected to be considerate and respectful towards fellow students as well as academic and support staff. In line with College and University policies, you should not behave in ways that might offend or upset other people when attending Tutorials and classes or preparing for the same. This includes any form of sexism or harassment. If your course requires specific ethical standards and norms of conduct, you must observe these. You have a reasonable expectation of privacy, as this is conducive to small group learning, and should respect this right for others. Reports of unacceptable behaviour will be referred to the Dean if they breach the harassment policy.

#### *B.4.8 Membership of Clubs and Societies and paid working during Term Time*

Students contemplating taking on a significant amount of extra-curricular commitment should discuss this with their Tutors and be in good academic standing. Examples include a major JCR committee position or a very time-consuming sporting or cultural activity. Students who are on a Tutor's Warning or an Academic Warning (see section 6) or whose progress is

unsatisfactory may not be allowed to take on such commitments, or limits may be placed on the extent of their commitment. Students who fail to prioritise academic obligations ahead of extra-curricular activity may also have limits placed on participation. For example, failure to attend a meeting with Tutors by privileging a sporting commitment without permission may result in a fixed-term sports ban or a suspended match ban. Appropriate restrictions may also be placed on the length of summer internships and similar work experience out of Term. Students wishing to run for major offices in either Oxford Student Union, the NUS, or the Oxford Union should consult the College Residency Policy, section G.1.9.

If take on a significant commitment, such as membership of the JCR, Arts Week, or Ball Committees, you are strongly encouraged to discuss how to avoid or minimise impact on work with Tutors. For guidance, all of the following are regarded as major positions:

JCR President  
JCR Vice-President (Academic & Careers)  
JCR Vice-President (Domestic Affairs)  
JCR Access & Admissions Rep  
JCR Welfare Reps  
JCR Treasurer  
Ball President

Although your academic studies must always be given priority (Tutorials and other work deadlines take precedence), taking advice over planning can help to avoid potential problems.

There is no absolute restriction on paid employment in Oxford during Term time provided students are in good academic standing. Students should, however, take into account the guidance issued by the University which advises on the need to balance carefully the opportunities of possible part time work experience with your own wellbeing and the demands of study.

**Undergraduate students:** Term-time employment is strongly discouraged as academic work should take priority over other commitments.

We recognise that undergraduates might face severe financial pressures and a first point of call should be the bursary and support schemes in colleges and the University. However, if you still wish to take a part-time job, please consult your Subject Tutor or the Senior Tutor first.

In addition, if you hold a Student Visa you must abide by the relevant employment restrictions: [www.ox.ac.uk/students/visa/during/work?wssl=1](http://www.ox.ac.uk/students/visa/during/work?wssl=1).

## B.5 Academic Support

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

complaint, and the awards the College makes to mark academic excellence.

### *B.5.1 Academic Feedback*

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

Students can expect to have their essays and problem sheets marked or commented on within a reasonable time frame: usually this will be every week (or at time intervals agreed with the Faculty or Department). It is also College policy that Tutors mark and return Collections promptly (in normal circumstances before the Tutors' Committee is held in Fourth Week), with some commentary on how well you have done and/or what you might do to improve. Your Tutors are also expected to submit reports on your progress via the University's online Teaching Management System (TMS), at the end of each term. You may look at your reports by accessing TMS, and a guide for students is available at **OXINTRANET: Education and Student Support Teaching Management System**.

Each year students should expect to have a Principal's Collection, which usually take place throughout the last Wednesday, Thursday and Friday of each term. Your subject Tutors will report briefly on your progress to the Principal and the Senior Tutor, and you will be given an opportunity to comment. **Attendance at Principal's Collections is compulsory.** If for some good reason you are unable to attend at the time allocated, you must contact the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)) in advance to obtain written permission to be absent. In accordance with the regulations on residence, you should not make arrangements to leave the College until the Saturday morning of Eighth Week.

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

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

The College's policy on feedback is to encourage Tutors to reflect on student comments so as to improve the learning experience. It is helpful for your Tutors to know what you appreciate about their teaching and also whether there is any aspect of Tutorial teaching that is confusing or which you feel might be improved. Feedback is regarded as the opinion of individual students and as such is not necessarily endorsed by the College. Any views expressed should, however, be presented in language that is inoffensive and the content should be factually accurate and not demonstrably malicious in any way.

### *B.5.3 Dealing with Problems*

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

- early interventions are much more likely to prove effective in addressing a study

- problem;
- should the difficulty be organisational in nature, it is more likely that a remedy can be found;
  - prompt action on your part avoids undue anxiety.

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

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

Tutors should explain how different cohorts can access general support and academic guidance. At the start of Term meetings with organising Tutors, it is recommended that students (particularly those studying for Joint Schools) discuss their overall workload in the Term ahead to ensure that the Tutor is able to offer appropriate advice. In some subjects, a specific Fellow or Lecturer has oversight of a particular year group. Arrangements vary according to the number of Tutors, students, and year groups in each subject and also the form in which teaching is delivered and the pattern of sabbatical leave. If you are unsure about arrangements in your particular subject, contact the College Office.

If you believe that health or welfare issues may be affecting your work, you are encouraged to contact and discuss your circumstances with either a Tutor or the College Nurse, the College Doctors, or one of the members of the College's Welfare Team – see introductory pages of this book for more details.

Where the Subject Tutor is not a Fellow of the College, one of the Fellows or Lecturers will exercise general Tutorial oversight. If there are any matters of an academic or personal nature on which you would like advice, you should contact that person.

#### *B.5.4 Disability and Special Needs*

If you have a special learning or access need, the College is committed to helping put in place recommended support, including any reasonable adjustments to study that may be needed. The Senior Tutor acts as the College's academic lead and the Academic Administrator acts as the College's academic coordinator. These officers can liaise on your behalf with your Department, the Exam Schools, and with other branches of the University, including the Disability 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](http://www.ox.ac.uk/students/welfare/disability?wssl=1).

#### *B.5.5 Study Support*

The College currently has in place two forms of study support that complement Tutorial teaching. There is a writing support tutor to whom students may self-refer for help with essay writing and planning. The writing support tutor is funded by the Royal Literary Fund. Sessions are confidential but students must attend at the arranged time. Students may self-refer to the writing support tutor. Sessions will normally be confidential but in cases where a student has been encouraged to access a support tutor, to address a progress concern, an agreed plan of engagement with the tutors should be followed and the student may be asked to give permission for the support tutor to liaise with the Subject Tutors. Graduate mentoring may also be offered to students where the Subject Tutors suggest it is beneficial. Students can decide whether or not to take up the option and if they do the sessions are again confidential. Students wishing to seek support from a graduate mentor should discuss this with their Subject Tutors who will refer the request to the Senior Tutor if they support it.

#### *B.5.6 Changing Courses*

The scope for switching degree programme is limited since all students are admitted to the College in open competition, and have gained one of a limited number of places by demonstrating aptitude to study a particular subject. In consequence of this, there is no automatic entitlement to change degree programme. If you think you have academic grounds to request a change of subject, you should first discuss this possibility with your current and prospective Tutors. Permission of the College's Academic Oversight Committee is required to change course and can be applied for by approaching the Senior Tutor. Consequently, requests should be made in good time prior to meetings of the Council on Wednesday of 1<sup>st</sup>, 5<sup>th</sup>, and 8<sup>th</sup> Weeks. In determining whether or not to grant a request, Academic Oversight Committee will attach importance to the recommendations of the releasing and receiving subject Tutors and the Senior Tutor. For guidance, the following factors may be taken into account, as appropriate:

- whether the intention to seek a transfer could reasonably have been signalled prior to enrolment on course or at an earlier stage of the degree course;
- whether the proposed course is more competitive (in terms of applicants per place);
- whether the proposed transfer extends the length of the course, for example from three to four years, thereby impacting on student number planning;
- whether the College advertises as normally admitting for the programme of study;
- evidence of previous interest in and aptitude for the subject into which a transfer is sought;
- whether the student meets the entry requirement of the subject by virtue of school examination results and/or performance in the first year of University study;
- the results of College Collections to date;
- the student's TMS reports to date;
- whether the student has received a formal warning or a note of concern;
- other options, such as withdrawal and reapplication through UCAS (either a fresh Oxford application or an application to a different university);

- more than one transfer request per student will not normally be considered.

As a condition of transferring, you will usually be required to undergo an interview and admissions test, and/or to meet a specified standard in Collections or a University Examination. Changes of subject are comparatively rare and tend to be restricted to Joint Schools where a student requests, for example, to read for particular subject rather than a combination of subjects. In most instances students transfer at the end of their first year, having passed the First Public Examination, and/or move from their original subject to a closely related subject during the first Term. Applications to transfer from students who have failed or performed poorly in the first Public Examination at the first or subsequent attempts will not be considered in the absence of compelling, documented extenuating circumstances.

Applications to transfer from a four-year integrated Masters programme to a three-year Bachelor's degree in the same subject do not require formal approval by the Academic Oversight Committee.

#### *B.5.7 Year Abroad Schemes not agreed at the point of Admission*

Students should write to the Senior Tutor setting out details of requests to study abroad that are not agreed at the point of admission (ie requests *other than* Modern Languages, EMEL, and Law with Law studies in Europe). The request will then be tabled at Academic Oversight Committee for approval. In deciding whether to approve applications, Academic Oversight Committee will take into account the following factors:

- whether the student is in good academic standing;
- whether there is a memorandum of agreement between the Oxford Department and the host Department
- whether the Oxford Department has provided the College with details of the overseas study arrangements.

The College is not the organiser of these year abroad schemes and so cannot indemnify student from overseas fee liability. Students are advised to check with their Department or Faculty whether they are liable for any additional charges. Students participating in year abroad schemes are also responsible for meeting any additional maintenance costs with College support limited to a small discretionary grant comparable to that available to Modern Languages, EMEL, or LSE students on year abroad.

In all cases, the Oxford Department should confirm the student will be absent no later than 1<sup>st</sup> September prior to the start of the year abroad and preferably by the end of the preceding Trinity Term.

#### *B.5.8 Complaints*

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

#### *B.5.9 Prizes*

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

- i) for a first-class performance in a Collection (£30)

- ii) for sustained excellence in Tutorial essays or analogous assignments and/or for academic improvement (£30)
- iii) for a Distinction in Prelims or Moderations, or a First in Honour Moderations (£60)
- iv) for a Distinction in other University examinations, such as Part 1A or equivalent (£60)
- v) for a First in Finals (£100)
- vi) for being the winner of a University prize or the runner-up or '*proxime accessit*' (£45 for prizes with a value of £200 or above, and £25 for all other prizes)

Erasmus Prizes worth £250 are awarded annually for the best performance in the First Public Examination in an Arts subject or a joint school including an Arts subject and for the best performance in a Science subject.

#### *B.5.10 Scholarships and Exhibitions*

Scholarships and Exhibitions are awards made by the College's Governing Body in recognition of academic achievement. The annual value of a Scholarship is currently £300 and of an Exhibition £250, credited to batels. Scholars and Exhibitioners are entitled to wear a special gown and are invited to the annual Scholars' and Exhibitioners' Dinner in Hilary Term.

Proposals for awards of Scholarships and Exhibitions and promotions from Exhibitioner to Scholar are made by Tutors at the College's Academic Oversight Committee, usually after initial proposal at the Tutors' Committee. Promotions are made on the basis of results obtained in University examinations and/or a review of a student's College academic work. For students taking the First Public Examination in Hilary of their first year, awards are considered in Trinity Term. For students taking the First Public Examination in Trinity of their first year, awards are considered in Michaelmas Term. Students whose First Public Examination takes place in their second year may be considered for promotion in their fourth Term.

The list of awards is finalised and the elections usually made at the Fifth Week meeting of the Governing Body but exceptionally may be made at other times. The criteria that may contribute to the making of an award are:

- i) the marks awarded in the First Public Examination or other University examination;
- ii) the marks awarded in College collections;
- iii) the quality of Tutorial contributions and written work;
- iv) the progress that the student has made during the course.

Decisions are guided by the following principles:

- i) Any student who gains a Distinction or First Class Honours in the First Public Examination or other University examination automatically qualifies for an award. In most cases, this will be an Exhibition, though Tutors have discretion to propose the award of a Scholarship in exceptional cases.
- ii) Any student who narrowly misses a Distinction or a First in the First Public Examination (or other University examination), has gained first-class marks in any College collection(s), and is judged by the respective Tutors to have worked hard and made good progress, is eligible for an Exhibition.

- iii) Any student who, after the First Public Examination, has consistently produced work at the First-Class margin or better, and who is thus on track to obtain a First, is eligible for an Exhibition. This provision enables the College to reward significant and sustained progress in classes and Tutorials, as well as achievement in examinations.
- iv) Any student whose First Public Examination occurs in their second year may be considered for an Exhibition, prior to sitting the examination, if they have consistently produced work at the first-class margin or better during their first year, and who are thus on track to obtain a First.

Notwithstanding the above, any student subject to the College's academic disciplinary process (section B.6) will not receive an award until a case for advancement is considered at the Tutors' Committee and an appropriate recommendation made to the College's Academic Oversight Committee for decision.

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

#### *B.5.11 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

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 (for academic related proposals) a testimonial from your Tutor(s).

The Senior Tutor has discretion to consider applications for small awards (up to £300) between meetings provided applicants provide reasons why an early decision is needed. Applications outside of the gathered field should be accompanied by a statement of support

from a Tutor.

Applications for sports and amalgamated clubs will be considered by the Senior Member for the JCR. Applications for arts funding will be considered by the Senior Member for the Brazen Arts. 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.5.12 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.5.13 Harold Parr Mini-Bursaries and Brasenose Mini-Bursaries*

Students who narrowly missed qualifying for an Oxford Crankstart Scholarship or who can otherwise demonstrate a need for financial assistance and is ineligible for University funding may apply for a bursary usually of £500 to £600. Details of the scheme are advertised in Michaelmas Term.

#### *B.5.14 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](mailto:financial.support@bnc.ox.ac.uk) if you have any queries about mini bursaries or Hardship Funding.

#### *B.5.15 Kathleen Lavidge Bursary*

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

#### *B.5.16 Undergraduate Freshers' Book Allowance*

All first-year undergraduate students will be awarded a one-off book allowance of £50. This will be credited to your batels in Michaelmas Term.

### *B.5.17 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.6 Failure to Meet Your Academic Obligations**

### *B.6.1 Academic Discipline and Unsatisfactory Performance*

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

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

Students are able to seek advice and support from Welfare, Harassment or Safeguarding Officers at all stages of the academic disciplinary process but these officers will remain neutral.

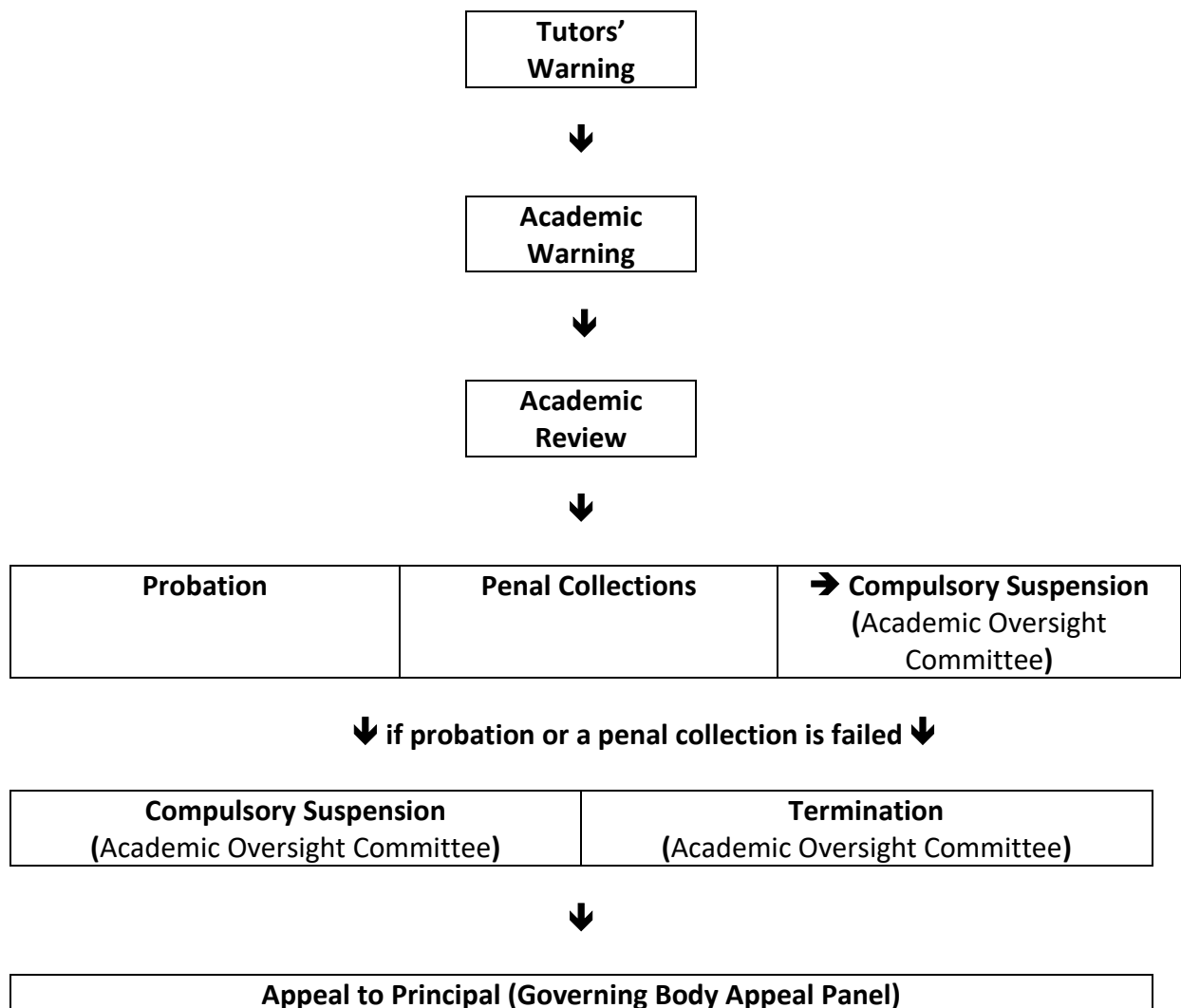
### *B.6.2 Academic Discipline, Unfair Means, and Inappropriate Conduct (see also section B.4.6)*

Disciplinary action may be taken as a consequence of unfair means or inappropriate conduct rather than to address unsatisfactory performance. There is an important distinction between measures taken to address unsatisfactory performance, which include cautions, and measures taken to penalise unfair means, which may take the form of sanctions. Sanctions may also be put in place if your behaviour falls short of expected standards in Tutorials or classes organised by the College or University, including training arranged with third parties. In the case of cautions and other measures taken to address unsatisfactory performance, the College's general policy is to rescind Tutors' or Academic Warnings once a student either graduates or returns to good standing. It is possible in certain circumstances, however, that a reference request may be submitted asking specific questions about ethical conduct. For this reason, unfair means cases will be investigated by the Senior Tutor who will assess, in

consultation with the relevant Subject Tutors, whether there is a *prima facie* case for issuing a warning or whether action short of a warning is appropriate. The assessment will take into account the gravity of the unfair means and other relevant considerations. If there are grounds for issuing a warning, the matter will be referred to the Academic Oversight Committee who will make a determination. Any student issued with a formal warning for unfair means may appeal to the Principal if reasons why the decision should not stand can be demonstrated.

### B.6.3 The Academic Disciplinary Framework

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



## College completion of procedures



### Conference of Colleges' Appeal Tribunal

**Informal Stage:** if your academic performance gives cause for concern, your Tutors may take action short of a formal warning. This typically takes the form of a meeting that may be supplemented by a **Note of Concern**, cautioning that unless performance issues are addressed disciplinary action may be taken.

#### **Stage 1: Tutors' Warning**

If your performance is unsatisfactory, your Tutors will issue you with a **Tutors' Warning** and your name will be added to the list of students whose performance is a cause for concern and reported at the Tutors' Committee. Prior to this, it is likely that your Tutors will have cautioned you informally about your academic progress. It may also be the case that you have voiced anxieties yourself. If you are unsure how to improve, or if you have problems, you are strongly encouraged to seek help at an early stage from your Tutors or from any of the people listed in B.5.3 above.

You will be notified in writing that your name has been added to the Tutors' list. The details of a Tutors' Warning in nearly all cases will be recorded in writing. Your Tutor(s) will indicate why your performance gives cause for concern, and the steps needed to address the underlying issues. Normally progress towards achieving the agreed goals will be assessed during the first half of the following term, allowing sufficient time for improvement to be assessed. A Stage 1 formal warning may set students "Special Collections" with the pass mark reflecting the Tutors' assessment of the student's potential. The purpose of the warning system is to intervene early to prevent students from getting to the point where catching up in their degree studies becomes very difficult either because of missed work or poor study habits that have become entrenched. The great majority of undergraduates receiving a Tutors' Warning subsequently return into good academic standing by following the pathway agreed with their Tutors. Should you not make satisfactory progress, however, consideration will be given to moving to the second stage.

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

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

An Academic Warning always takes the form of a written record that details why your performance gives cause for concern, and the steps needed to address the underlying issues. It will also specify a date at which progress towards the agreed goals will be assessed (typically, after College Collections in the following Term allowing sufficient time for improvement to be assessed). Students receiving an Academic Warning face a more daunting challenge in returning to good academic standing by making up lost ground and improving study habits. For this reason, a Stage 2 formal warning automatically places a student on

probation with the possibility of being set Penal Collections (see B.6.5). Nevertheless, the majority of undergraduates are successful in following the pathway to recovery. Should you not make satisfactory progress during the agreed time scale, however, consideration will be given to moving to the third stage of the disciplinary process. In addition, an Academic Warning may set restrictions on extra-curriculum activities (for example, you may be required to resign from a demanding club or society post to concentrate on your studies). The Senior Tutor may also require your attendance at Principal's Collections if this is not scheduled.

In the case of serious academic misconduct (unfair means) or an exceptionally poor performance in a College Collection, or a fail or partial pass of a University examination (leading to concerns that a student is on a trajectory to fail the degree or not be classified), Stage 1 may be omitted and you will be issued directly with an Academic Warning or even placed on Academic Review. Note also that gross academic misconduct (such as wilful and serious unfair means) may render you liable to suspension or termination of study without the necessity of first receiving an Academic Warning

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

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

The Chair will obtain a briefing from the Senior Tutor, narrating the progress of your case through earlier stages of the disciplinary process, plus copies of any formal warnings issued. Comments from your Subject Tutors will be collated and views on the suitability of potential disciplinary measures ascertained. The Panel will receive a copy of OIA guidance on academic discipline and administrative support in the form of a note taker.

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

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

The review process will seek to establish whether there are any factors affecting performance

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

The Chair will present the details of your case to the rest of the Review Panel who will determine the appropriate course of action after deliberation by a simple majority vote. The panel has the authority to impose either Probation or a Penal Collection. The Panel may also recommend that the Academic Oversight Committee impose a period of suspension of study followed, if appropriate, by either Probation or a Penal Collection as a condition of resumption of study.

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

The Panel will be able to reach conditional determinations. For example:

- termination of study unless specified conditions are met;
- suspension of study unless specified conditions are met;
- a conditional discharge provided specified conditions are abided by.

#### *B.6.4 Probation*

If the principal issue of concern is associated with a lack of academic organisation (for example regularly submitting work late for Tutorials, or regularly failing to attend and/or prepare for Tutorials or classes, or submitting work of unsatisfactory quality), then the disciplinary procedure may take the form of a period of Probation. The terms and conditions of Probation will be based on detailed requirements that are relevant to the obligations set out in B.4.3 above. The views of the Subject Tutors will be also sought over the practicality of the probationary terms. A template, approved by the Academic Committee, will be used to assist the Review Panel in determining whether the terms of Probation have been met. The Senior Tutor, in consultation with the Subject Tutor(s), will provide yourself and the Review Panel with a report over your progress at termly intervals (or at such other times as may be specified in the terms of the Probation). Once the Review Panel is satisfied that the terms of Probation have been met in full, your period of Probation will cease and you will be restored to good academic standing. If in the judgement of the Review panel the probationary terms are breached, the Panel will consider whether to recommend to the Academic Oversight Committee that the penalties set out in your Final Written warning be imposed (see B.6.6).

### *B.6.5 Penal Collections*

If you receive a Stage 2 formal warning, a Penal Collection may be set.. The pass mark will represent what, in the judgement of the Tutors and Senior Tutor, it is realistic to expect you to achieve in view of your past achievements, the requirements of the course, and the fact that you will sit the collection under examination conditions. Both the pass mark and the content must be appropriate to the stage of the degree reached. The Penal Collection will be marked by a single external examiner who will be informed of your year of study. If the Penal Collection is failed, you are likely to be subject to a stage 3 Academic Process Review. Penal Collections may also be set as part of an APR Stage 3 Final written Warning to determine whether your membership of college can continue.

### *B.6.6 Breach of Probation or Failure of Penal Collections*

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

### *B.6.7 Appeals against Academic Oversight Committee Decisions*

If you are not satisfied with the decision of the Academic Oversight Committee, you may appeal to an Appeals Panel in accordance with the procedure set out in this section. You must indicate your intention to appeal by writing to the Principal **within five working days** of written receipt of the Academic Oversight Committee's decision. In your letter you should set out your grounds for appeal: in other words, you should say why you think the decision against you is wrong and should not stand, for example, because the correct procedures were not followed, or because the Academic Oversight Committee imposed an unreasonably harsh penalty. Your letter will form the basis for discussions at the Appeal Panel. If you wish to rely on medical evidence, you must submit a report by a qualified medical practitioner.

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

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

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

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

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

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

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

#### *B.6.8 Failure in University Examinations*

If your performance in the First Public Examination is unsatisfactory after a second attempt (i.e. after resits), the Senior Tutor will write to you to inform you that your academic studies are liable to be terminated (that is, you will be sent out of residence permanently). 'Unsatisfactory' performance is defined in B.4.7 above. You may appeal to the College's Academic Oversight Committee against being sent out of residence only if you can demonstrate grounds to support an application to the University's Education Committee (or to the Medical Science Board if the failure occurs in the 1<sup>st</sup> BM Examination) for an exceptional third sitting. The College is not empowered to grant a dispensation for a third sitting in its own right (see University Examination Regulations: General Regulations for the First and Second Public Examination, paragraph 3.16). The Academic Oversight Committee will only support applications if a student can demonstrate that 'exceptional circumstances' are applicable.

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

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

#### *B.6.9 Reasonable Adjustments and Complementarity with Welfare Support*

The format of the disciplinary process may be varied to accommodate reasonable adjustments submitted on disability grounds or other protected characteristics. To request adjustments, you should write to the Senior Tutor setting out details supporting the request with medical or supporting evidence from the disability advisory service, as applicable.

The academic disciplinary framework complements welfare support and one is not a substitute for the other. The College will act on the recommendations of a student support plan produced by the Disability Advisory Service and will also make reasonable adjustments pending completion of an assessment and a support plan, if there are indications that these are required. By the same token it is reasonable to expect you to also follow any recommended actions that are given to you by qualified medical or disability advisors and also for you to assume reasonable responsibility for ensuring that your Tutors can work with you to manage the impact your health may have on organising teaching. For example, it is reasonable to expect you to communicate as soon as you can the fact that you will not be attending a scheduled Tutorial or class and/or that you will not be submitting a particular assignment by the agreed date. Should you have several episodes causing you to miss classes or not hand in assignments, it may be necessary for you to spend time during the vacation catching up and to prioritise this. Your support plan and other advice may set out effective ways of managing issues with concentration such as lists, planning aids, and digital or electronic reminders. The Disability Advisory Service may also connect you with a mentor or

similar advisor. You should follow any recommended steps intended to help you better organise your studies.

#### *B.6.10 Extended Period of Study*

The University does not have specific regulations or guidance relating to an extended period of undergraduate study (EPS). Requests are, therefore, dealt with as a form of major adjustment to study. As such they are considered by the University's Education Committee and Education Policy Support team.

To manage a request for EPS, the College will draw on the following guidance with decisions over support to be taken by the Academic Oversight Committee:

#### **1) Advertised Degree Length**

Students apply for degrees that have a specified study length (usually nine or twelve academic Terms). Permitting some students to study over a longer than advertised period of time requires justification to maintain the integrity of the system of assessment and to ensure fair treatment of all candidates.

#### **2) Full-Time Study**

Students on EPS are full-time students in residence but for compelling reasons require study to be spread over more than the standard Terms of a degree. There is no current provision for part-time enrolment.

#### **3) Case Conference**

A preliminary case review should be conducted between the College and all Departments involved in teaching and examining the student's degree. For an application for EPS to proceed, there must be a viable and clear academic pathway to completion that Departments are willing to endorse.

#### **4) Alternatives to EPS including Suspension**

The University's Education Committee and Education Policy Support team will expect the case for EPS to explain why alternatives are not possible, particularly suspension of study to allow time for diagnosis and treatment from a condition affecting capacity to study and/or to identify a more effective support plan. EPS applications have previously been submitted during a period of suspension, informed by additional medical evidence obtained during suspension. Students in this position may have the choice to 1) return without EPS (if not approved), 2) return with EPS (if approved), 3) withdraw from the programme of study (see precedents, below). In all cases to date, students have applied for EPS arrangements after taking Prelims/Mods. The cases for EPS, therefore, were informed by their on course

experience.

## 5) Funding

Students need to have funding to meet tuition fees and maintenance costs. For UK students, the student loan companies offer an additional year of loan beyond normal course length. As part of the application to the University's Education Committee, the arrangements for payment of fees need to be clarified. The University is likely to charge full fees for the first year of an EPS where a degree is completed over two years, rather than one, with a fee waiver for the second year. However, the University is also expected to advise that fee waivers must be applied for by individuals, with medical evidence, and that they are not guaranteed. The College will not create funded studentships to underpin EPS.

### *B.6.11 Independent Advice*

Students may obtain free, independent advice from Oxford Student Union's Advice Service (<https://www.oxfordsu.org/advice/>).

## B.7 Postgraduate Admissions

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

## 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 BNC Intranet: Decanal Event Booking Form), 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 (BNC Intranet: Decanal Event Booking Form)**. 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

'Pennying' (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. Pennying, 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/> or



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

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

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

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

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

Response times are as follows:

**Emergency Fault:** response immediate – Fault rectified within 4 hours

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

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

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

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

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

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

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

#### *D.1.7 The Bursar*

The Bursar is the Chief Financial and Administrative Officer of the College. The Bursar deals primarily with the JCR 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 here: **AIN report form** (login required)



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](mailto:workshop@bnc.ox.ac.uk).

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

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

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

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

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

#### *D.4.6 Water Supplies*

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

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

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

#### *D.4.7 Lighting*

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

### D.5 Security

#### D.5.1 General

The College has emergency fire and evacuation plans that are displayed on notice boards at each main site. The College undertakes to ensure that student rooms and buildings are secure against intrusion, by ensuring that student room and main entrance doors are lockable. As an aid to security the College has installed high quality ASSA locks on most doors to bedrooms, there is Salto 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](mailto: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 **BNC Intranet: Overnight Guest Form**. 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 Wednesday 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.

### **BNC Intranet: Extending Your Residence (Exam/Academic/Extra Res)**

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 at **BNC Intranet:**

#### **Extending Your Residence (Exam/Academic/Extra Res)**

**All queries regarding accommodation matters should be addressed to the Accommodation Officer** at [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk)

#### *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](mailto: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. Please take care when walking around College in bad weather. If you'd like to view the Winter Weather Policy please contact the Domestic Bursary on [domestic.bursar@bnc.ox.ac.uk](mailto:domestic.bursar@bnc.ox.ac.uk)

## D.10 Environmental Quality

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

#### *D.10.1 Energy Efficiency*

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

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

#### *D.10.2 Rubbish and Recycling*

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

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

## D.11 Cars and Bicycles

### *D.11.1 Bicycles*

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

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

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

### *D.11.2 Cars*

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

## D.12 Good Neighbour Policy

### *D.12.1 General*

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

### *D.12.2 Quiet Hours*

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

sources of noise liable to cause a disturbance, are not permitted in rooms.

### *D.12.3 Music*

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

## D.13 Meals

### *D.13.1 Meal Card*

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

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

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

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

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

### *D.13.2 Meal Times*

Breakfast in Hall (Monday to Friday, 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 pm)

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

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

This replaces breakfast and lunch at weekends.

Dinner in Hall (Dine in or Takeaway)

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

Informal Hall: (Serving) 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 online 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](mailto: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](mailto: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. If you would to view the College Smoking Policy please contact the Domestic Bursar on [domestic.bursar@bnc.ox.ac.uk](mailto:domestic.bursar@bnc.ox.ac.uk)

## 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 *Guidance on Confidentiality in Student Welfare*, which may be found here:

<https://www.ox.ac.uk/students/welfare/policy-documents>

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](mailto: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.leaverandpartnersiericho.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 at: **[BNC Intranet: Welfare Health Support Medical Contacts College Nurse](#)**

The Nurse's surgery is on Staircase XII. They can also be contacted via email ([college.nurse@bnc.ox.ac.uk](mailto:college.nurse@bnc.ox.ac.uk)) or via the Lodge.

### *E.2.4 College Dentist*

The College does not have an affiliation with a particular dentist, therefore students should seek treatment at a dentist of their choice. 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/](http://www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/)

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

College will cover the cost of a taxi for genuine emergencies (e.g. urgent medical treatment at a local hospital or local GP, attending a Sexual Assault Referral Centre). The Porter on duty has the authorization to approve taxis for emergencies. Either the College Nurse, Dean, 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](mailto: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 College Counsellor*

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: **BNC Intranet: College Counsellor**

#### *E.3.7 The University Counselling Service*

The Counselling Service provides confidential advice – email: [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk) and see [www.ox.ac.uk/students/welfare/counselling](http://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/](http://www.proctors.ox.ac.uk/handbook/handbook/). Personal emergency alarms are available free of charge in College. They are issued by the HCR and JCR.

## E.5 Equality Issues

### *E.5.1 Equal Opportunities*

Brasenose fully supports the principles of equal opportunities and is committed to satisfying these principles in all its activities. The College's codes of practice are set out in G.3 and G.4, below.

In addition to the Diversity, 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

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

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 at the bottom of the webpage: **BNC Intranet: Meet the Welfare Team** 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](mailto: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's *Staff-Student Relationship policy for Academic Staff* and for *Non-Academic Staff* can be found at <https://www.bnc.ox.ac.uk/about-brasenose/official-information>, in the section headed 'Legal Obligations'.

## 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: [Guidance for disabled applicants | University of Oxford](#)

## 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: [Fitness to Study \(Undergraduates\) – Brasenose College](#)



## 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 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](mailto:bursary@bnc.ox.ac.uk), or the College Finance Director directly.

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](http://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](mailto:financial.support@bnc.ox.ac.uk).

You may want to arrange to talk to the College Finance Director, please make an appointment to see them if you wish to discuss any matter in relation to finances or a specific situation of financial difficulties.

If you are having difficulties making payment to the college the Finance Bursary may be able to consider putting a payment plan in place. This is not guaranteed and may be arranged in discussion with the College Finance Director or Bursar where necessary.

**General Student Queries:** please email [bursary@bnc.ox.ac.uk](mailto:bursary@bnc.ox.ac.uk), and your email will be forwarded to the member of staff best placed to assist.

### 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, on the level of your previous study, and on household income data submitted in the application for student finance, on the basis of which a fee waiver may be

awarded. More information about course fees is available on the University's website at [www.ox.ac.uk/students/fees-funding/fees/](http://www.ox.ac.uk/students/fees-funding/fees/). The College is responsible for collecting all course fees.

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

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

**All students are personally responsible for making arrangements for fees to be paid.** Fees are payable yearly in advance, though in special circumstances the College may be willing to agree a timetable of staged payments. These must be agreed by the College 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 College 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 or Blavatnik School of Government).

#### F.4.1 Payment Methods

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

##### 1. Pay by direct transfer

Payment should sent directly to the Colleges bank account by bank transfer. Details are as follows:

Bank	Barclays Bank plc
Branch	Barclays Commercial Bank Southern Team
Account Name	Brasenose College
Bank Sort Code	20-65-26
Account Number	20204226
Reference	<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](mailto:bursary@bnc.ox.ac.uk) with your transfer details e.g. £1,000 transferred 19 January by Jane Smith. Bank transfers will take at least three working days to show on our account.

##### 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](mailto: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 by emailing [financial.support@bnc.ox.ac.uk](mailto:financial.support@bnc.ox.ac.uk) 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 Home/EU Undergraduate Student Loans

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

Once you have applied for your loan and registered with the University on-line, your student loan should be processed automatically by the Student Loans Company.

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

### F.6 Financial Assistance

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

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

The aim of the Oxford Bursary scheme is to assist UK Undergraduate students from lower income households with the cost of attending Oxford, and is one of the most generous bursary schemes in the UK. In order to be assessed for eligibility to receive an OB, you must

have been first assessed for means-tested maintenance support from the UK government, and have ticked the box to permit for the SLC to share financial information with the university.

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

#### *F.6.2 Oxford Financial Assistance*

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 and can be found on the submission portal (<https://submit.bnc.ox.ac.uk/>).

#### *F.6.3 Student Support Funds – Financial Assistance Grants*

The College has limited funds available to help those in residence who are in financial difficulties arising from unexpected financial circumstances. Applications for these grants should be made either by completing a form on the submission portal or to the Finance Director by emailing [financial.support@bnc.ox.ac.uk](mailto:financial.support@bnc.ox.ac.uk). Students applying for financial support from College are expected to have applied for means-tested maintenance funding, but consideration will be given to cases where particular circumstances apply.

#### *F.6.4 Mini-bursaries*

The College offers a small number of means-tested mini-bursaries to provide additional financial support to students who may need it. An invitation to apply will be sent out in Michaelmas Term, please ensure you apply by the Christmas deadline. Further calls for applications may be made later in the year.

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

Students in accommodation let on a Term Time Only licence may apply for additional residence out of term time, and may apply for an Academic Residence grant in certain circumstances, and with the support of their tutor. See Section D.7.9. Please also see this section for exam residence.

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

The value of a Scholarship or Exhibition will be paid to your bank account in accordance with your award letter. For further information about the award of Scholarships and Exhibitions, see B.5.8 above.

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

### G.1 Residence

#### *G.1.1 Definition and Privileges*

Residence has a formal meaning within the University – see the relevant sections of the University’s Examination Regulations for further details: <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: [Fitness to Study \(Undergraduates\) – Brasenose College](#)

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](mailto:senior.tutor@bnc.ox.ac.uk)), supported

by a statement from the student's Tutors, and accompanied by a medical certificate, if appropriate.

In reaching its decision whether to permit voluntary suspension of study, 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 Finance Director 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](mailto: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: [Fitness to Study \(Undergraduates\) – Brasenose College](#)

#### *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 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](http://www.talktofrank.com)

#### B. DRUG MISUSE AND DISCIPLINE

1. Any member of College taking Class A drugs who comes forward and seeks help will be treated as far as possible as a medical and welfare case. Permanent sending out of residence is not an automatic consequence. The College may, at its discretion, consider allowing students who come forward and seek help to remain in, or return into, residence at the appropriate time. They will be required to undergo an appropriate course of medical treatment, in consultation with the College and the College Doctors, and to observe such other conditions as may be required, if they wish to return into residence and complete their studies. This will include desisting from any further use of illegal drugs.

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](http://www.talktofrank.com)
- Oxfordshire Turning Point tel. 01865 261690  
[www.turning-point.co.uk/services/oxfordshire](http://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: <https://www.bnc.ox.ac.uk/policies/privacy/>

The College's Data Protection Officer is contactable on [data.protection@bnc.ox.ac.uk](mailto: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 ( <b>with the exception of Hollybush Row Rooms and Flats</b> ) and the Common Parts during the License Period (h) broadband
Licence Period	<b>Main College site</b> 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 <b>Frewin site</b> <u>40 week licences</u> starting at 12.00pm on Sunday 21st September

2025 and ending at 10.00am on Sunday 28<sup>th</sup> 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 28<sup>th</sup> June 2026

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

50 week licences starting at 12.00pm on Saturday 27<sup>th</sup> September 2025 and ending at 10.00am on Sunday 6<sup>th</sup> 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:

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