

***CORPUS CHRISTI COLLEGE
OXFORD***

**GENERAL INFORMATION AND
COLLEGE RULES**

These regulations are published as a statement of existing practice for the information of members of the College, but without prejudice to the powers exercised by the President and Fellows under Statutes and By-Laws of the College.

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INDEX

SECTION I: COLLEGE RULES

Introduction	5
The Maintenance of good Academic Standing at Undergraduate Level	5
Failure of the First Public Examination	6
Applications from Undergraduates to suspend their course	6
Academic Disciplinary Procedure	7
Plagiarism	10
Leave of Absence	10
Non-Academic Rules and Disciplinary Procedure	11
Harassment – College Code of Practice	16
The Joint Committee and the Representation of Junior Members	17

SECTION II: GENERAL INFORMATION

Academical Dress	18
Accommodation	18
Addresses and Phone Numbers	18
Animals	18
Bicycles	19
Chapel	19
Clubs	19
Collections – Beginning of Term	19
Collections – End of Term	20
Collections – Presidential	20
Common Rooms	20
Complaints Procedure	20
Computing	21
Damage to College Property	21
Degree Ceremonies	22
Disability	22
Electrical Equipment	22

Extra-Curricular Activities	22
Financial Difficulties	23
Financial Information	23
Fire Precautions	24
Freedom of Speech	24
Gardens	24
Gate and Keys	24
Grants	24
Guests	25
Guest Accommodation	25
Hall and Kitchen	25
History of the College	26
Library	26
Library Rules	26
Medical	26
Noise	26
Officers of the College	27
Out of bounds	27
Paid Employment in term and vacations	27
Parties	27
<i>The Pelican Record</i>	27
Porters' Lodge	27
Pregnancy	27
Prizes	28
Scholarships & Exhibitions	29
Smoking Policy	29
Telephones	29
Travel Grants	25
University Examinations	29

Use of College Facilities by Junior Members not in Residence	29
Vacation Residence	10, 24
Welfare Advice	30
College Grace	31

SECTION I

COLLEGE RULES

INTRODUCTION

- (a) Rules governing the general community life of the College are made by the Governing Body. When these rules affect Junior Members they are the concern of a Joint Committee, whose proposals go as recommendations to the Governing Body.
- (b) The College Rules, in conjunction with regulations enacted by the University, govern the relationship between the College and University as set out in the Student-College contract. Both the College and all Junior Members are obliged to sign the contract as a pre-condition of entry to the College.
- (c) Some College rules affect only Junior Members residing in College accommodation. To reside in College accommodation is a voluntary choice. Junior Members who do not intend to observe those rules should not apply for College accommodation. Undergraduates in their first year are expected to live in College. All successful candidates for admission, graduate and undergraduate, will be sent a copy of *General Information and College Rules*.
- (d) The term 'Junior Member' shall include any person who is registered or enrolled as a student whether for a degree or diploma or otherwise.

1. THE MAINTENANCE OF GOOD ACADEMIC STANDING AT UNDERGRADUATE LEVEL

- (a) Undergraduates are admitted to the College on the basis that they are considered to be capable of achieving at least a 2.1 class in University examinations. Undergraduates are required to produce work of a standard *normally* indicative of a 2.1 level of performance and appropriate to the stage which they have reached in their course.
- (b) Attendance at tutorials, classes, and other academic engagements required by tutors is compulsory. Undergraduates must not absent themselves from those commitments without prior permission except for illness or other urgent cause, which must be explained to the tutor as soon as possible afterwards. Undergraduates are required to complete practical work appropriate to the stage they have reached in their course.
- (c) Undergraduates are required to produce assignments (essays, problems, etc.) with the regularity required by their tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned.
- (d) Every undergraduate is required either to sit written invigilated exams 'Collections' at the beginning of each term, or to submit written work specified by his/her tutor and produced during the vacation, unless dispensed by his or her tutor. Collections take precedence over all other engagements. Guidelines on the conduct of Collections will be sent to all undergraduates annually. Scholars and exhibitioners whose work, as tested by such examinations, fails to satisfy the College are liable to loss of their awards.

- (e) An undergraduate may not normally continue to study at the College for the Final Honour School unless he or she has passed the First Public Examination.
- (f) Undergraduates who, by reason of ill-health, are unable to maintain good academic standing may be required to go out of residence until such time as they are able to demonstrate their fitness to resume their studies. It shall be the duty of the Academic Committee to establish all relevant facts and to decide, bearing in mind the interests of the College and of the undergraduate, whether the undergraduate should be required to suspend his or her studies. The conditions for return into residence shall be determined by the Academic Committee and will normally include a requirement to continue with medical treatment, the provision of satisfactory medical evidence of recovery and a specified level of performance in Collections set by tutors. The Committee's decision shall be conveyed to the Governing Body, which shall then proceed as described in Stage 5 of the Academic Disciplinary Procedure. An undergraduate wishing to appeal against the decision of the Governing Body shall have the right to do so in the manner described in Stage 6 of the Academic Disciplinary Procedure. Once the President has issued a Formal Completion of Procedures Letter (see Complaints Procedure p.19), the undergraduate shall then have the right to complain to the Office of the Independent Adjudicator for Higher Education.

2. FAILURE OF THE FIRST PUBLIC EXAMINATION

- (a) An undergraduate who fails to pass a First Public Examination at his or her first attempt, and who wishes to continue his or her course, shall be required to retake the Examination at the next possible occasion.
- (b) If, on his or her second attempt at the First Public Examination, an undergraduate fails the Examination, or achieves only an unclassified pass in a classified Examination:
 - (i) The Senior Tutor shall as soon as possible write to the undergraduate giving him or her the opportunity to draw attention (in writing, and within a week) to any special contributory circumstances. If the undergraduate makes no such submission, the Senior Tutor shall inform the undergraduate that he or she is sent down (i.e. expelled from the College and the University) and report the matter immediately to the next meeting of the Governing Body.
 - (ii) If such a submission is made, the Academic Committee shall decide how the case should be treated. The Committee shall proceed as described in Stage 4 of the Academic Disciplinary Procedure. The Committee's decision shall be conveyed to the Governing Body, which shall then proceed as described in Stage 5 of the Academic Disciplinary Procedure. An undergraduate wishing to appeal against the decision of the Governing Body shall have the right to do so in the manner described in Stage 6 of the Academic Disciplinary Procedure. Once the President has issued a Formal Completion of Procedures Letter (see Complaints Procedure p.19), the undergraduate shall then have the right to complain to the Office of the Independent Adjudicator for Higher Education.

3. APPLICATIONS FROM UNDERGRADUATES TO SUSPEND THEIR COURSE

Requests for suspension of an undergraduate course will normally be accepted only on the grounds of physical or psychological ill-health, though applications may also be accepted on

compassionate grounds or from those intending to hold student sabbatical positions or the equivalent. Undergraduates applying to suspend their course must have the formal support of their College Tutor(s), and must make a formal application in writing to the Senior Tutor, accompanied where appropriate by medical evidence.

Undergraduates should be aware that they may be liable for the term's fees if they suspend their course after the fee cut off date (set by the University). The College Accountant will be able to provide the date on request.

4. ACADEMIC DISCIPLINARY PROCEDURE

- (a) Academic deficiency is defined as any breach of Rules 1(a), (b), (c) or (d) and/or one or more of the following:
- (i) poor performance in Collections;
 - (ii) poor performance in a Public Examination;
 - (iii) unsatisfactory termly reports.
- Academic deficiency shall be dealt with according to the following Academic Disciplinary Procedure. (See also 4(j) below.)
- (b) ***Stage 1: First Formal Warning:*** Academic deficiency is dealt with initially by a first formal warning, given either by the subject tutor(s) after consultation with the Senior Tutor or by the Senior Tutor at a formally-arranged meeting with the President, a subject tutor and the student concerned. In either case, a first formal warning shall be issued at a special interview, at which should first occur a full discussion with the student, so that the latter can put his or her case and make the College aware of any mitigating or complicating circumstances. Any such factors which come to light may affect the course of action to be taken and the outcomes of the interview. A note should be put on the undergraduate's file concerning the discussion and its outcomes, which should include specification of the required improvements, and of the timescale within which such improvements should be demonstrated to the tutor's satisfaction (normally within 1-4 weeks) and over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The student should receive a copy of this note within one week of the meeting. If the student thinks that any conditions or levels of attainment demanded are unreasonable, s/he may appeal to the Academic Committee, which shall take advice from the student, the subject tutor(s) and the Senior Tutor, but reach a decision in the absence of all three.
- (c) ***Stage 2: Second Formal Warning:*** If the undergraduate fails to produce the improvements required in Stage 1 during the specified timescale or to sustain them during the specified probation period, he or she shall be given a second formal warning, by the Senior Tutor, at a special interview. At this interview, the undergraduate will be given an opportunity to refute the allegation of unsatisfactory work or to bring to the attention of the Senior Tutor any special circumstances. Any such factors which come to light may affect the course of action to be taken and the outcomes of the interview. A note should be put on the undergraduate's file concerning the discussion and its outcomes, which should include specification of the required improvements, and of the timescale within which such improvements should be demonstrated to the subject tutor's satisfaction (normally within 1-2 weeks) and over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The outcomes of the interview will be confirmed in writing to the undergraduate concerned within one week. This letter will remind the

undergraduate of the College's Academic Disciplinary Procedure and the likely consequences of failure to comply. If the student thinks that any conditions or levels of attainment demanded at this stage are unreasonable, s/he may appeal to the Academic Committee, which shall take advice from the student, the subject tutor(s) and the Senior Tutor, but reach a decision in the absence of all three.

- (d) **Stage 3: Special Collections and permanent probation:** If the undergraduate fails to reach an appropriate level of performance as required in Stage 2 during the specified timescale or to sustain this level during the specified probation period, the undergraduate may be set Special Collections. The form of, date for, and standard to be attained in these Collections shall be approved by the Academic Committee on the advice of the subject tutor(s) and Senior Tutor, which advice shall be formulated after discussion with the undergraduate; the standard to be attained should not without good reason diverge from that required of the undergraduate in his or her formal warnings; the date shall be as early as practicable, allowing the candidate sufficient time to prepare adequately for the examination (normally one week). After the Academic Committee has approved these details, they shall be communicated by the Senior Tutor in writing to the undergraduate. Special Collection papers shall be marked by two assessors, both of whom shall be external to the College and neither of whom shall be told the undergraduate's identity. If the assessors' marks differ, it shall be decided whether the required standard has been attained by taking their average. The outcome will be communicated to the undergraduate as soon as possible. Failure to attain the required standard shall be referred to the Academic Committee. Attainment of the required standard shall be followed by probation against failure to sustain it, for the remainder of the undergraduate's time at the College, breach of which shall entail recommencement of the procedure at Stage 2.
- (e) **Stage 4: Academic Committee:** If an undergraduate has received a second formal warning (Stage 2) and has either failed to achieve the required standard in Special Collections (Stage 3), or failed to attend tutorials, classes, practicals etc. and/or produce assignments as required under Stage 2, or failed in both respects, he or she will be referred to the Academic Committee. The Committee shall proceed as follows.
- (i) With not less than four days notice, the undergraduate shall be informed of the time and place of the meeting and be given a clear statement of the grounds for his or her being referred to the Committee, and a copy of all documentation with which the Committee is provided. He or she should be given the opportunity to bring forward material considerations and mitigating circumstances, which may include, but need not be confined to, medical evidence. The undergraduate should be allowed either to make a written submission, or, if he or she prefers, to appear in person before the Committee. If the undergraduate decides to make oral representations to the Committee, he or she shall be entitled to ask a Junior Member of the College, or a Lecturer or Fellow of the College or an outside Tutor to accompany him or her as an advocate. The undergraduate will be given the names of 3 senior members of the College, unconnected with the case, whom s/he may consult in confidence. One of these senior members may accompany the undergraduate in the meeting of Academic Committee as his/her advocate if the undergraduate so wishes. The undergraduate shall inform the Senior Tutor before the meeting of the name of the advocate, if any; and whether or not so accompanied shall have the opportunity to make his or her representations to the Committee in the absence of his or her tutor(s).
- (ii) It shall be the duty of the Committee to establish all relevant facts and to decide, bearing in mind the interests of the College and of the undergraduate,

whether the undergraduate should be sent down (i.e. permanently expelled from the College and the University); or should be rusticated (i.e. temporarily sent out of residence), to be readmitted into residence on such terms as the Committee should decide; or should be permitted to remain in residence, on such terms as the Committee should decide. The undergraduate, his or her advocate, his or her subject tutor(s) and the Senior Tutor should withdraw before a decision is made. The Committee's decision, including a statement of all the relevant facts, shall be put in writing and conveyed to the Governing Body. A copy of the decision shall be given to the undergraduate.

- (f) **Stage 5: Governing Body:** The decision of the Academic Committee at Stage 4 shall be reviewed by the Governing Body. This review shall also afford the undergraduate the opportunity to submit written comments on the Committee's decision. The Governing Body shall proceed as follows.
- (i) If the decision of the Academic Committee is that the undergraduate should be sent down or rusticated, the review shall normally take place at a special meeting of the Governing Body which the President shall summon for this purpose, normally within one week of the Committee reaching its decision. Otherwise, the review shall take place at the Governing Body's next scheduled meeting.
- (ii) In reaching its decision the Governing Body shall, in the absence of the undergraduate, the undergraduate's advocate, the undergraduate's subject tutor(s) and those members of Academic Committee who were present at the meeting described in section 4 (e), above, consider the recommendation of the Academic Committee, together with any written comments which the undergraduate may choose to submit. The President shall convey the decision of the Governing Body to the undergraduate in writing within two days.
- (g) **Stage 6: Appeal Tribunal of the Conference of Colleges:** If the decision is that the undergraduate be required to withdraw from the College or expelled, then he or she shall be informed at the same time of his or her right to approach the Appeal Tribunal of the Conference of Colleges for review and provided with details of how to make such an approach.
- (h) **Stage 7: Office of the Independent Adjudicator:** When the Conference of Colleges Appeal Tribunal has determined the appeal, the undergraduate shall be issued by the President with a Formal Completion of Procedures Letter (see Complaints Procedure p.19) informing him/her that the internal complaints procedures have been exhausted, and of his or her right to complain to the Office of the Independent Adjudicator for Higher Education.
- (i) An undergraduate who, after any stage of the above procedure, attains what is required of him or her and meets the terms of any specified probation period, but who in the view of his or her tutor demonstrates fresh academic deficiency (whether or not of the same kind as before), shall be reported by the tutor to the Senior Tutor. The Senior Tutor shall then recommence the above procedure at Stage 2.
- (j) If, at any stage in the above procedure, it is concluded that the undergraduate is experiencing genuine difficulty in producing an acceptable standard of work, a strategy will be devised in consultation with the undergraduate, tutor(s) and Senior Tutor whereby the undergraduate will have access to appropriate additional tuition/support. A note of the strategy will be sent to the undergraduate. The undergraduate's progress under the strategy will be monitored on a weekly basis for

a period to be decided by the Senior Tutor in consultation with the subject tutor(s). See Rule 1(f) for cases in which an undergraduate is prevented by reasons of ill-health from maintaining good academic standing.

5. PLAGIARISM

Plagiarism is the use of someone else's words or ideas without acknowledging their source. It can involve published or unpublished material, in printed or electronic form.

Reproducing even a sentence in an essay here or there constitutes plagiarism unless the source is acknowledged: this is not acceptable. Originality can be hard to achieve with time constraints, and often writing an essay will involve the re-marshalling of arguments that have been used before: this is perfectly acceptable.

Plagiarism is unacceptable. Tutors take an uncompromising attitude, as do examiners. You are advised to read section 9.5 of the Proctors Memorandum (Essential Information for Students) carefully.

6. LEAVE OF ABSENCE

All undergraduate students must return into residence on Thursday of the week before Full Term (0th week) unless prior permission has been given to return earlier or later. If you wish to come up later permission should be obtained from your tutor and the Dean.

- (a) A Junior Member who wishes to be absent overnight from his/her College accommodation must notify the Head Porter (porters@ccc.ox.ac.uk; tel. (2)76700) and leave an address at which he/she can be reached in case of emergency. Undergraduates living in private accommodation who wish to be absent overnight and graduates living in private accommodation and who wish to be absent for more than one week must also notify the Head Porter and leave a contact address.
- (b) An undergraduate wishing to be absent from his/her normal Oxford address for a period of more than three nights in succession during Full Term must obtain in person the permission of the Dean and must also obtain the permission of his/her Tutor, in person whenever possible.
- (c) It is the duty of the College staff to report at once to the Dean the name of any Junior Member absent from his or her rooms for more than three nights, any case of illness, any damage to College property and any serious irregularity.
- (d) Junior Members whose work is failing to satisfy their Tutor(s) may be deprived of the right to be absent without personal permission from the Tutor(s) until such time as their work is deemed satisfactory.
- (e) Junior Members who fail, where it is relevant, to meet the University requirement that they be in residence for forty two nights in any term will be liable, under University regulations, to make up the necessary residence before they can proceed to their degree.
- (f) When undergraduates wish to stay up after the last Saturday of term, or to return before the beginning of term, they must complete and return a form to the Accommodation Manager. (The availability of rooms in College accommodation cannot be guaranteed.) If they fail to do this, or if they wish to return after the beginning of term, then permission must be obtained from the Domestic Bursar. Graduates should inform the Lodge when they are **not** in Oxford.

7. NON-ACADEMIC RULES AND DISCIPLINARY PROCEDURE

Under the superintendence of the President or, in the President's absence, of the Vice-President, the discipline of the College is administered by the Dean, two Assistant Deans and the Graduate Wardens.

I. Definitions

The following words should have the following meanings:

- (a) 'Expulsion' by the College shall mean the permanent loss of membership of the College and the University.
- (b) 'Banning' by the College shall mean a withdrawal of the right of access to specified premises or facilities for a fixed period or pending the fulfilment of certain conditions.
- (c) 'Rustication' by the College shall mean the withdrawal of the right of access to all of the premises or facilities of the College for a fixed period or pending the fulfilment of certain conditions.
- (d) 'Suspension' by the College shall mean a withdrawal of a right of access as above where action is taken as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Such withdrawal may be for a limited period pending the fulfilment of certain conditions or may be indefinite.
- (e) 'Harassment' shall mean a course of unwarranted behaviour such as to cause and as may reasonably be expected to cause such distress or annoyance as seriously to disrupt the work or substantially to reduce the quality of life of another person.

II. Disciplinary Code

No Junior Member of the College shall intentionally or recklessly:

- (a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students, and employees at College and by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the College in the performance of his or her duties;
- (b) Damage or deface any property of the College or of any member, officer or employee of the College, or knowingly misappropriate such property;
- (c) Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by the College authorities concerned;
- (d) Forge or falsify expressly or impliedly any university certificate or document or knowingly make false statements concerning standing or results obtained in examination;
- (e) Engage in any activity likely to cause injury or to impair safety;
- (f) Engage in violent, indecent, disorderly or threatening or offensive behaviour or language;

- (g) Engage in the harassment of any member, visitor, employee or agent of the College;
- (h) Engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office;
- (i) Refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given;
- (j) Use, offer or sell or give to any person drugs, the possession or use of which is illegal;
- (k) Engage in conduct in breach of the Statutes and Regulations of the University published from time to time;
- (l) Engage in conduct in breach of College regulations regarding conduct in examinations;
- (m) Engage in conduct in breach of College regulations regarding the use of the College Library and computing facilities;
- (n) Engage in any other improper conduct which is detrimental to the interests of the College.

III. **Criminal Offences**

In the event that a Junior Member has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) the Governing Body shall have power, after hearing any representation (oral or written) that the Junior Member may wish to make, to expel the Junior Member or impose such lesser penalty as it shall see fit.

IV. **University Offences**

- (a) In the event that a Junior Member is expelled by the University, such expulsion shall apply to the College also, subject to a right of appeal to the Governing Body.
- (b) In the event that a Junior Member is disciplined by the University for conduct in breach of College and/or university statutes or regulations, a penalty of suspension or rustication imposed by the university shall apply also to College premises and facilities, subject to a right of appeal to the Governing Body.

V. **Disciplinary Procedures**

1. For the purposes of the Disciplinary Procedure

- (a) A Disciplinary Committee shall consist of both Senior and Junior Members, being composed of:
 - (1) the President (who shall vote only when there is an equality of votes, or if rustication or sending down is in question);
 - (2) two Fellows not personally well-known to the accused to be chosen by the President from a panel of five (of whom the Dean shall not be one) to be appointed annually by the Governing Body;

(3) two Junior Members to be chosen by the President after consultation with the Presidents of the JCR and MCR from a panel consisting of three JCR members and two MCR members to be elected annually by the JCR (without the MCR members) and the MCR respectively.

The Committee includes the Junior Members only at the request of the accused.

- (b) An Appeal Committee, nominated by the Vice-President, shall consist of no fewer than five members of the Governing Body together with a nominee of the JCR and a nominee of the MCR, save that no member of the Disciplinary Committee shall sit on the Appeal Committee.
 - (c) The chairman of either committee shall be the Senior Member of the Governing Body present or his nominee.
 - (d) The masculine shall include the feminine.
2. The Disciplinary Procedure may be initiated by any member of the College who has good reason to believe that a Junior Member has breached the College rules. This person (the complainant) shall refer the matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the Junior Member concerned and giving details of the alleged breach.
 3. When an alleged breach of the College rules involves a Junior Member resident in College or in College premises, the Dean shall have the authority (where the seriousness of the alleged breach justifies it) to suspend the student from residence or from use of College facilities, if necessary, with immediate effect, for as long as the Disciplinary Procedure is in operation.
 4. Where an alleged breach of the rules constitutes in the opinion of the Dean, a sufficiently serious offence, the Dean shall immediately refer the matter to the Police, and where a Junior Member is subject to criminal proceedings arising out of the alleged breach of the rules, the Dean shall not normally proceed with the case other than temporarily to suspend him from residence, or from use of College facilities if appropriate.
 5. If the alleged breach of the rules is not proceeded with as a criminal matter by the prosecuting authorities, the Dean shall then deal with the matter as though it had not been referred to the Police.
 6. If the complaint relates to activity which falls within the College's Code of Practice on Harassment, whether or not it constitutes 'harassment' for the purpose of this rule, the Dean shall consider whether the complaint should more appropriately be dealt with under the informal procedures set out in the complaints procedure. If he takes the view that the complaint should not be so dealt with he shall deal with the matter under the following procedure.
 7. The Dean shall, if possible, within 24 hours of receiving the report of the alleged breach, require in writing the Junior Member concerned to attend for interview before him at a time and place stipulated and shall normally provide the Junior Member with 24 hours notice of the interview. The notification of the interview shall give particulars of the alleged breach of the College rules.
 8. At the interview, the Dean shall explain to the Junior Member that he can:

- (a) admit the alleged breach and continue with the interview;
- (b) deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Dean or the Junior Member reasonably require evidence in relation to the alleged breach to be provided by other persons.

If the Junior Member opts for (a) the Dean shall elicit all information about the breach relevant to penalty.

If the Junior Member opts for (b) the Dean shall investigate whether the alleged breach is established.

9.
 - (a) At any stage of the interview, the Dean may, if he considers it appropriate in all the circumstances refer the matter to a Disciplinary Committee.
 - (b) At the close of the interview the Dean may, dependent on its nature and outcome, either:
 - (i) take no further action;
 - or
 - (ii) if the breach has not been admitted, determine whether the breach has been established;
 - or
 - (iii) after hearing any mitigation (and consulting, if he considers it appropriate, with the President), impose a penalty (if any) within the range set out in VI, which the Junior Member may accept or reject.
 - (c) In cases (i) or (ii), the Junior Member may himself appeal the matter to a Disciplinary Committee, against a finding of breach and/or the penalty imposed.
10. The details of any breach established and/or any penalty imposed shall, at the Dean's discretion, be entered on an appropriate record and signed by the Dean and the Junior Member. One copy of the record shall be retained by the Dean, one given to the Junior Member and one lodged with the College Office.
11. The Disciplinary Committee will be informed by the Dean
 - (a) where there is a reference under paragraph 9(a) above, of the particulars of the alleged breach of the rules;
 - (b) where, if there is an appeal under paragraph 9(c) above, particulars of the breach of rules and the penalty imposed;
 - (c) in either event of the name or names of the Junior Member(s) involved, and of any known witnesses.
12. Within, if possible, five days of the reference or appeal the Disciplinary Committee shall require in writing the Junior Member concerned and witnesses to attend for a hearing at a time and place stipulated, with usually two full days notice. In the case of a reference such a notice shall state the details of the alleged breach of rules.

13. If any person required to attend such a hearing before the Disciplinary Committee fails to make an appearance, the Committee may, at its discretion, adjourn the proceedings and in particular, if the Junior Member concerned fails to appear, may deal with his case in his absence, if satisfied that proper notice has been given.
14. The Chairman shall explain the procedure to be followed at the hearing and shall read out, in the case of a reference, the complaint of alleged breach of the rules against the Junior Member; and in the case of an appeal the finding of breach and/or the penalty imposed against which the appeal is directed.
15. At the hearing, the Disciplinary Committee shall receive a signed statement of evidence from the Junior Member concerned and from each witness. A record of (i) any questions the Committee may wish to put, and (ii) any replies to those questions, will be made. Each record, on completion, shall be read through, by its maker, and shall incorporate any amendments and additions the maker wishes to make and thereafter be signed and dated by him.
16. If in the course of such hearing the Disciplinary Committee are given the names of additional potential witnesses, whose evidence they consider may be significant, they shall follow, so far as appropriate, the procedure referred to in 12 above so as to arrange their attendance.
17. At the conclusion of the hearing, the Disciplinary Committee shall determine whether any breach of the rules has been established, taking into account any representations made by or on behalf of the Junior Member. The Committee shall also determine upon an appropriate penalty (if any). The Committee shall inform the Junior Member in writing, as soon as is possible, of its determination.
18. If penalty only is in issue, the Disciplinary Committee shall follow, so far as appropriate, the procedure referred to in 12 above, save that the notice shall state the details of the penalty imposed.
19. If the Junior Member required to attend such an interview fails to appear, the Disciplinary Committee may deal with his case in his absence, if satisfied that proper notice has been given.
20. At the conclusion of the hearing, the Disciplinary Committee shall determine upon the appropriate penalty (if any) taking into account any representations made by or on behalf of the Junior Member. The Committee shall inform the Junior Member in writing, as soon as is practicable, of its determination.
21. The Junior Member shall have the right to appeal to an Appeal Committee. He shall notify the Dean in writing of his intention to exercise the right of appeal within 48 hours of his receipt of the Disciplinary Committee's determination.
22. The procedures attendant upon an appeal to an Appeal Committee shall be the same as those attendant upon a reference or appeal to a Disciplinary Committee with any necessary modifications.
23. The Appeal Committee shall make an oral or written report of its determination as to penalty, as soon as is practicable, to the Governing Body which may, after taking into account any representations which the Junior Member may wish to make, accept, modify, or reject the same. The Governing Body shall inform the Junior Member in writing, as soon as is practicable of its determination.

24. The Junior Member is to be reminded of his right of appeal to the Office of the Independent Adjudicator against a qualifying determination of the Governing Body, once the Formal Completion of Procedures Letter has been issued by the President (see Complaints Procedure p.19).
25. Either the Dean or the Disciplinary Committee or the Appeal Committee may permit the Junior Member to be assisted by a third person, if it is considered appropriate in the interests of fairness to do so.
26. The Junior Member may waive at any state all or any of his rights under the foregoing procedure; nor shall any departure from such procedure invalidate any determination purported to be made thereunder unless in all the circumstances such departure is productive of substantial unfairness to the Junior Member.
27. Any time limits contained in this disciplinary procedure may be extended at the discretion of the Dean, the Disciplinary Committee or the Appeal Committee as is appropriate.

VI. Penalties

In the event that a case is found proved, the Dean, or any Disciplinary or Appeal Committee, shall have power to impose on the Junior Member concerned a penalty of expulsion, rustication, suspension, fine, or such penalty as he/she or it thinks fit.

8. HARASSMENT – COLLEGE CODE OF PRACTICE

Harassment may include any unwarranted behaviour directed towards another person which disrupts that person's work or reduces their quality of life. Such behaviour might include one or more acts of bullying, verbal or physical abuse, or other forms of ill-treatment whose effect is to create or maintain a hostile or offensive studying, working, or social environment for the person against whom it is directed. Similar behaviour by electronic means such as E-mail or the publication of web sites will also be treated as harassment. Unacceptable behaviour might include unwelcome sexual advances or requests for sexual favours, offensive physical contact or verbal behaviour of a sexual nature, and other hostile or offensive acts relating to a person's sex, sexual orientation, race or religion.

The College is committed to ensuring a humane and fair environment, in which the rights and freedoms of the person are respected, and in which student and employee performance is supported and rewarded on the basis of relevant characteristics such as ability and industry. Harassment of any kind - whether sexual harassment or harassment of a person which is directed at his or her sexual orientation, race or religion - is damaging to such an environment.

The College has an Advisory Panel on harassment and a Complaints Procedure. Advice can be sought from any of the members of the College who offer welfare advice (see Welfare Advice p.28); cases of alleged harassment can be reported to the Dean, who may use his/her disciplinary powers in dealing with them.

Any of the members of the College's Advisory Panel on harassment will give advice on an informal and confidential basis. The College will act positively in accordance with its Complaints Procedure to investigate any alleged cases of harassment by Senior Members, Junior Members or employees of the College. It will, wherever possible, effect a remedy, and will take disciplinary action when an allegation is determined to be valid. A copy of the Complaints procedure is available in the JCR and MCR; it can be obtained from any of the officers of the College or JCR or MCR or from the College Office.

Confidential advice may also be sought outside the College through the University's Advisory Panel on Harassment in Wellington Square by ringing (2)70760.

9. THE JOINT COMMITTEE AND THE REPRESENTATION OF JUNIOR MEMBERS

- (a) The Officers of the College are always willing to explain their, or the College's, policies to Junior Members.
- (b) The Joint Committee has meetings when necessary.
- (c) The voting members of the Committee are:
 - (i) the President, Dean and Bursar or their deputies, together with one other member of the Governing Body;
 - (ii) the Presidents of the JCR and MCR or their deputies;
 - (iii) the JCR Academic Affairs Officer, the JCR Women's Welfare Officer, the JCR Domestic Officer and the JCR Accommodation Officer;
 - (iv) the Domestic Bursar;
 - (v) two members of the College staff: viz. heads of departments to whom any item of business is relevant;

Additionally, there shall be present in an advisory capacity and without vote:

- (vi) such additional Senior and Junior Members as may be helpful to the discussion, and as may be determined by the President and President of the JCR when drawing up the agenda.
- (d) The provision for additional members in clause 9 (c)(vi) above shall not exclude the possibility of occasional additional meetings between the Joint Committee and a committee of the Governing Body. Such meetings shall, whenever practicable, take place at the time customarily fixed for the committee or the Governing Body.
- (e) The Joint Committee has power to refer matters back to the JCR, or to refer them to some Officer of the College, or to refer them to the Governing Body (whether or not *via* a JCR Meeting and/or some committee of the Governing Body, and whether or not in the form of a positive or negative recommendation or merely as a matter on which the decision of the Governing Body is sought by the Committee).
- (f) The President of the JCR, one other Officer of the JCR, and the President of the MCR (or their deputies) are entitled to attend meetings of the Governing Body and to speak (but not vote) in its deliberations on all matters except those defined as 'reserved'.
- (g) The Presidents of the JCR and MCR (or their deputies) and the JCR Academic Affairs Officer are entitled to attend meetings of the Academic Committee and to speak (but not vote) on all matters except those defined as 'reserved'.
- (h) Representatives of the JCR and MCR are entitled to attend meetings of the Library Committee (see p.25) and the Computing Committee (see p.20).

SECTION II

GENERAL INFORMATION

ACADEMICAL DRESS

The University rules with regard to academical dress are as follows: at the Matriculation ceremony, University examinations and at presentation for a degree, subfusc clothing (i.e. **for men** a dark suit, with or without a (matching) waistcoat or black pullover, dark socks, black boots/shoes, a white shirt, white collar and white bow-tie; **for women** a dark skirt or dark trousers, black stockings/tights, black shoes/boots, white shirt/blouse, black tie, with or without a black jacket, pullover or cardigan) must be worn with academic cap and gown. (Women have a choice between a mortar-board or the old style women's cap.)

ACCOMMODATION

Accommodation in College rooms or College hostels is usually offered to all undergraduates for the duration of their study and to graduates for up to two years. There are also some flats for married persons. First year graduates and undergraduates are assigned rooms before their arrival. People already in residence who seek College accommodation must participate in the annual accommodation ballots conducted by the Dean and Domestic Bursar in collaboration with the JCR Accommodation Officer and MCR Secretary. All Junior Members in College accommodation must sign a tenancy agreement before the key to the room is issued to them.

All tenure of rooms is subject to the convenience of the College. A Junior Member who has asked for a room or rooms in College accommodation shall, unless he/she can satisfy the Dean and the Domestic Bursar that his/her action is reasonable, be liable to a penalty of one term's rent or the loss to the College while the room or rooms stand empty, whichever is the smaller, if he/she:

- (i) enters into occupation of College accommodation and leaves it in the course of the academic year for which he/she has taken it; or
- (ii) having agreed to take College accommodation, decides after the end of Trinity Full Term not to do so.

The College reserves to itself the right to make use of rooms in vacation or when they are not actually occupied.

ADDRESSES AND PHONE NUMBERS

Junior Members not in College accommodation must give the Lodge and College Office their Oxford addresses at the beginning of the academic year. They must also tell the Lodge of any subsequent changes of address. Junior Members must also provide their mobile telephone number to the College Office where they will be held securely and used only in cases of emergency (e.g. a flu pandemic).

ANIMALS

No animals of any sort may be kept or brought within the College premises without the permission of the Dean.

BICYCLES

All members of the College should either have their bicycles marked with 'CCC' followed by their initials, in lettering on the frame in characters not less than one inch high or should have them stamped and registered under the College's scheme, details of which can be obtained from the JCR President. They are advised to keep a record of the frame number.

Bicycles must not be kept in rooms, hallways or passages in any College accommodation except with the permission of the Domestic Bursar. They should be kept in the racks provided, and not left in any quadrangle.

CHAPEL

For nearly five hundred years, the Chapel has been a place of worship within the life the College. It is also a place set apart for quiet and reflection and is open daily and to all.

In term, there is a Sunday evening service of usually either Choral Evensong or a Sung Eucharist (Holy Communion). There are also occasional weekday services of Holy Communion followed by lunch and other special services during term. The chapel notice board and the College website have information on services and activities. Services largely follow those authorized by the Church of England, but the congregation and choir are composed of people from many denominations, faiths other than the Christian faith, and no faith. Quite simply, everyone is welcome. Each term there is a number of visiting preachers coming from a range of church traditions and denominations. The Chapel Choir is one of the largest student organizations in College and outside of term often undertakes trips to sing services elsewhere in the United Kingdom and abroad.

Members of College seeking to be married in the chapel should contact the Chaplain about eligibility. Those also seeking baptism and confirmation should also contact her/him.

The Chaplain is here to offer confidential pastoral care on welfare or religious matters to all members of the College, whatever their own religious beliefs. She/He can also advise on other appropriate sources of help and advice.

CLUBS

The Athletic Clubs and Drama and Music Societies have been financially amalgamated and are called CCC Consolidated Clubs. The funds of the Clubs are managed by a Senior Treasurer (the Dean). Only expenses sanctioned by the Treasurer will be met from Clubs' funds.

The Consolidated Clubs pay for the general equipment of most sports in which there is inter-collegiate competition, and also a proportion of the subscriptions of individuals to University Clubs in respect of those sports for which the College does not provide facilities.

COLLECTIONS – BEGINNING OF TERM

At the beginning of each term, usually on Friday and Saturday of 0th Week, practice examinations will be organised for those undergraduates whose tutors wish them to sit them (in practice, this means most undergraduates who have not taken a university examination the previous term). A list of those required to sit these collections, together with details of times, places and papers to be sat, will be posted a week in advance. Exemption from collections will not normally be granted without a medical certificate. Collections are taken very seriously by the College; additional rules for their conduct are circulated separately to undergraduates.

COLLECTIONS – END OF TERM

At the end of each term all undergraduates must appear before their Tutor(s) for termly reports on their academic progress.

COLLECTIONS – PRESIDENTIAL

All undergraduate students will be summoned, once a year, to discuss their academic progress with the President and the Senior Tutor. Graduate students will have an annual meeting with the President and Tutor for Graduates.

COMMON ROOMS

All members of the College *in statu pupillari*, including graduates, are members of the JCR, unless they wish to opt out. Graduate students, together with certain categories of undergraduates reading for a Final Honour School, are also members of the MCR; for the definition of the categories, and for the definitions of Associate, Honorary and Social Membership, see the MCR Constitution. Anyone who is a member of the MCR may opt out of membership.

Any Junior Member wishing to opt out of membership of a Common Room may do so by giving notice in writing at the beginning of any term to the President of the Common Room in question, to the President of the College and to the Domestic Bursar. Anyone opting out retains the right to use the public facilities of the College, including those administered by Consolidated Clubs, but not the rooms or facilities assigned to the Common Room. It is not possible for anyone who is a member of the MCR to resign from the JCR without also resigning from the MCR, since the latter was founded by agreement between the College and the JCR on the understanding that members of the MCR should also be members of the JCR.

Copies of the constitution of the Common Rooms are available from the College Office as well as from the President of the Common Room in question.

The accounts of the JCR and MCR shall be published annually, having been audited by the College Accountant; publication is taken to require that copies of the JCR's accounts shall be placed in the JCR and the Bursary, of the MCR's accounts in the MCR and the Bursary.

Junior Members considering standing for election as JCR Committee Officers or for the post of JCR Computer Representative or for membership of the OUSU Executive should discuss the matter with their tutors and obtain their approval before accepting nomination. Junior Members considering putting themselves forward for membership of the Ball Committee should also seek the prior approval of their tutors.

COMPLAINTS PROCEDURE

The Office of the Independent Adjudicator for Higher Education (OIA) has a remit to adjudicate on all unresolved student complaints. The only exceptions are those concerning admissions, matters involving academic judgement and complaints against other students or members of staff in circumstances where the College is not responsible for their behaviour. The types of complaint which fall within the remit of the OIA and the individual within the College who should ultimately attempt to resolve the matter are set out below. In the event that the aggrieved student remains unsatisfied, then the matter should be referred to the President for review. If necessary, the President will then issue the Formal Completion of Procedures Letter, which is the prerequisite for the aggrieved student taking the matter to the OIA. The student then has three months in which to raise the matter with the OIA. The OIA will not undertake a review of the complaint if there is no *prima facie* case to answer or it is

frivolous or vexatious. The College point of contact with the OIA is the Bursar with the Domestic Bursar as his deputy. Further information is available in the College Office.

<i>Complaints about</i>	<i>Person to whom the complaint should be referred</i>
Student accommodation issues	Accommodation Manager / Domestic Bursar
Welfare matters	Chaplain/Tutor for Women Students
Supervision of research	Graduate Advisers / Tutor for Graduates
Teaching and facilities	Senior Tutor
The Prospectus	Tutor for Admissions
Placement procedures	Senior Tutor
Racial or sexual discrimination	Dean
Disability discrimination	College Secretary
Human rights	Senior Tutor
Harassment	Dean
Maladministration	Bursar
Procedural irregularities	Bursar
Unfair practices	Bursar
Disciplinary matters	Vice-President

COMPUTING

Corpus's IT Systems provision comprises several public access machines, a suite for computers and printers for use by all College members, and connections to the College data network, provided in most accommodation. All College members are required to use email accounts provided by Oxford University Computing Services, accessible from the whole Internet including the College data network. Further details may be found in *Computing Facilities* booklet, available from the IT staff.

Access to the computer suite is via the Old Lodgings. Access is restricted to holders of a valid University Card who have registered with the College IT staff and other persons specifically authorised by the Computing Fellow. The full regulations concerning use of the College IT facilities may be found in the *Rules for Computer Use* and the *Rules Governing the Provision of Network Facilities for College Members*. University IT rules apply with equal force to College-provided IT facilities.

The Computing Committee of the Governing Body administers the IT provision in the College. The IT Manager, the Computing Officers and a representative from each of the JCR and MCR attend meetings of this committee for discussion of unreserved items on a non-voting basis.

Strict observance of the IT Rules is required. Failure to comply with those rules renders the offender liable to disciplinary action by the Dean, which may lead to a fine, termination of connection to the College's network or withdrawal of access to the Computer Suite. The College reserves the right to ask Oxford University Computing Services to apply similar sanctions in cases of abuse of network or E-mail facilities.

DAMAGE TO COLLEGE PROPERTY

Junior Members will be held responsible for any damage or breach of discipline committed in their rooms. The public display of posters anywhere except in windows (outward-facing) and on noticeboards is forbidden. The use of drawing pins (except in noticeboards) and the use of tape such as Sellotape on any painted surface are banned, and all residents are warned of the potential damage caused by Blu-tak or similar products. Any damage caused by the affixing of posters etc. to ceilings,

walls and doors will be assessed periodically by the Accommodation Manager and Domestic Bursar, and residents charged accordingly.

DEGREE CEREMONIES

There are nine Degree Saturdays a year. Corpus participates in the afternoon ceremony, at 2.30 p.m., which is normally preceded by lunch with the Dean of Degrees for graduands and up to three guests. Information about the dates of Degree Days may be obtained from the College Office. Those wishing to take a Degree should apply well in advance of any degree day. They are strongly advised to make such applications in good time since the College has been assigned a limited number of places at each Degree Day.

No 'grace' (i.e. permission) for any Degree will be granted by the College unless all outstanding accounts due to the College have been paid and all books returned to the Library.

There are no separate College or University fees for the BA. The fee for the MA is:

To the University	£10
To the College	£10

Fees must be paid through the College Office at least four weeks before the Degree Day.

For academical dress for degree ceremonies, which is required, see Academical Dress p.17. Candidates for every degree require the respective gowns and/or hoods both of their old and their new status. The College keeps a stock of gowns, and can supply those it does not keep, all at a fee; consult the Head Porter.

DISABILITY

Students with a disability should inform the College Secretary of the nature of their disability so that appropriate help can be provided. The College will provide appropriate assistance (both academic and domestic) to all students with a disability and make reasonable adjustments as required.

ELECTRICAL EQUIPMENT

Computers, televisions, radios, stereos, clocks, hairdryers, and electric kettles, (but not other cooking equipment) may be used in College rooms. All such appliances must carry the appropriate British Standard number or kitemark and where appropriate have been tested and certified as safe. The plug must also carry the relevant BS number 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. It is strictly forbidden to interfere with electrical fittings, to connect appliances to a lighting circuit or to use two/three plug adaptors plugged directly into a socket outlet. Multi-way boards may be used provided they are properly tested, and such boards may be acquired on loan from the Master of Works (who may be contacted via the Lodge). These will be charged in full on battels and a credit obtained when they are returned. The College reserves the right to remove to the College workshop any personal electrical equipment which is seen to be defective or in contravention of the College regulations relating to electrical safety, and the offender may be liable to a fine by the Dean.

EXTRA-CURRICULAR ACTIVITIES

The College recognises the importance of extra-curricular activities. Nevertheless, undergraduates are required to consult their Tutors before engaging in extra-curricular activities, e.g. drama, sport, journalism, involving commitments of time likely to interfere with academic work and may be asked by their Tutors to reduce their commitment to such activities. In cases of academic deficiency,

withdrawal from such commitments may be required as part of the specified improvements to be made under Stages One and Two of the Academic Disciplinary Procedure (see Rule 4, above).

FINANCIAL DIFFICULTIES

Although the College is not a funding body, it recognizes a responsibility, within its financial resources, to provide support for its current Junior Members who experience financial hardship. In particular, the College will within reason do what it can to ensure that Junior Members do not have to cut short their course through lack of funds. Every case will be assessed by the Maintenance Support Committee on its individual merits.

Every Junior Member of the College is eligible to receive help from the Maintenance Support Committee if the latter is satisfied that the applicant:

- (i) is in a situation of immediate and unforeseen financial hardship through circumstances beyond his/her control (e.g. death, illness, unemployment in the family)

or

- (ii) after exhausting other means of support, is not in a position to live on the income available, either because the applicant has less than (for undergraduates) the amount that the Committee deems adequate as compared to other undergraduates or (for graduates), the University recommended figures, or because special circumstances (not excluding unforeseeable increases in College or University fees or charges) make the sum specified above insufficient. It is acknowledged that overseas undergraduates generally incur greater expenses than home students.

At the time of their application to Corpus applicants who are not in receipt of or eligible for grants, loans, studentships or scholarships are required to guarantee that they have sufficient funds for their maintenance (exact sums depend on individual circumstances). If, however, through unforeseeable circumstances (e.g. major exchange rate fluctuations) this sum is no longer at their disposal at a later date, they should apply to the Maintenance Support Committee.

Since hardship can arise out of a number of different circumstances, the College feels it appropriate to offer different types of support in order to help as effectively as possible. Such help may take the form of cash payments, interest-free loans or credits on battels. The terms of such help (e.g. the period of repayment of loans) will be determined in the light of individual circumstances.

The Committee operates within a budget approved annually by the Governing Body. It meets once a term, and applications for maintenance support are normally considered at that meeting. In urgent cases, immediate grants or loans may be authorised by the Chairman, in consultation with the Bursar; any such loan or grant is reported to the next meeting of the Committee. Applications are confidential to the Committee and the Bursar. Previous applications, whether successful or unsuccessful, do not preclude further applications. Application forms can be downloaded from WebLearn (beta).

FINANCIAL INFORMATION

Separate *Fees and Charges* sheets deal with the College and University charges incurred by undergraduates and graduate students. Further information may be obtained from the Bursary. The College hopes to avoid altering any of its charges in the middle of an academic year, but cannot promise that it will always be possible to avoid it.

FIRE PRECAUTIONS

Paraffin heaters, candles, incense/joss sticks and other such items which might constitute a fire risk are not permitted in College rooms and will be removed if found; neither is personal furniture that does not comply with current fire regulations including inflatable furniture. Dart-boards or any other appliances liable to cause undue wear and tear are not allowed. Heating appliances must not be obstructed by any combustible material or anything which may cause them to overheat.

Fire detection devices are installed in all College rooms. Attention must be paid to ensure that they are not activated carelessly.

Interference with any of the College fire-detection or fire-fighting equipment may constitute a criminal offence.

All members of College must comply with the Fire Action instructions as posted in all College premises, and with all instructions relating to fire training, drills, etc. They must also comply with all other instructions relating to Health and Safety at Work Regulations as issued by College Officers.

Any action which constitutes neglect of these rules will be reported to the Dean for disciplinary action.

FREEDOM OF SPEECH

The College has issued a Code of Practice to safeguard the lawful exercise of freedom of speech for members of the College, Staff and visiting speakers. Copies of the Code are held by Officers of the College, the JCR and MCR. They are also available in the College Office.

GARDENS

The College Garden is open to Junior Members during Term from 9.00 a.m. to 9.30 p.m. Furniture or College bedding from rooms may not be taken into the Garden. Croquet and bowls may not be played there before 1.00 p.m., nor between 5.00 p.m. and 7.00 p.m. on Monday to Friday. No games other than croquet and bowls are allowed in the Garden. Litter must not be left in the Garden, or in any quadrangle.

GATES and KEYS

The College gates are normally closed at 11.00 p.m. in Full Term, and at 10.30 p.m. in vacations. A key which operates the locks to the College may be obtained from the Head Porter. These keys must be returned to the Head Porter at the end of Trinity Term. For obvious reasons of security, keys should be looked after carefully: loss of a key will make the key-holder liable to an automatic fine. Keys are for the use of members of the College only and must not be given to anyone else. The Liddell lodge is open from 7.30am to 9.00pm Monday to Saturday. It is closed from 9.00pm Saturday until 7.30am Monday with Wardens on duty FOR EMERGENCIES ONLY in closed periods.

GRANTS

Academic Expenses Grant: all undergraduates and fee paying graduates are eligible to apply for a grant for books or other academic expenses required for their course but bought at their personal expense. Forms are available on WebLearn from mid-January.

Vacation Residence Grant: undergraduate members of the College who wish to reside in Oxford during the vacation for academic study, approved by their tutors, may apply for a grant towards the cost up to a normal maximum of fourteen nights in any academic year (Scholars may apply for up to 28 nights; exhibitors 21). Forms will be available on WebLearn from week 4.

Travel Grant: Undergraduates who intend to travel during a vacation are entitled to apply to the Senior Tutor for financial help. The trip should have some academic purpose and the application should be supported by a Tutor. A grant of up to £200 may be awarded in any two-year academic period. The Senior Tutor has a limited budget so early applications are advised.

Travel Grant: Graduates are able to apply to the Tutor for Graduates for financial help towards expenses for attending meetings, or for travel for other academic purposes. Applications should be supported by the graduate's supervisor. The maximum grant awarded will be £500 in total during the fee-paying period of graduate study (£250 for those on 1 or 2 year courses).

Anyone wishing to apply for a travel grant should download the application form from WebLearn. Undergraduates should apply by the end of Week 6 of the term prior to travel. They will not be eligible for a grant after the Easter vacation of their final year as an undergraduate.

GUESTS

Junior Members are responsible for ensuring that no guest (whether a member of the College or not) is a nuisance to College staff or to members of the College who share with them facilities provided by the College. Permanent or resident guests are not allowed in College accommodation. If a Junior Member, as the result of the presence of a guest or guests in his/her room in accommodation provided by the College, creates disturbance or creates pressure on staff or on facilities, or if a Junior Member permits a person to reside in his/her room for longer than a visitor would commonly be expected to stay, then the Junior Member may be disallowed from having guests in his/her room at hours that the Dean specifies. Anyone who fails to comply with rulings imposed by the Dean in this matter may be told to vacate his/her College accommodation forthwith.

GUEST ACCOMMODATION

There are two single spare bedrooms in College the use of which may be granted by the Domestic Bursar to Junior Members for their guests. The host must be responsible for the good conduct of his or her guests.

HALL AND KITCHEN

The times of meals in term are as follows:

Breakfast 8.15-8.45 a.m., Monday to Friday; 9.30-10.30 a.m. on Saturday.

Lunch 12.40-1.25 p.m. (12.25-12.55 p.m. on Sundays).

Dinner Cafeteria service 6.30-7.15 p.m. every day (except Saturdays, when no dinner is provided); 7.30p.m. on Sundays. Formal Hall at 7.15 p.m. on two Sundays a term and every Friday.

Junior Members are not permitted to enter the Kitchen or Buttery, save by prior agreement with the staff.

Meals may be taken out to be eaten in the College Garden, but not in any paved quadrangle.

Failure to return glasses or cutlery taken out of the Hall, Buttery or Beer Cellar is an offence which incurs a fine.

HISTORY of the COLLEGE

Those interested in the History of the College are recommended to consult Fowler's *History of Corpus Christi College*, Milne's *Early History of Corpus Christi College* (which is on sale in the Lodge), or the article on the College in the *Victoria County History of Oxfordshire*. A *Biographical Register* giving details of members of the College between 1880 and 1974 and a supplement (1974-1991) are available from the Lodge, and *Corpuscles*, a history of Corpus in the twentieth century written by its members was published in 1994.

LIBRARY

The Library is a major resource for undergraduate, graduate and postdoctoral work. With certain restrictions its collections are available for borrowing.

The entrance to the Library is on Staircase 7. Access is restricted to College Members holding a valid University Card and other persons specifically authorised by the Fellow-Librarian. The full regulations concerning the Library are included in the current edition of the *Library Handbook*, which is distributed to all new readers, and which is available for inspection on WebLearn and in the Library. Readers are asked to pay particular attention to the Library Rules section of the *Handbook*.

The Library is administered by the Library Committee of the Governing Body. Provision is made for a Junior Library Committee and for attendance of a representative of the JCR and of the MCR, on a non-voting basis, for discussion of unreserved items in the meetings of the Library Committee.

LIBRARY RULES

Strict observance of the Library Rules is required. Persistent abuse of the Library rules may lead to a restriction in the hours the Library is open to all readers. Failure to comply with the rules relating to borrowing renders the reader liable to suspension of their borrowing privileges, fines, or complete exclusion from the Library. Serious cases of misconduct are considered by the Dean in consultation with the Fellow-Librarian. Mobile telephones must be switched off in the Library. Readers are not allowed to bring food or drink into the Library at any time, regardless of whether it is sealed or not; the only exception to this rule is that water may be brought in in approved containers. The illicit removal, or defacement of a book, periodical or document from the Library are also regarded as very serious offences. The provisions of this paragraph also apply when members of this College are allowed to use another college library.

MEDICAL

All Junior Members **must** register as patients under the National Health Service with an Oxford Doctor. The College Doctors, who hold surgeries in King Edward Street, and the College Dentist, whose surgery is in Beaumont Street, are willing to accept any member of the College as a patient. The College Nurse is in daily attendance in College (Monday - Friday). Detailed information on health matters is sent to Freshers by the Dean.

NOISE

Noise is to be kept to a level at which other people are not disturbed. No music should be disturbingly audible from outside the room in which it is being played. Except by prior arrangement with the Dean, no music is allowed in College accommodation between 11.00 p.m. and 7.00 a.m. The Dean may make special regulations governing music hours in a particular building or group of rooms. These regulations shall be valid until reversed by the Governing Body on the recommendation of the Joint Committee or until withdrawn by the Dean. Failure to observe these rules at any time, but especially during the period in which members of the College are sitting their examinations, will be treated as a

serious offence. Any offender is liable to a fine by the Dean and the banning of his/her radio, stereo, etc.

OFFICERS of the COLLEGE

Letters to Officers of the College on official matters should be addressed to them under their official title(s) so that such letters may, if necessary, be dealt with by a relevant person in the absence of the Officer. These include the President, Bursar, Domestic Bursar, Senior Tutor and Accountant.

OUT OF BOUNDS

Junior Members are **strictly** forbidden to go on the roof of any College Building.

PAID EMPLOYMENT IN TERM AND VACATIONS

Study during vacations is an essential condition of adequate preparation for an Honour School. Undergraduates must, in all cases, consult their Tutors before deciding whether, and for how long, they should commit themselves to paid work.

Undergraduates are allowed, subject to the consent of the relevant tutor, to take paid employment during term-time for a maximum of six hours a week outside the period 8.30 a.m. – 1.00 p.m. The consent of the undergraduate's tutor must be obtained.

Graduates are permitted to take paid employment for up to 6 hours per week. Graduates who obtain employment for more than 9 hours will normally be expected to suspend their study.

PARTIES

Any Junior Member wishing to hold a party for more than a dozen people must obtain the permission of the Dean if the party is to be held in any College room or a College hostel. Application forms for permission to hold parties in public rooms are obtained from the Domestic Bursar; and they must be returned to him (with the necessary deposit if required) at least three days before the party.

THE PELICAN RECORD

The College's annual magazine, *The Pelican*, founded in 1891, is now combined with the *Annual Report* and called *The Pelican Record*. *The Pelican Record* is edited by Senior and Junior Members and can be maintained only by the interest and support of each generation of Junior Members.

PORTERS' LODGES

Junior Members are not allowed to enter the Porters' Lodges.

PREGNANCY

Any Junior Member who becomes pregnant during her course is encouraged to discuss in confidence any aspect of her situation with the Tutor for Women Students, the Chaplain, or any other College Officer concerned with student welfare, as well as the College doctors. The College will respond sympathetically to any request made by her for a temporary interruption of studies. The College will do its best to provide help with any special needs associated with pregnancy and birth.

PRIZES

Prizes of books are given for (to):

- (i) First Classes in any Final Honour School or Honour Moderations or Distinction in a graduate degree, First Public Examination or First BM;
- (ii) outstanding work in Collections;
- (iii) winners of University prizes awarded on the results of a special examination totalling £100 or more;
- (iv) members who are awarded *proxime accessit* mention in University prizes on the results of a special examination;
- (v) members awarded honourable mention in University prizes on the results of a special examination; winners of University prizes awarded on the results of the FHS examination, as for (iii) and (iv).

Undergraduates who obtain First Classes in Classical Honour Moderations are considered by the Charles Oldham Trustees for grants to enable them to visit Greece or Italy.

The following College Prizes are awarded annually:

Andrew Hopley Memorial Prize: to reward excellence in pre-clinical or clinical medical studies whilst in Oxford;

Charlton Travelling Scholarship: there is a small fund from which money can be awarded on an annual, or less frequent, basis to Junior Members of Canadian nationality to be applied for such purposes as the College deems fit;

Christopher Bushell Prizes: for the best undergraduate thesis done in History;

Corange Prize: awarded to a medical student who obtains a Distinction in First BM Parts I and II

Corpus Association Award: to the first year undergraduate who has made the most outstanding contribution to the life of the College;

European Travel Scholarship: (in memory of Cecil and Phyllis Palmer): for a research project involving travel to Europe (£500 awarded biennially);

Fox Prize: awarded to any undergraduate who is ranked within the top 5% of the University in a First Public Examination;

Haigh Prize: for the best work by undergraduates in their final year reading Literae Humaniores;

Hopley Prize: awarded to a medical student who obtains a Distinction in First BM Part I and Part II;

James F Thomson Prize: awarded to the undergraduate who has done the most distinguished work in Philosophy during the year;

Miles Clauson Prizes: usually awarded to the Presidents of the MCR and JCR;

Music Award: an annual award of £200 to an undergraduate other than an Organ Scholar;

Sidgwick Prize (Graduates): for the best essay by a Junior Member, *either* on some aspect of the history of the College, its members or its possessions *or* on an academic question of the candidate's choice;

Sidgwick Prize (Undergraduates): awarded to a 2nd year undergraduate for excellent academic work on the recommendation of his/her tutor(s);

Willmer Prize: for the best undergraduate article in *The Pelican Record*.

When a prize of books is awarded, book tokens are issued. These can be exchanged at any bookshop but if the books are obtained at Blackwells they will, for a small charge, stamp the book with the College Arms. Bookplates are issued by the Senior Tutor, from whom further bookplates may be obtained.

SCHOLARSHIPS and EXHIBITIONS

Scholarships and Exhibitions may be awarded to members of the College, on account of ability and promise shown in their work generally or in University examinations or in a competition for a University scholarship or prize or for a College prize.

SMOKING POLICY

It is the College Policy that all enclosed¹ College premises (including all rooms) are 'smokefree' and that smoking in any College room or enclosed area will be deemed a contravention of College Rules. It should be noted that (as from 1st July 2007) it is against the law to smoke in all enclosed or substantially enclosed public spaces or workplaces and that failure to comply with this law is a criminal offence subject to a maximum fine of £200.

¹*Enclosed premises include such areas as the College cloisters.*

TELEPHONES

There are public telephones (either card or cash) in some College properties. All rooms in hostels and houses outside the central site are connected to the University telephone system via Virgin Media and all rooms in College have direct connections. Details for personal access to these connections are available from the College Office.

UNIVERSITY EXAMINATIONS

Members of the College are normally required to take University examinations at the earliest times allowed by the Statutes.

Candidates are entered for examinations by the College. Forms are sent to candidates by the College Secretary approximately two weeks prior to the entry date. Candidates are responsible for completing the forms correctly and returning them at the stated times.

USE OF COLLEGE FACILITIES BY JUNIOR MEMBERS NOT IN RESIDENCE

Junior Members who obtain the College's permission to go temporarily out of residence, will normally be expected not to continue living in Oxford during that period. If they obtain the College's agreement that they may live in Oxford, they will only be entitled to use those College facilities for which they have negotiated special permission and on such terms as the College agrees. Those living outside Oxford will need to apply for decanal permission for any visits to the College.

WELFARE ADVICE

Junior Members seeking advice on any problem, academic or personal, are encouraged to discuss the matter with their Tutor(s) or Graduate Adviser. Should they prefer, they may consult one of a number of Senior Members of the College (including the Chaplain, the Tutor for Women Students, the College Nurse and the Senior Advisers), who are ready to discuss any personal problems in complete confidence. The JCR and MCR Presidents and Welfare Officers are also available as well as the University Counselling Service at 11 Wellington Square.

GRATIARUM ACTIONES – The College Grace

Grace before dinner in Formal Hall is said by a Scholar. The following is the form of Grace:

Ante Prandium

Nos miseri et egentes homines pro hoc cibo, quem in alimonium corporis nostri sanctificatum es largitus, ut eo recte utamur, Tibi, Deus omnipotens, Pater caelestis, reverenter gratias agimus; simul obsecrantes, ut cibum angelorum, panem verum caelestem, Dei Verbum aeternum, Iesum Christum Dominum nostrum, nobis impertiaris, ut Eo mens nostra pascatur, et per carnem et sanguinem Eius aliamur, foveamur, corroboremur.

We wretched and needy mortals give reverent thanks to you, almighty God, heavenly Father, for this food, which you have given us to nourish our bodies, praying at the same time that you may bestow on us the food of angels, the true heavenly bread, the eternal Word of God, Jesus Christ Our Lord, that our souls may feed on him, and that through his flesh and blood we may be nourished, cherished and strengthened.

The following ancient forms of Grace after Dinner are not in daily use:

Post Prandium

Infunde, quaesumus, Domine Deus, gratiam Tuam in mentes nostras, ut hisce Tuis donis, datis a Ricardo Fox, Fundatore nostro, caeterisque benefactoribus nostris, recte in Tuam gloriam utentes, una cum fidelibus defunctis omnibus, in caelestem vitam resurgamus; per Iesum Christum Dominum nostrum.

Deus pro infinita Sua clementia ecclesiae Suae concordiam et unitatem concedat, reginam nostram conservet, pacem regno universo populoque Christiano largiatur; per Iesum Christum Dominum nostrum.

Pour your grace, we pray, Lord God, into our souls, that, making right use of these your gifts, given by Richard Fox, our Founder, and our other benefactors, to your glory, we may rise again to heavenly life with all the faithful departed, through Jesus Christ Our Lord.

May God in his infinite mercy grant concord and unity to his church. May he preserve our Queen, and bestow on her whole kingdom and all Christian people, through Jesus Christ Our Lord.