The regulations in this handbook 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.

All Junior Members are required to read and accept the regulations set out in this handbook (and any future handbooks whilst registered as a member of the College) by signing the student-college contract.

The term ‘Junior Member’ shall include any person who is registered or enrolled as a student whether for a degree or diploma or otherwise.
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1. Introduction

Corpus Christi College is one of the constituent colleges of the University of Oxford. It was founded in 1517 by Richard Fox, Bishop of Winchester, as a place of renaissance learning for the education of young men in the humanities and the sciences.

The College currently consists of 41 Fellows, 18 other full and part-time academic staff, 100 full and part-time non-academic staff, 121 graduate students and 252 undergraduate students.

The Governing Body of the College consists of the President and Fellows. It has responsibility for the management of the affairs of the College. The College is regulated in accordance with the College Statutes and the College Bylaws.

The College is governed by the Governing Body whose members are bound by the Statutes and Regulations of the College. The Statutes, Regulations and College Rules are available on the College’s Weblearn site or are available from the College Office.

1.1. Aims and Values of the College

The Objects of the College, as stated in the Statutes of the College, are:

To advance education, learning and research, in particular by providing a College in the University of Oxford called Corpus Christi College.

A more specific statement of our aims and objectives is to:

- Deliver world-class undergraduate education, regardless of financial background, through rigorous academic selection, and personal and small group tuition within the College together with personal pastoral support;
- Provide an academically diverse environment in which graduate students may mature towards independence in study and research;
- Promote research of the highest quality by Fellows and students for the benefit of wider understanding;
- Make facilities available to other educational bodies to provide educational events and courses;
- Maintain good stewardship of the College’s historic buildings and collections which are a part of the nation’s heritage; and
- Maintain and enhance the endowments and benefactions for the benefit of future generations while supporting current activities.

The delivery of these aims and objectives is informed by the core academic values of the College, which are:

- To strive for and promote excellence in teaching, learning and research;
- To promote an atmosphere of academic integrity, innovation and a global outlook;
- To set high academic standards and to support these with appropriately directed resources, regularly reviewed; and
• To promote our values of academic excellence, humanity, integrity, enquiry and endeavour within the wider academic community.

1.2. Useful contact information and websites

*Useful contact information*

**Postal address:** Corpus Christi College, Merton Street, Oxford OX1 4JF, UK

<table>
<thead>
<tr>
<th></th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodge</td>
<td>01865 (2)76700</td>
<td><a href="mailto:porters@ccc.ox.ac.uk">porters@ccc.ox.ac.uk</a></td>
</tr>
<tr>
<td>College Office</td>
<td>01865 (2)76737</td>
<td><a href="mailto:college.office@ccc.ox.ac.uk">college.office@ccc.ox.ac.uk</a></td>
</tr>
<tr>
<td>Bursary</td>
<td>01865 (2)76735</td>
<td><a href="mailto:bursary@ccc.ox.ac.uk">bursary@ccc.ox.ac.uk</a></td>
</tr>
<tr>
<td>Library</td>
<td>01865 (2)76744</td>
<td><a href="mailto:library.staff@ccc.ox.ac.uk">library.staff@ccc.ox.ac.uk</a></td>
</tr>
<tr>
<td>IT Office</td>
<td>01865 (2)86546</td>
<td><a href="mailto:it-support@ccc.ox.ac.uk">it-support@ccc.ox.ac.uk</a></td>
</tr>
<tr>
<td>College doctor</td>
<td>01865 242657</td>
<td>--</td>
</tr>
<tr>
<td>College nurse</td>
<td>01865 (2)76705</td>
<td><a href="mailto:Midge.curran@ccc.ox.ac.uk">Midge.curran@ccc.ox.ac.uk</a></td>
</tr>
</tbody>
</table>

If you are using a phone on the University system to call another University number, you only need to dial the last 5 digits of the number (e.g. for the College Lodge, dial 76700).

A list of College post-holders and their contact details can be found in *Annexe 1*.

*Useful websites*

**College website**  
[www.ccc.ox.ac.uk](http://www.ccc.ox.ac.uk)

**WebLearn**  
[WebLearn.ox.ac.uk/portal](http://WebLearn.ox.ac.uk/portal)  
This is the University’s virtual learning environment (VLE) and the main repository of teaching information. Most colleges (including Corpus), departments and faculties have their own sites within WebLearn.

**Student Self Service**  
[www.ox.ac.uk/students/selfservice](http://www.ox.ac.uk/students/selfservice)  
This gives access to your University student record. You can use it to register at the start of each year, to view your exam results and to ensure the University has the correct contact details for you.

**Nexus**  
[www.outlook.office.com](http://www.outlook.office.com)  
This is the web interface for the University’s e-mail, calendar, etc, system. You can use it to access your university e-mail account.

**OxCORT**  
[www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk)  
This is the University’s undergraduate tutorial reporting system. Tutors complete reports on your academic progress at the end of each term, which you can then read.
Student Gateway  
www.ox.ac.uk/students/
This provides access to University information, services and resources to help you get the most out of your university experience.
2. Starting as an undergraduate fresher at Corpus

2.1. Before arrival

There are various documents that you need to download, fill in/sign and return before 1st September. These are:

- College Registration form
- Student-College contract (see Annexe 3)
- University Card Form (undergraduates only)
- Financial declaration (home students only)
- Reply to the invitation to Freshers’ Dinner

You will be sent details of how to access the information once your place has been confirmed. There are various other documents giving information on the same site including the University’s Terms and Conditions.

You will also need to register online with the College Doctor – the link will be made available to you once your place has been confirmed.

It is very important that you inform the College Office of any disabilities or specific requirements that you may have as soon as possible, so that we can make reasonable adjustments appropriate to your individual needs. You are not under any obligation to disclose details of your disability either to the College or to the University’s Disability Advisory Service, but we can only provide you with appropriate support if we are made aware of any particular needs that you may have. Should you provide such information, it will be treated on a confidential basis (a link to the College’s policy on confidentiality is in section Error! Reference source not found.).

If you declared a disability on your UCAS form and have been contacted by the University’s Disability Advisory Service please ensure you also communicate with them.

2.2. University Card, student number, single sign-on (SSO), remote access account and University registration

University card

The University Card, also known as ‘Bod Card’, is your identity card. It will be required in libraries, departments and faculties.

It also acts as a meal card within College. A set amount (£100) will be credited to the card (and added to a Junior Member’s battels) at the start of their course. Credit can be ‘topped up’ in the Bursary or by going to www.upay.co.uk. If you lose your card you will be charged £15 by the University to replace it. If you lose or break your card you should contact the College Office and request a new card to be issued.

You will receive your card in your Fresher welcome pack when you arrive and register.

Student number
You will receive an e-mail before arrival from the Student Information and Advisory Service giving you your student number. This is your unique identification number for all your student records.

**Oxford Single Sign-On (SSO) account**

All students are given an Oxford Single Sign-On username and password. This gives you access to many web-based services at Oxford (including Nexus, WebLearn, Student Self Service, OxCORT, etc). You will receive an e-mail before arrival from the Student Information and Advisory Service about how to activate your account.

**Oxford Remote Access account**

Your Oxford Remote Access username and password are necessary to access the College and University wireless networks (Eduroam). You can register for your ‘Remote Access Account’ at [https://register.it.ox.ac.uk/](https://register.it.ox.ac.uk/) as soon as you have activated your SSO account and if at all possible you should do so prior to your arrival in College.

**University registration**

All new students will be sent details from the University on how to begin the registration process. You should verify your details online through Student Self Service before you arrive. You will need to use your SSO (see above) to access the Service. You need to register to attend your course, use your email account, print an enrolment certificate but most importantly to obtain your University card and release your loan (if you are a UK student). Your status as a student is not confirmed until registration has been completed by the College and this cannot happen if you have not verified your details in advance of your arrival.

### 2.3. On arrival – day one

You need to arrive at Corpus on Monday 7th October, after 2 pm (you will not be able to register or receive your room key prior to this time).

On arrival go to the Seminar Room on Staircase 4 where you will be registered by the Academic Registrar and given your welcome pack, and the Porter will give you your room key and proximity card.

There will be lots of student volunteers around to welcome you, show you to your room, and make sure you get to the right places.

If your parents, or someone else, is bringing you then there will be coffee/tea and cakes available for them in the Hall.

### 2.4. Freshers’ week

There are a variety of induction events, both academic and non-academic, timetabled for Tuesday to Friday, starting with a welcome by the College President at 9.30 am on Tuesday in the College Auditorium. The website has the timetable of induction events. Some of these events, marked with a *, are compulsory.
Your College Tutor(s) may give you some academic work to do during this week. University teaching starts on Monday 14th October.

Freshers’ week finishes with the Undergraduate Freshers’ Dinner on Friday evening.

2.5. Matriculation

Matriculation is the formal ceremony admitting new students to membership of the University. The Matriculation Ceremony is compulsory for all freshers, excluding Visiting Students.

All students must wear full academic dress (sub-fusc).

The Ceremony is always on the Saturday at the end of 1st week. Details of timings for photographs, roll call and procession to the ceremony will be posted and emailed during the week. If you are not present during the roll call you cannot be matriculated. Guests are not allowed.

2.6. Academic Dress

Academic dress (also called sub fusc) must be worn at all formal University ceremonies, including the Matriculation Ceremony, University examinations and Graduation Ceremony.

The University rules with regard to academic dress are as follows:

You should wear the appropriate gown, a mortar board or soft-cap, and your preferred items from the following list:

1. one of:
   - dark suit with dark socks, or
   - dark skirt with black tights or stockings, or
   - dark trousers with dark socks or dark hosiery;
2. dark coat if required;
3. black shoes;
4. plain white collared shirt or blouse;
5. white bow tie, black bow tie, black full-length tie, or black ribbon.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If you wear a head dress / scarf for religious reasons, a black scarf should be worn. Members of the armed forces may wear service dress under their gowns.

Dress should be such as might be appropriate for formal occasions. Students from previous Universities can wear the gown and hood of that Institution.

There are several shops in Oxford that sell appropriate clothing, gowns, mortar boards and soft caps, so these can be bought on arrival.
3. **Starting as a graduate fresher at Corpus**

### 3.1. Before arrival

There are various documents that you need to download, fill in/sign and return before 1st September. These are:
- College Registration form
- Student-College contract (see Annexe 3)
- Reply to the invitation to Graduate Freshers’ Dinner

You will be sent details of how to access the information over the summer. There are various other documents giving information on the same site. You will also need to register online with the College Doctor – the link will be made available to you once your place has been confirmed.

It is very important that you inform the College Office of any disabilities or specific requirements that you may have as soon as possible, so that we can make reasonable adjustments appropriate to your individual needs. You are not under any obligation to disclose details of your disability either to the College or to the University’s Disability Advisory Service, but we can only provide you with appropriate support if we are made aware of any particular needs that you may have. Should you provide such information, it will be treated on a confidential basis (a link to the College’s policy on confidentiality is in section Error! Reference source not found.).

If you declared a disability on your application form and have been contacted by the University’s Disability Advisory Service please ensure you also communicate with them.

### 3.2. University Card, student number, single sign-on (SSO), remote access account and University registration

See section 2.2 above.

### 3.3. On arrival – day one

You may arrive at Corpus from the 22nd of September. If you are living at the Liddell Building you should go there directly; if you are living in Banbury Road you should first come to the College and collect your keys from the College Lodge.

Once you have settled in you should come to the College Office (open Monday to Friday, 9.30 am to 1.00 pm and 2.30 pm to 5.00 pm) and you will be provided with a welcome pack and registered with the University.

### 3.4. Freshers’ week

There are a variety of induction events taking place in the College on Wednesday of 0th week. These will be posted in a timetable on the Graduate Freshers’ Weblearn site. The MCR will also organise a number of social events. There may also be Faculty/Department induction events during the week (or the preceding week or the following week).

### 3.5. Matriculation
See section 2.5 above.

Students who have already matriculated either through Corpus Christi or another College for a prior degree do not need to matriculate a second time.

Students who have graduated from either Cambridge University or Trinity College Dublin can have their degree incorporated. Attendance at matriculation is then not required but confirmation of your Cambridge degree is required and your name is read out at the first available degree ceremony to ‘incorporate’ your degree into Oxford. See the Academic Registrar for more information.

3.6. Academic Dress
See section 2.6 above.
4. **Academic life – residency and resources**

4.1. **Term dates**

The academic year runs from 1\textsuperscript{st} October to 30\textsuperscript{th} September and is divided into three terms – Michaelmas (autumn), Hilary (spring) and Trinity (summer).

The University Full Term is 8 weeks long. Each week is referred to as 1\textsuperscript{st} week, 2\textsuperscript{nd} week, etc, and commences on a Sunday. Weeks out of term are referred to as 0\textsuperscript{th} week and 9\textsuperscript{th} week, etc.

College Term always commences on the Thursday of 0\textsuperscript{th} week and ends on Saturday of 8\textsuperscript{th} week.

Dates of College Term for the next few years are as follows:

<table>
<thead>
<tr>
<th>Michaelmas</th>
<th>Hilary</th>
<th>Trinity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-21*</td>
<td>Thur 8 Oct – Sat 5 Dec</td>
<td>Thur 14 Jan – Sat 13 Mar</td>
</tr>
<tr>
<td>2021-22*</td>
<td>Thur 7 Oct – Sat 4 Dec</td>
<td>Thur 13 Jan – Sat 12 Mar</td>
</tr>
</tbody>
</table>

* provisional dates

4.2. **Residence during term**

**Undergraduates**

You are required to be in residence by 2.00 pm on Thursday of 0\textsuperscript{th} week and remain in residence until Saturday of 8\textsuperscript{th} week unless you have prior permission to be absent.

- If you wish to come into residence after 2.00 pm on Thursday of 0\textsuperscript{th} week or leave before Saturday of 8\textsuperscript{th} week you need the written permission both of your College Tutor(s) and of the Dean.

- If you wish to be absent overnight for one night Monday to Friday or for Saturday and/or Sunday night during any one week (whether you live in College accommodation or private) you must notify the Head Porter and leave contact details so that you can be reached in case of emergency.

- If you wish to be absent overnight for two nights Monday to Friday or for one night Monday to Friday and Saturday and/or Sunday night during any one week (whether you live in College accommodation or private) you must have the written permission both of your College Tutor(s) and of the Dean.

- If you wish to come into residence before 12 noon on Tuesday of 0\textsuperscript{th} week or leave after Saturday of 8\textsuperscript{th} week, see section 8.2 (vacation residence).
To meet the University's residency requirement, you must be resident for at least forty-two nights in any term. If not you will be liable, under University regulations, to make up the necessary residence before you can proceed to your degree.

It is the duty of the College staff to report to the Dean any Junior Member who is absent without permission.

In cases of academic deficiency (see section 5.5), the right to be absent overnight for one night Monday to Friday or one to two nights Saturday to Sunday without the written permission of your College Tutor(s) may be withdrawn as part of the specified improvements to be made under the Academic Support and Disciplinary Procedure (see Annexe 7).

**Graduates**

Graduates are housed in College properties in a number of locations close to the College but not on the main site. They are in residence for the whole year if on a 12 month taught course or a DPhil. All others are in residence for 9 months. Tenancy agreements start on the last weekend of September and run through till the end of July. Tenancy agreements can be extended over the summer for those who require accommodation to continue their studies, by application to the Domestic Bursar.

- If you are going to be out of Oxford for more than one week (whether you live in College accommodation or private) you must notify the Head Porter and leave contact details so that you can be reached in case of emergency.

4.3. **Communication between you and the College**

Almost all formal communications from the College (indeed most communications between any part of the University and you) are via e-mail using your university e-mail address (for undergraduates, firstname.lastname@ccc.ox.ac.uk). You should check your e-mail at this address at least once per day during term and regularly outside term (or set up forwarding to an e-mail address that you do check regularly).

Similarly, the best way of initially communicating with any College Officer is via their college or university e-mail address.

4.4. **Library**

Corpus Library is usually open to registered members 24 hours a day. It 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.

**Undergraduate subject book funds**

Each undergraduate subject at Corpus has an annual allowance to purchase new books for the library (or multiple copies of popular books) at the discretion of the College Tutors in
that subject. If there are books that you need or feel the library would benefit from having, contact your College Tutor(s) or send book suggestions direct to the Library staff (library.staff@ccc.ox.ac.uk). In many cases, books can be obtained in a day or two.

**Getting in and out**

Authorised readers **must** use their proximity card or fob to swipe both **in** and **out** as they enter and leave the Library via the main door from the quad; the system has a memory and keeps track of each individual’s current location. Problems with your card should be referred to the Lodge or Library staff.

Readers must also carry their University Cards at all times.

**Library opening and borrowing times**

The Library is open 24 hours a day on a reference basis; books, CDs and DVDs may only be borrowed when the Issue Desk is staffed.

Term-time Issue Desk hours:
- Mon-Fri: 9 am to 1 pm, 2 pm to 6 pm, 7.30 pm to 9.30 pm
- Sat-Sun: 10 am to 1 pm, 2 pm to 5 pm

Vacation Issue Desk hours (Note: these may vary at short notice):
- Mon-Fri: 9 am to 1 pm, 2 pm to 5 pm

**Library rules**

The library is a quiet study space, and the rules are in place to ensure that it remains so for all users and to ensure that its resources are preserved for current and future readers.

The full library rules are given in [Annexe 11](#) and all library users are required to read these. The most important rules are summarised below:

- Library rules apply from the door from the quad.
- Readers must use their proximity cards to enter and leave the library, and not just follow other users.
- Readers must carry their University Card with them for ID purposes and in order to borrow material.
- All security alarms must be reported. It is forbidden to remove Corpus books, DVDs, etc, which have not been issued by library staff on OLIS.
- Readers may only borrow items on their own behalf, not for others, and are responsible for items they use or that are on loan to them.
- Items must not be sub-lent to people outside the College: it is unfair and can imperil our stock. Non-members can contact library staff to make arrangements to consult texts.
- One up-to-date *Please leave* slip can be used to prevent up to 10 books and a reasonable collection of papers from being cleared, but not to reserve desk space.
- The University’s and College’s restrictions on the use of their networks apply to library (and personal) computers: anyone guilty of misuse of computer resources may forfeit their right to use the College library, as well as be referred to other authorities.
- Silence is required.
• Silent use only of mobile phones and hand held devices (calls may not be made or received; phones must not be set to vibrate).
• Food and drink must not be brought in or consumed on the premises (the water trial, allowing only plain water in sealable bottles, is continuing).
• No smoking.

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 you liable to suspension of borrowing privileges, fines, or complete exclusion from the Library. Serious cases of misconduct are considered by the Dean in consultation with the Fellow Librarian. The illicit removal, or defacement of a book, periodical or document from the Library is also regarded as a very serious offence. The provisions of this paragraph also apply when members of this College are allowed to use another college library.

Health and safety

All college members receive information from the College about fire procedures. It is the responsibility of individual library users to ensure that they know the location of fire exits and alarm buttons, and to vacate the Library in the event of a fire alarm. In the event of a fire alarm there is no need to swipe out of the Library, as the main door will unlock automatically.

Particular care should be taken when retrieving books from the rolling stack. Please read the notices by the rolling stack and ensure that there are no readers in the gap that is about to be closed.

Library readers should take care when climbing ladders, Kik-steps or benches to retrieve books, and should not use any other means to reach higher shelves. Readers who do not feel able to use the equipment provided are welcome to ask Library staff for help.

Administrative structure of the library

Library matters are discussed at Academic Committee once a term where the Library is represented by the Fellow Librarian, the Librarian and the Assistant Librarian. JCR and MCR representatives are also present. Financial matters relating to the Library are considered by the Finance & Budget Committee. There is a preliminary meeting of Library staff and relevant Fellows where items for these Committees are identified.

Further information and general contact details

For book renewals, purchase suggestions and general enquiries, please contact library staff:
Email: library.staff@ccc.ox.ac.uk
Telephone: (01865) 2 76744

The library’s WebLearn site (login required) contains up-to-date information:
https://WebLearn.ox.ac.uk/portal/hierarchy/colleges/ccc/depts/lib

General information, including full contact details, can be found on the Library’s webpages:
http://www.ccc.ox.ac.uk/Library-and-Archives/
4.5. **IT**

Corpus’s IT systems provision comprises several public access machines within the Library and computer suite, printers for use by all College members, and connections to the College data network, provided in most accommodation. Full details can be found on the College’s WebLearn site at:

https://weblearn.ox.ac.uk/portal/hierarchy/colleges/ccc/depts/it/

Access to the computer suite is via the Old Lodgings. Access is restricted to holders of a valid proximity card or fob and other persons specifically authorised by the Computing Fellow.

**IT office and opening times**

The College’s IT Office is located on the ground floor of the Old Lodgings. It is open:

- Mon-Thur: 10 am to 12 noon, 2 pm to 4 pm
- Fri: 10 am to 12 noon, 2 pm to 3 pm

**Acceptable use of computing facilities**

Broadly speaking, computing facilities (including network bandwidth) are provided for academic and reasonable recreational use. The College has no objection to its members using the computing facilities for reasonable recreational use, provided that academic use (for example of Computer Room facilities) will always have priority over non-academic use.

A collection of documents setting out rules governing the use of computer systems and software, together with documents relating to good practice and general network etiquette is available at [http://www.it.ox.ac.uk/rules/](http://www.it.ox.ac.uk/rules/).

Some forms of unacceptable use are listed in section A10.5, but this list is not exhaustive.

**Rules and policies on computer use**

When you register to use the College computing facilities you agree to a statement acknowledging that you are bound by the College’s rules and policies on computer use. These can be found in [Annexe 10](#).

When you matriculate (or sign an employment contract) you agree to follow the University’s rules. These can be found at [http://www.it.ox.ac.uk/rules/](http://www.it.ox.ac.uk/rules/).

Failure to comply with these rules renders you 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.

The College and the University take a very serious view of acts of computer misuse and will actively pursue those who commit them. The penalties for misuse can extend from pecuniary fines as far as expulsion from the University/College.

**Administrative structure of IT**
Computing matters are discussed at Academic Committee once a term where Computing is represented by the Computing Fellow and Head of IT. A representative from each of the JCR and MCR are also present. Financial matters relating to Computing are considered by the Finance & Budget Committee.

4.6. Freedom of speech

Free speech is the lifeblood of a university. It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Inevitably, this will mean that members of the College may be confronted with views that some find unsettling, extreme or offensive and so we aim to safeguard and foster the lawful exercise of freedom of speech for members of the College, Staff and visiting speakers within a framework of robust civility.
5. **Academic life – undergraduates**

5.1. **Annual registration**

It is essential that you complete registration on an annual basis through Student Self Service. Registration is open from 1 September to 4pm on Friday of week 1 of Michaelmas Term. You need to check your personal, contact, academic and other information and confirm you wish to enrol for the next year. Once enrolled, maintenance loans and grants (where applicable) will be paid directly into your bank account following the first day of term for your course.

5.2. **Academic study**

University study is likely to be significantly different from the sorts of academic study that you have engaged in up to now. The primary role of the College (and University) is to “help you learn” rather than to “teach you”. This involves encouraging and supporting you in developing the intellectual skills and methodologies necessary to find, organise and analyse relevant information in your subject area, and use it to solve problems you have not previously encountered. Amongst other things, this may well require a much more proactive approach than your previous studies.

We have produced a short guide on studying at Oxford (see *Annexe 2*) which you are strongly encouraged to read.

The University also provides a set of resources to help you develop your study skills at: [https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1](https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1).

5.3. **Receiving feedback on your academic progress**

Students at Oxford receive more feedback, both formal and informal, on their progress than at almost any other university in the UK. However, it is important to be proactive about the feedback you receive – if you do not understand it or it does not address issues that you think are important, then discuss it with your tutors.

*Informal feedback*

You will receive informal feedback on specific pieces of work during tutorials and classes. In fact, one way of viewing a tutorial is as a one-hour oral feedback session on the work that you have done.

*Collections*

Collections provide a more formal mechanism for feedback. There are three types of collections:

(i) written College exams usually taken at the start of term to help assess your progress during the previous terms and vacations (and to give you practice in taking exams, also called ‘beginning of term collections’ and ‘mid-term collections’);

(ii) meetings with your College Tutor(s) at the end of term to assess and discuss your progress that term (also called ‘end of term collections’);
(iii) an annual meeting with the President, Senior Tutor and your College Tutor(s) to review and discuss your progress over the past year (also called ‘Presidential collections’).

Beginning of term and mid-term collections

These are invigilated College exams set by your tutors. Their purpose is (i) to assess how you are progressing and (ii) give you practice at sitting exams. Collections are taken very seriously by the College and serve an important academic purpose. Exemption from collections will not normally be granted without a medical certificate.

Beginning of term collections are timetabled for Friday morning and afternoon and Saturday morning of 0th Week each term. Most students will have beginning of term collections set in most terms.

- A Collection timetable is drawn up by the Assistant Academic Registrar and posted on WebLearn by midday on Monday of Week 0.
- On the day of the Collection you should report to the relevant room at approx 9.25 am for a 9.30 start or 1.55 pm for a 2.00 start. You should not bring anything with you except writing implements, unless otherwise advised by your tutor. When the door is opened, you should go directly to your assigned place and sit down. A question-paper with your name on and an answer book will be in the appropriate place. Please be silent in the examination room: if you need the invigilator at any point during the examination, raise your hand and wait for them to attend to you. Do not open the question-paper until you are told.
- Mobile phones should be completely switched off (not set to vibrate).
- You must not speak or leave your seat, during the Collection. If you want to go to the lavatory, you should raise your hand and wait until you are given permission to leave the room.
- You may not leave your seat during the first 30 minutes or the last 30 minutes of the three-hour time period.
- Students who are allowed extra time or other special arrangements for exams will be given extra time for Collections. Arrangements will be made by the Assistant Academic Registrar: those affected should liaise with them if they have any queries. No-one else will be allowed to sit their Collection anywhere other than the assigned place.

Mid-term collections take place on Wednesday of 5th week and are usually set for students who have done poorly in the beginning of term collections or for students who request additional collections.

Tutors are asked to mark your collection papers and return them to you within two weeks.

OxCORT

OxCORT (Oxford Colleges On-line Reports for Tutorials) is a web-based application used across the University for reporting an undergraduate’s progress. Reports are submitted to the College at the end of each term and are read by your Tutors as well as the Senior Tutor. You can access OxCORT to read your reports.
5.4. Giving feedback to the College

The College greatly values feedback from students about their views of their course and the teaching and support they are receiving. We take this very seriously, as it is one of the best sources of information for further improving the support and teaching we offer.

Feedback can be provided informally through discussions with your College Tutor(s) or the Senior Tutor, or by raising issues at end of term collections or Presidential collections. More formal mechanisms of feedback include the annual Teaching Questionnaire and subject specific academic feedback sessions organised by the JCR.

5.5. Good Academic Standing, Fitness to Study and Academic Deficiency

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.

Good academic standing

To be in good academic standing an undergraduate is required to:

(i) 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. This includes, but is not limited to, work for tutorials, classes, collections and public examinations;

(ii) satisfactorily complete any required practical work appropriate to the stage they have reached in their course;

(iii) attend on time all tutorials, classes, meetings (including end of term collections and Presidential collections) and other academic engagements required by their tutors, unless given prior permission, except for illness or other urgent cause;

(iv) submit all required assignments (essays, problems, vacation work, etc.) by the deadlines set by their tutors, unless given prior permission, except for illness or other urgent cause;

(v) sit all College written exams (collections) set by their tutors, unless given prior permission, except for illness or other urgent cause; and

(vi) inform their tutors as soon as possible, and preferably before any set deadline or academic engagement, if they cannot satisfy the requirements (i) to (v) above due to illness or other urgent cause.

Fitness to study

An undergraduate is deemed not fit to study if, by reason of ill-health (physical or mental), they are:

(i) unable to maintain good academic standing,
or;

(ii) unable to meet the reasonable social and behavioural requirements of a student member (whether resident in college or not) without their physical, mental,
emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (not withstanding adjustments required by law).

Undergraduates who are not fit to study may be required to suspend their studies until such time as they are able to demonstrate their fitness to resume their studies (see section 5.15).

**Academic deficiency**

Academic deficiency is defined as:

(i) any repeated breach of the requirements to be in good academic standing above, or;

(ii) any single incidence of plagiarism (see section 5.6).

Academic deficiency is dealt with according to the Academic Support and Disciplinary Procedure, described in Annexe 7.

5.6. **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. 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.

Reproducing even a sentence in an essay here or there, unless the source is acknowledged, constitutes plagiarism: 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. Section 8.8 of The University Student Handbook (incorporating the Proctors’ Memorandum) explains the consequences in University examinations. The College takes an equally uncompromising attitude, and treats plagiarism in tutorial essays or other submitted work as an instance of academic deficiency.

University guidance on plagiarism can be found at: http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism

A University tutorial on avoiding plagiarism can be found at: https://WebLearn.ox.ac.uk/portal/hierarchy/skills/plag

5.7. **Scholarships, Exhibitions and Prizes**

Scholarships and Exhibitions may be awarded to undergraduates to recognise their academic excellence. These can be awarded based on performance in University examinations and competitions or on the general standard of College academic work (performance in tutorials, collections, etc).

Scholarships and Exhibitions are awarded for one year and can be renewed subject to academic review. Scholarships are awarded to the value of £200 and Exhibitions to the value
of £100. There is an annual Scholars’ Dinner to which both Scholars and Exhibitioners are invited.

The College also awards a number of academic prizes during the year. These are listed in Annexe 12.

5.8. University Examinations

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

University Examination Regulations and Exam Conventions

The University Examination Regulations are available at:

http://www.admin.ox.ac.uk/examregs/

These contain full details of syllabuses and examinations along with other degree requirements such as residency requirements. You should make sure you are fully aware of the regulations relating to your exams.

Each subject is required to produce Exam Conventions for each examination which gives further information about how assessments are marked and classifications decided. These will be available through your Department/Faculty.

Entering for exams

If you are sitting exams that contain only compulsory core options you will automatically be entered for these exams; you will not be required to submit an exam entry form.

If you are sitting exams that have optional assessment units you will be required to enter for these papers online. You will be sent an email with details on how to enter for your exams approximately 2 weeks prior to the closing date. Information on specific closing dates and more general information on examinations can be found at:

http://www.ox.ac.uk/students/exams/entry/

Approximately two weeks after each entry date, you should check that you have been entered for all assessments correctly through the Academic and Assessment Information page in student self-service. You need to check the details carefully and notify any errors to the Academic Registrar and to the University’s Academic Records Office via aro@admin.ox.ac.uk as soon as possible. It is in your interests to check that you have been entered correctly. Even if you have not had to submit an entry form, check your details.

All late entries will be subject to the payment of a late entry fee of £50.

Examination Schools will send you your own personal exam timetable and your candidate number for use in exams.

Special arrangements for examinations

In some circumstances it is possible to have special arrangements for examinations. Students with SpLDs or physical disabilities can request extra time, use of a word processor, etc. and
should have discussed their requirements with the University’s Disability Advisory Service who will submit the relevant paperwork online; the College also needs to submit an online request. Ad hoc requests must be made through the College and medical evidence will be required. If you are unsure whether your situation will warrant special arrangements or require any further information you should contact the Academic Registrar. Requests for special arrangements must be submitted by Friday of 4th week of Michaelmas Term for Hilary Term exams and by Friday of 4th week of Hilary Term for Trinity Term and Long Vac exams. If special arrangements are agreed you will receive a letter explaining what they are and whether they are ongoing (permission for those with an SpLD is normally ongoing for all future exam periods).

**Mitigating circumstances notification to examiners submissions**

If you are unwell in the run up to examinations and this is affecting your preparation for the examinations you should inform your tutor and the Senior Tutor. If it is felt that your work has been badly affected and there is a strong enough case for the details to be passed to the examiners you are required to complete a form and provide a medical certificate (produced through or by your Oxford GP) for the College to pass on to the University authorities for onward transmission to the Examiners. Similarly, if you are ill during an examination you should consult your Oxford GP as a matter of urgency and inform the Senior Tutor or Academic Registrar immediately so that relevant documentation can be forwarded to the Examiners. Please note that retrospective Mitigating Circumstances notification submissions are not normally accepted. The University provide the useful information on the process and what to expect following submission of an MCN on their [website](#).

**Religious Festivals coinciding with exams**

If an examination falls on a religious holiday that you observe, permission for you to sit at an alternative time must be obtained from the Proctors and requests submitted by the 4th week of Michaelmas term.

**Accessing your exam results**

Once the Examiners have finalised and released the results, you can access your results via Student Self Service. This will give the mark you received on each paper and your overall classification.

**Transcripts**

You will be sent a copy of your final transcript over the summer after you have finished your Final examinations. You can order on-course transcripts of your academic record at any time through Student Self Service. These typically take a few days to arrive.

**5.9. Failure of the First Public Examination**

An undergraduate who fails to pass the First Public Examination (FPE) at the first attempt, and who wishes to continue their course, is required to retake the examination at the next possible occasion. The University usually allows a student only one attempt to retake the FPE. An undergraduate who decides not to retake the examination or who fails the FPE at their second attempt is required to leave the College (sent down), subject to the procedure below.
An undergraduate who fails to pass the FPE at their first attempt and passes at a subsequent attempt(s) will automatically be placed on the ASDP Stage I (see section A7.1) at the start of the next term.

If, on their second attempt at the FPE, an undergraduate fails the Examination, or achieves only an unclassified pass in Classics Mods:

(i) The Senior Tutor shall write to them as soon as possible giving them the opportunity to draw attention (in writing, and within a week) to any special contributory circumstances. If the undergraduate makes no such submission, they are sent down.

(ii) If such a submission is made, a formal hearing shall be held, as described in the ASDP Stage IV (section A7.4). The outcomes of this hearing can be (i) to send the student down or (ii) to appeal to the University to allow the student an exceptional third attempt at the FPE. In the latter case, if the appeal to the University is successful then the student will normally have to suspend their studies until the next opportunity to sit the FPE and if it is unsuccessful then the student is sent down.

(iii) An undergraduate wishing to appeal against the resulting decision of the formal hearing shall have the right to do so in the manner described in the ASDP Appeals (section A7.6).

Letters sent to an undergraduate shall be sent by hard copy and/or by email and assumed to have been received by the student within 24 hours of being placed in their pigeonhole and/or despatched to their Oxford email address.

5.10. Degree ceremonies and certificates

Degree ceremonies

At the end of Michaelmas Term of your final year the University will announce the dates of graduation ceremonies for the following year. It is your responsibility to register to attend one of these ceremonies or to opt to take your degree in absentia (where you do not attend the ceremony in person). Failure to do so will mean your name will be added to a waiting list of historic graduands. Further information about presentation for and conferment of degrees can be obtained from the University website: [http://www.ox.ac.uk/students/graduation/ceremonies/](http://www.ox.ac.uk/students/graduation/ceremonies/)

Names cannot be entered for the conferment of a degree until all library items are returned. The College provides lunch for the graduand and three guests (at a cost of £15 per guest; no charge for the graduand); however, lunch will not be provided if the graduand has any outstanding debt to the College.

Any questions regarding degree ceremonies should be addressed to the President’s PA.

Degree certificates
Once you have completed your degree and attended a graduation ceremony, you will be sent a degree certificate. You can order replacement certificates through the University online shop.

5.11. Subject ambassadors

One subject ambassador per subject is appointed annually in Trinity Term. These are paid voluntary positions advertised by the College, and selected by consultation between Tutors and the Admissions and Outreach Officer. Ambassadors are expected to represent the College and their subject: (i) at each of the Open Days; and (ii) during the admissions interview period; and also to act as ambassadors for the College in developing relationships with schools and potential candidates, including helping out with school visits and answering e-mails from prospective students. Further information on the role of subject ambassadors is circulated in late Hilary Term.

5.12. Extra-curricular activities during term

The College recognises the importance of extra-curricular activities and the benefits (both to academic performance and non-academic life) that they bring. However, it is important to maintain an appropriate work/life balance and not to over-commit to extra-curricular activities. Getting this balance right is something that your College Tutor(s) can give advice on.

If you are going to take on a major commitment then you must have the written permission of your College Tutor(s) before doing so. Major commitments include (but are not limited to) formal JCR/MCR or OUSU positions, being a subject ambassador or peer supporter, running Balls, editing student newspapers or magazines, directing or producing plays, etc. When in doubt, consult your College Tutor(s).

If such activities appear to be interfering with academic work then you may be asked by your College Tutor(s) to reduce your commitment. In cases of academic deficiency (see section 5.5), withdrawal from such commitments may be required as part of the specified improvements to be made under the Academic Support and Disciplinary Procedure (see Annexe 7).

5.13. Paid employment and internships during term and vacation

Employment/internships during term

It is very unusual for undergraduates to take paid employment, work as self-employed, or do internships during term because of the demands of academic study. Undergraduates are allowed to take paid employment/internships during term-time for up to a maximum of six hours a week outside the period 8.30 am – 1.00 pm, but only with the written permission of their College Tutor(s). Similarly, undergraduates need the written permission of their College Tutor(s) to work as self-employed during term. You should not assume that such permission will be routinely granted.

Employment/internships during vacation

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The majority of undergraduates do take paid employment or do internships during the summer vacations, and these can be very valuable. However, study during the vacations is an essential part of your education and you need to make sure that any employment you take gives sufficient time for your studies.

You should consult with your College Tutor(s) before deciding whether, and for how long, you should commit yourself to paid work or internships, particularly for the Christmas and Easter vacations.

5.14. Change of course

You may not change a course of study without the prior consent of the relevant College Tutors and the permission of the Senior Tutor. Undergraduates wishing to explore a change of course should speak in the first instance to their own College Tutor(s), who will refer them to the Senior Tutor if the proposed change seems appropriate. Applications will only be considered from students of good academic standing (see section 5.5). Applications will not normally be considered if the proposed subject is not taught by the College. Before being accepted into a new course, the undergraduate may be required to undergo an admissions interview and some form of examination.

5.15. Suspending studies

Suspension of studies, or more accurately suspension of student status, by the College is an arrangement whereby the College requires a Junior Member to go out of residence for a fixed period and prescribes conditions for an eventual return. During this period, an undergraduate will not be considered on-course and will not hold enrolled status.

Junior Members do not have an automatic right to suspend status (i.e. they cannot ‘self-suspend’ or ‘self-rusticate’), though the College will consider sympathetically requests made on medical or other welfare or compassionate grounds, and will make reasonable adjustments in cases covered by the Equality Act 2010.

The College may suspend the status of an undergraduate student in a range of circumstances:

(i) the student requests a suspension on either medical or compassionate grounds;
(ii) the student is not fit to study (see section 5.5);
(iii) as a disciplinary measure under either the Academic Support and Disciplinary Procedure or the Non-academic Disciplinary Procedure.

Most cases of suspension of status come under (i) and are by agreement between the College and the student. On rare occasions, the College may decide to suspend the status of a student without agreement under (ii) or (iii).

Undergraduates requesting to suspend their status must have the support of their College Tutor(s), and must make a formal application to the Senior Tutor. See the flowchart at Annexe 6 for more details about the process. Suspension of status on medical grounds requires medical certification, normally from their Oxford GP, in support of the request. 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 (Monday of 4th week of any term).

The College will not grant suspension of status solely on the grounds that an undergraduate is, or feels, ill-prepared for examinations, or that they have underperformed on course.

An undergraduate whose status is suspended will normally go out of residence for one year and return at the beginning of the term (Michaelmas, Hilary or Trinity) in which their studies were suspended (unless the suspension is for a very short period of up to a week or two). Very rarely and in exceptional circumstances, an undergraduate whose status is suspended on medical or compassionate grounds ((i) and (ii) above) may be allowed to return earlier than this to repeat a completed term. Such an application can be made:

(i) by the student on medical grounds, if there is a very strong medical case to be made for returning early;

(ii) by the student’s College Tutor(s) on academic grounds, if they feel there is a very strong case to make - not performing to full academic potential in a previous term is not sufficient grounds for repeating a completed term. The College will not grant permission for a student to repeat a completed term on academic grounds if this would give them a significant academic advantage over students who have not suspended their studies.

An undergraduate who is returning from suspension early must fulfil all the conditions set out for their return (see below) before they return to their studies. An undergraduate cannot return early on the basis that they will have fulfilled those conditions by the normal point of return.

An undergraduate whose status is suspended on disciplinary grounds ((iii) above) is not allowed to return from suspension early.

Access to University facilities

An undergraduate whose status is suspended will no longer be on course. Undergraduates whose status is suspended will normally have access to University facilities as set out by the University. This will include the provision of an active University card, which will in turn allow access to online facilities and resources, use of the University libraries, borrowing rights from faculty and sub-faculty libraries (unless a block has been put on the University card e.g. for non-payment of library fines), and an active University email address. It should be noted that students who are suspended due to non-payment of fees will have all services withdrawn.

During a period of suspension, undergraduates may not normally be included on routine mailing lists, and may need to remain in proactive contact with tutors and administrators regarding matters such as option choices on return.

Access to College site and facilities

A student whose status is suspended is not an active member of the College and should not expect to be able to act as one. The College is a small academic community concentrated on
academic work and the presence in College of undergraduates who are not on course is a
distraction to those who are. However, we also recognise that students will want to maintain
social contacts with their friends.

Students whose status is suspended on medical or compassionate grounds ((i) and (ii) above)
will be allowed to come into College on a total of six occasions across the year (during the
following periods: weeks 1 to 8 of Michaelmas and Hilary Terms and weeks 1 to 4 of Trinity
Term) to visit friends or attend formal functions (an occasion means a single event which (i)
does not last more than 12 hours, and (ii) does not include an overnight stay in College or
College accommodation). On these occasions, they should inform the Academic Registrar at
least two working days prior to their visit. If they wish to come into College on any other
occasions (including staying overnight in College accommodation following on from a visit),
they must make a formal application to the Dean at least seven working days prior to their
visit. Students whose status is suspended on disciplinary grounds ((iii) above) are not
normally allowed on to College premises at all until they have returned into residence.

Students whose status is suspended are not normally allowed to use the College’s library or
IT facilities. Students are encouraged to discuss the academic support they might need with
their College Tutor(s) and/or the Senior Tutor, and each case will be judged on its own
individual merits.

Conditions for return to study

The conditions for return to study will be sent in writing to the student immediately on
suspension of their status. The precise conditions for return will be determined on a case by
case basis, but will broadly follow the guidelines below.

An undergraduate whose status is suspended on medical grounds will normally be expected
to follow medical advice and appropriate treatment as agreed with the undergraduate’s
Oxford GP at the beginning of their period of suspension in order to address their health
problems. After suspension on medical grounds, and before an undergraduate is permitted
to resume study, the College must receive a medical assessment from the undergraduate’s
Oxford GP, stating whether or not the undergraduate is medically fit to resume study. The
undergraduate’s Oxford GP’s assessment will, as appropriate, take into account reports
provided by other clinicians involved in the care of the undergraduate during the period of
suspension.

(i) An undergraduate whose status is suspended on medical or compassionate grounds
may be set academic as well as medical conditions for return. Where academic
conditions are set for an undergraduate returning from suspension (and where the
undergraduate is not concurrently on the Academic Support and Disciplinary
Procedure) these will be on pedagogical grounds and/or to support undergraduates
in their return, and to ensure that they are prepared for the proposed point of re-
entry (and will not involve a specific mark in a collection on return but may involve
sitting a collection to demonstrate that they can do so).

(ii) If an undergraduate was on the Academic Support and Disciplinary Procedure at the
point of suspension they would normally return at the same point in the procedure,
unless it was decided prior to, or at the point of, suspension that their medical
condition provided sufficient mitigation for them to be removed from the procedure, or for the procedure to be adjusted.

(iii) Where suspension of status has been decided on disciplinary grounds, the College will normally set academic conditions for return (which may include one or more special collections to be sat shortly before or at the point of return).

Accommodation cannot be guaranteed to students on their return to study but will, if at all possible, be provided. Once any conditions have been satisfied the student will be informed of the rooms (if any) that are available and the student will be able to select the room they would like to move into. If, on the extremely rare occasion, the College is unable to provide accommodation they will be notified as soon as this is known.

Students who will be sitting University exams in the term that they return to study will, subject to a room being available, be able to return into residence up to two weeks prior to 0th week of that term.

5.16. Academic Support and Discipline

The College has various informal and formal methods of providing extra help and support to students who are struggling with their academic work or not fulfilling their academic potential.

If you have concerns about your work, the place to start is always to discuss any problems you may have with your College Tutor(s) or the Senior Tutor. There are also many other sources of advice and/or support for work-related problems:

- the Dean of Welfare;
- the Welfare Tutor;
- the Chaplain;
- the College Nurse;
- the University Counselling Service;
- the JCR Welfare Team;
- the Peer Supporters;
- the OxSU Advice Service;
- the OxSU Welfare and Academic Affairs officers.

Graduate mentor scheme

Undergraduates who are experiencing academic difficulties and who feel they might benefit from mentoring sessions with a graduate student should consult their College Tutor(s). Similarly, a tutor might recommend mentoring to a particular student whose work they feel would benefit from such one-to-one support.

The tutor, the undergraduate and the mentor agree on the number of hours of mentoring to be provided in a given term, and on what form the mentoring will take. No such arrangement will last for more than a term, though it may be renewed in subsequent terms with the agreement of all the parties.
Mentoring does not replace tutors’ pastoral responsibility for the undergraduates in their care. The availability of the mentoring scheme does not remove from undergraduates the responsibility they have to do what they can to ensure that they are in good academic standing.

*Academic Support and Disciplinary Procedure*

The Academic Support and Disciplinary Procedure (ASDP) is given in Annexe 7. Its purpose is to ensure that appropriate support is provided to students to enable them to fulfil their academic potential.

A student will be put automatically on to ASDP Stage I when their situation means they may need additional support and/or monitoring. This includes students who (i) are returning from suspension (either academic or non-academic) or (ii) have failed one or more papers in the first public examination (FPE).

A student may be put on the ASDP if they are in academic deficiency (see section 5.5).
6.  **Academic life – graduates**

6.1. **Graduate supervisors and College advisers**

Your supervisor may or may not be a Fellow of the College. Their role is to advise, guide and support you in your research; they will provide guidance on academic expectation and help you produce a clear plan of research. You should expect to meet with your supervisor at least once or twice per term; however, many students, especially scientists, will have more interaction.

You will also be assigned a Graduate Adviser who will be a Fellow of the College in the same or cognate subject. Their role is additional and complementary to that provided in the student’s department or faculty.

Your Graduate Adviser can:

- provide pastoral support and/or direct you to appropriate persons for assistance;
- monitor your progress, by reading your University supervision reports and following up any concerns;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- offer guidance on sources of support available within the College and University.

They may also be able to offer you advice on academic-related matters such as: applications for research funding; conferences and seminar attendance; publication; and career plans.

They are not expected to perform the role of your Department or Faculty Supervisor(s), and are not responsible for directing your academic work or for giving detailed academic guidance.

6.2. **Receiving feedback on your academic progress**

**GSR**

The College will receive Supervisors’ reports through GSR (Graduate Supervision Reporting). Students are encouraged to contribute to their reports by commenting on their own academic progress and will be able to download their termly report through this system. The reports are reviewed by the Tutor for Graduates and any concerns followed up.

**Presidential collections**

Once a year, graduate students are invited to a meeting with the President and the Tutor for Graduates. This is a brief meeting to review progress and assess any matters of concern.

6.3. **Graduate progression forms**

Graduate research students must submit applications for progression forms (transfer of status, confirmation of status, and appointment of examiners) at set times throughout their period of study. See relevant faculty websites for further details. All forms require the signature of the Tutor for Graduates prior to submission to the relevant faculty and should
be submitted directly to the Academic Registrar (not to the Tutor for Graduates) to be dealt with as swiftly as possible.

6.4. **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. 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.

Reproducing even a sentence in an essay here or there, unless the source is acknowledged, constitutes plagiarism: 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. Section 8.8 of the University Student Handbook (incorporating the Proctors’ Memorandum) explains the consequences in University examinations. The College takes an equally uncompromising attitude, and treats plagiarism in tutorial essays or other submitted work as an instance of academic deficiency.

University guidance on plagiarism can be found at [http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

A University tutorial on avoiding plagiarism can be found at [https://WebLearn.ox.ac.uk/portal/hierarchy/skills/plag](https://WebLearn.ox.ac.uk/portal/hierarchy/skills/plag)

6.5. **Scholarships and Prizes**

Senior Scholarships are advertised on an annual basis to Corpus graduate students, holding DPhil status, in their third year plus of graduate study and in their final year of funding. Up to two Senior Scholarships are awarded each year (normally one in the Arts/Social Sciences and one in the Sciences) for one year only and are non-renewable. The holder will receive £1,000 plus one free lunch a week in the Senior Common Room.

A list of the College Prizes available is in [Annexe 12](#).

6.6. **Paid employment**

Full-time students should consider their studies as equivalent to a full-time occupation of at least 40 hours per week (year round for research students and term-time only for taught course students). University guidelines recommend that students on a taught course do not undertake more than 8 hours’ paid work per week and that research students are advised that paid work should still allow them to spend at least 40 hours per week studying.

Overseas students who are Tier 4 visa holders are, under their visa conditions, able to undertake paid work for up to 20 hours per week during term time. Whether they work for College, another college, the University or elsewhere, proof of their right to work in the UK will be required and their working hours monitored.

6.7. **Suspending Studies**
Graduate requests for suspension are dealt with by the relevant University Faculty Board. The form (GSO17) can be downloaded from: 
http://www.ox.ac.uk/students/academic/guidance/graduate/progression

This form will need to be approved and signed by your Supervisor and the College’s Tutor for Graduates. A suspended graduate student will be required to leave College accommodation (if that is where they are living) and will not have access to the College facilities including the Library. They will retain full access to the University’s facilities as well as their email.

6.8. Continuation Fee

Graduate students who do not complete their DPhil by the end of their maximum fee liability period are liable to pay a continuation fee to both the University and the College. The University currently (2018) charges £468 per term and the College charges £100 per term.

6.9. Academic Support and discipline

A graduate student’s faculty or department take the lead in issues relating to academic support and discipline; the college will aim to support the faculty or department during these procedures.
7. **Community life**

7.1. **Common Rooms**

Common Rooms (used to denote both a particular body of students and the rooms that they use) are the focus of student social life in the College and the main route for formal engagement between the student body and the College administration on any matters (academic or non-academic) that affect the student community life.

All Junior Members of the College, including graduates, are members of the JCR (Junior Common Room). Graduate students, together with certain categories of undergraduates (including those in the 4th year of their course, those who already hold a university degree and those who are aged over 21 or over when they begin their course), are also members of the MCR (Middle Common Room; for the definition of the categories, and for the definitions of Honorary and Social Membership, see the MCR Constitution).

Any Junior Member can opt out of membership of a Common Room by giving notice in writing at the beginning of any term to the President of the Common Room in question 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 (see section 7.7), but not the rooms or facilities assigned to the Common Room. The JCR also allows students to opt out of paying the termly JCR levy, whilst remaining members of the Common Room (albeit with restricted privileges). It is not possible for anyone who is a member of the MCR to opt out of membership of the JCR without also opting out of membership of the MCR (although one can opt out of the JCR levy whilst still remaining a member of both the JCR and 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.

7.2. **JCR/MCR committees**

The JCR and MCR are run by elected committees. Undergraduate students considering standing for election to a JCR post (or similar position) require permission before nominating themselves or accepting a nomination (see section 5.12).

7.3. **Representation of Junior Members**

The Officers of the College are always willing to explain their, or the College’s, policies to Junior Members.

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’.

The Presidents of the JCR and MCR (or their deputies) and the JCR Academic Affairs Officer and the MCR Academic Officer are entitled to attend meetings of the Academic Committee and to speak (but not vote) on all matters except those defined as ‘reserved’.

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The Joint Committee has one formal and one informal meeting a term. The Committee comprises the President, Bursar, Domestic Bursar, Senior Tutor, Tutor for Graduates, Dean, Dean of Welfare (or their deputies), the Presidents of the JCR and MCR or their deputies, the JCR Vice-President, the JCR Academic Affairs Officer and the MCR Secretary. Such additional Senior and Junior Members may be invited to attend as may be helpful to the discussion and as determined by the President in consultation with the JCR and MCR Presidents. Up to two members of the College staff might attend should any item of business be relevant.

7.4. Chapel

The College welcomes people of any faith or none on an equal footing. It provides facilities for most forms of Christian worship, and the Chaplain is able both to assist with making contact with other faith communities and to advise on the availability of worship and support for people of other faiths. The Chaplain is also able to offer confidential pastoral care on welfare or religious matters to all members of the College, whatever their own religious beliefs and can also advise on other appropriate sources of help and advice.

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

Regardless of faith affiliation, all members of the College are required to subscribe to the College’s free speech and external events policy on the same basis as other groups.

7.5. The Porters

The Porters play an integral role in the life of the College. They are based in the College Lodge and have the primary responsibility for safety and security on College premises (see section 9.1) but have many other roles beyond that. Your mail will be delivered to the Lodge (if you are living in an off-site property it is better to have mail delivered to College) and put in your pigeon hole. If you have any sort of problem they can often point you in the right direction.

There are Porters on duty in the College Lodge and the Liddell Lodge twenty-four hours a day, seven days a week.
7.6. **Animals/pets**

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

7.7. **Clubs**

The Athletic Clubs and Drama and Music Societies together are called CCC Consolidated Clubs. The funds of the Clubs are managed by a Senior Treasurer (the Dean). Only expenses sanctioned by the Senior 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.

7.8. **Music**

Music of all kinds thrives at Corpus, and people of all musical inclinations will find an outlet in the College. Students regularly organise musical events within the College. The Chapel Choir, which is open to all, sings not only at the weekly Sunday evening services in the newly-restored sixteenth-century chapel, but also in termly evensongs at the Cathedral and on tours (usually in the summer) around England, the continent, and further afield. Whatever your interests, you are very welcome to get involved. Speak to the organ scholar (Matthew Murphy), the Director of Music (Rory Moule) or to the College Lecturer in Music, Dr Katharine Pardee.

The College has music practice facilities in the MBI Al-Jaber Auditorium, which includes a grand piano, and upright pianos for practice in the Morelli Room and Chapel. An annual music prize is awarded in Trinity Term (see Annexe 12).

7.9. **Sports and gym facilities**

The College shares a Sportsground with University College. It is located off the Abingdon Road. Bookings should be made directly with the Groundsman who can be contacted by calling 07799 694307.

There is a well-equipped boathouse on the river, close to the College. The boat club competes in all University races and encourages both experienced and novice rowers to join the club.

There is a small gym containing cardio equipment in the former squash court on Kybald Twycchen. It is for the use of both junior and senior members of the College as well as staff. It is open 10 am to 10 pm with machines available on a first come first served basis.

The College has an agreement with the University Gym which allows all students to have free use of its facilities (but not the adjacent swimming pool). A current University Card must be shown to reception. Full details are available on WebLearn.

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7.10. Gardens

The College Gardens are much used by alumni, staff, guests and the general public (when the College is open to the public), as well as current Junior Members, and so all those who use the garden should show consideration in their behaviour and attire.

The College Gardens are open to all Members of the College during Term in daylight hours. Croquet and bowls may be played on the main lawn between 1.00 pm and 5.00 pm and between 7.00 pm and dusk on Monday to Friday and at any time on Saturday or Sunday. No other games are allowed in the Gardens. Furniture or College bedding from rooms may not be taken into the Garden.

Celebrations after the end of exams are welcomed but Junior Members are reminded that these must not involve material which damages the garden or litters the quad (in particular glitter, confetti and food stuffs). Damage to the garden is likely to result in a decanal fine.

The Handa Terrace is open to Junior Members when appropriate; food and drink must not be consumed on the Terrace (unless at a formal event authorised by the Dean).

7.11. Parties

If you want to hold a party for more than a dozen people on any College property you must obtain the prior permission of the Dean.

If you want to hold a party in a public room, then you should contact the Domestic Bursar who can provide you with an application form for permission. The completed form and any necessary deposit need to be returned at least three days before the party.

7.12. Guests

You are welcome to bring guests (i.e., non-members of the College, or members of the College who have their status suspended subject to the limitations on the number of occasions such students can visit the College) on to College premises. However, you are responsible for ensuring that they behave appropriately and are not a nuisance to College staff or to other members of the College.

You may allow guests to stay in your room overnight. However:
(i) a specific guest may not stay for more than three consecutive nights; and
(ii) you may have guests staying in your room overnight Monday to Friday for no more than a total of five nights in any one term.

If any of your guests cause a disturbance or if you allow guests to stay in your room overnight beyond the limits above, then the Dean may limit the hours of the day during which you can entertain guests or remove the right entirely. If you fail to comply with any such rulings imposed by the Dean, you may be told to vacate your College accommodation forthwith.

In cases of academic deficiency (see section 5.5), the right to have a guest stay overnight may be withdrawn as part of the specified improvements to be made under the Academic Support and Disciplinary Procedure (see Annexe 7).
Guest accommodation

There are four single guest bedrooms in College, which can be booked for up to three nights for a single guest. You can book these through the Accommodation Manager. Current rates are posted on WebLearn and charged to your battels. You are responsible for the good conduct of your guests.

7.13. Consideration for other people and the College environment

Please remember that Corpus is primarily a place of study, both for yourself and other students. However, it is also the workplace for a large number of academic and non-academic staff. The College’s public spaces are enjoyed not only by current members of College but also by alumni and visitors.

Privacy

It is important to respect the right to privacy of other students and staff. Do not enter someone else’s room without an invitation. “Door-to-door” canvassing is not allowed in student residences.

Harassment

The College seeks to foster a living, working and learning environment which is safe, humane, and respectful towards all and therefore expects all of its members to play a part in creating a community of this character.

The College treats incidences of harassment and bullying with the utmost seriousness and has a Policy and Procedure in place to respond to cases of this kind. Unacceptable behaviour includes, but is not limited to, unwelcome sexual advances, offensive physical contact or verbal behaviour of a sexual nature or other offensive or hostile acts including those relating to a person’s background, gender, sexual orientation, sexual identity, race, religion or disability.

Any Junior Member who perceives that they have experienced harassing or bullying behaviour is strongly encouraged to seek advice from a Senior College Officer - the Harassment Adviser, the Dean, the Dean of Welfare, the Welfare Tutor, the Academic Registrar or the College Nurse. There are also sources of advice in the wider University, chiefly the Director of Student Welfare and Support Services. Junior members should note that seeking advice from student welfare officers does not constitute reporting a case of harassment or bullying to the College authorities.

The College’s Policy and Procedure has been created in consultation with Junior Members to converge with the University’s Policy, thereby helping to ensure fair treatment across the collegiate University.

Noise

Noise should 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 and, except by prior arrangement with the Dean, no music is allowed in College accommodation between 11 pm and 7 am.
There is a College wide noise ban (a ban on any noise likely to cause a disturbance to a student studying in the College library or their own room) between weeks 3 and 9 of Trinity Term whilst exams are taking place.

The Dean may make special regulations governing music hours in a particular building or group of rooms. 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 their radio, stereo, etc.

*Public display of posters, flags, etc*

The public display of notices, posters and flags is allowed on noticeboards and in the windows of College rooms (attached to the inside of the window) as long as they are not likely to cause offence to others. All other public display of posters, flags, bunting, decorations, etc, within the College is forbidden without the written permission of the Dean.

The Union Flag or the Pelican Flag are flown from the College flag pole on State or College occasions. The Pride Flag is flown for the whole of February and again at the end of Oxford’s Gay Pride week in early June as a positive signal acknowledging, accepting and celebrating diversity within the College (although should an occasion require either the Union Flag or the Pelican Flag to be flown these would take precedence over the Pride Flag).

*Smoking*

It is the College Policy that all enclosed College premises (including all rooms and also such areas as the College cloisters) are ‘smoke free’ and that smoking in any College room or enclosed area will be deemed a contravention of College Rules. It is against the law to smoke in all enclosed or substantially enclosed public spaces or workplaces and failure to comply with this law is a criminal offence subject to a maximum fine of £200.

*Litter*

Please do not leave litter in the quadrangles, gardens or public rooms.

*Out of Bounds*

Junior Members are strictly forbidden to go on the roof of any College Building or to climb any structure (including the Pelican Sundial) in or around the College buildings, including all fences and walls. Junior Members must not use windows as a means of entry into or exit from a room/building.

There are various areas restricted to College staff including the Lodge, Kitchen, Buttery and staff common room. These are out of bounds to Junior Members save by prior agreement with the relevant staff.

7.14. Non-academic discipline

Within the College, the Dean has day to day responsibility for disciplinary matters and is assisted by three Assistant Deans, one graduate warden and various members of the College
staff. In the event of the Dean being unavailable through, for example, ill health, the President will appoint an Acting Dean. Throughout these regulations, references to the Dean include anyone else appointed in an acting capacity.

All members of the University are also bound by the University’s rules and regulations which are available on the University website. Student members should be aware that they are subject to both College and University regulations concerning conduct and that they are expected to observe both sets of disciplinary regulations.

Antisocial behaviour can affect the welfare of other members of the College or wider community. College rules and regulations are designed to ensure members of the College live harmoniously within the college and the wider community. No member of the College community should take unfair advantage of another member of the community. It is the responsibility of the College to deal with members of the College or College staff (governed by their own rules) whose behaviour is inconsistent with the rules and regulations or affects the welfare of other people in the College or wider community adversely and unreasonably. It is recognised that a particular person’s disciplinary problems can also have a welfare dimension. Welfare is a high priority for the College and as such extensive support is available from a wide range of sources within the College, the University and the wider community.

Suspected Criminal Offence

Where an alleged breach of the rules constitutes in the opinion of the Dean, a sufficiently serious offence, the Dean will immediately refer the matter to the Police. In addition, where a Student Member is subject to criminal proceedings arising out of the alleged breach of the rules, the Dean will not normally proceed with the case other than temporarily to suspend the Student Member from residence, or from use of College facilities if appropriate. Such a suspension is precautionary and is not as a disciplinary sanction. Student members who are under police investigation for a criminal offence, are facing criminal prosecution, or have been convicted or pleaded guilty to a criminal offence must inform the Dean within 24 hours.

If a student member states that he or she is the victim of a criminal offence committed by another student member but does not wish to involve the police, the College will not generally report the matter to the police; however, it may do so in exceptional circumstances (for example where the College decides that it is necessary either to protect the complainant or other persons). If the complainant wishes the College to deal with the matter under its internal processes it will generally do so in the same way as for any other disciplinary issue. In assessing whether there is sufficient evidence to take the matter forward the fact that the complainant did not involve the police may be taken into account as well as any reasons given why that course of action was not taken.

If the alleged breach of the rules is not proceeded with as a criminal matter by the prosecuting authorities, the Dean will then deal with the matter as though it had not been referred to the Police and refer the matter to the Disciplinary Panel (see Annexe 8).

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
will consider whether the complaint should more appropriately be dealt with under the informal route 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.

Where a matter has been reported to the police, a record will be retained on the student member(s) files until any criminal justice process and internal disciplinary process (if any) are completed. Such information will be retained as is necessary in connection with any adverse disciplinary findings. If, following a criminal justice process and/or internal disciplinary process the conclusion is that there is no case to answer the College will not retain the information on the file of the student member or members.

The details of any breach established and/or any penalty imposed will, at the Dean’s discretion, be entered on an appropriate record and signed by the Dean and the Student Member. One copy of the record will be retained by the Dean, one given to the Junior Member and one lodged with the College Office.

Student members who have been the victim of serious crime (including sexual misconduct) are encouraged to report the crime to the police. The College has no coercive legal powers to investigate allegations of this nature or obtain evidence to support them. The police can undertake a professional risk assessment to determine the extent to which the alleged perpetrator poses a threat to the complainant or others. On the basis of such an assessment, the police have powers not available to the College to protect the complainant and to compel the alleged perpetrator to stay away from the complainant and from the city whilst protecting the rights of the alleged perpetrator to a fair hearing.

**Suspected harassment and/or sexual misconduct**

The College’s primary concerns are to support the individuals involved and to deal with any allegations fairly and proportionately, taking into account the resources and legal powers of the College. There are various welfare resources available within the College and the University to support victims of sexual violence. The University’s Sexual Harassment and Violence Support Service should be consulted by any student member who been a victim of harassment or sexual violence. The Service provides first responders and specialist advisers. In cases where a student from another college is involved, the matter cannot be dealt with by the College, but the complainant can report the matter to the University who can process it according to the relevant University policy.

In cases where both the complainant and the alleged perpetrator(s) are student members of College, if the complainant does not wish action to be taken that may lead to a finding of wrongdoing, but wishes to limit interaction with the alleged perpetrator, the Dean will generally handle the case as a non-disciplinary matter and decide on the appropriate outcome accordingly (though the Dean retains a discretion in exceptional cases to decide that the issue should be dealt with as a disciplinary offence). Outcomes may include limiting or prohibiting the access of one or both students to certain College buildings at particular times. No findings or decisions about whether the harassment or sexual misconduct has taken place will be made and no record of the case will be held on either student’s file.

**Non-academic Disciplinary Procedure**
Breaches of the disciplinary rules above are dealt with by the non-academic disciplinary procedure, given in Annexe 8.
8. Accommodation, food and other domestic matters

Corpus Christi College provides student accommodation in line with and regulated by the Universities UK Approved Code of Practice (UUK ACOP). The code of practice is available to view at https://www.universitiesuk.ac.uk/accommodationcodeofpractice. The college is periodically audited to ensure compliance with this code.

8.1. Residence in term

Allocation of rooms

In your first year (for both undergraduates and graduates) you will be assigned a room before arrival. In subsequent years, if you want College accommodation this is allocated through the annual accommodation ballots conducted by the JCR Accommodation Officer (for undergraduates) or MCR Secretary in conjunction with the Domestic Bursar.

The Offer

Accommodation in College rooms or College hostels is usually offered to all undergraduates for the duration of their course and to graduates for up to two years. Undergraduates in their first year are expected to live in College. College has 306 student bedrooms all of which are single study bedrooms. Of these some 50% of undergraduate rooms are en-suite and 50% standard rooms. All graduate accommodation is in standard rooms.

Residence in Term

Rooms are available for occupation by undergraduates from 12 noon on Tuesday of 0th week to 3 pm Saturday of 8th week of each term. Rooms are available to graduates from the last Saturday in September to the end of July (and after that by agreement with the Domestic Bursar). Graduates do not have to vacate their room during the Christmas or Easter vacations.

Licence Agreement

All Junior Members in College accommodation must sign a Licence to occupy College accommodation (Annexe 4) before the key to the room is issued to them.

Tenure of rooms

All tenure of rooms is subject to the convenience of the College. A Junior Member who has entered into the accommodation ballot for a room in College accommodation shall 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 they:

(i) enter into occupation of College accommodation and leave it in the course of the academic year for which they have taken it (with the exception of students whose status is suspended on medical or compassionate grounds); or
(ii) having agreed to take College accommodation for the following academic year by participation in the room ballot, decide after the end of Trinity Full Term not to do so.

**Specific requirements for accommodation**

The College will do what it can to provide accommodation suitable for all students and, where necessary, substantial welfare requirements will be taken into account when rooms are allocated or prior to the ballot being drawn and room selection taking place. Any specific requirements with regard to accommodation should be brought to the Domestic Bursar’s attention as soon as possible and definitely prior to the ballot being drawn. A letter from your Oxford GP or correspondence from the Dean of Welfare, will be required before an application can be considered. To safeguard the integrity of the ballot process and fairness across the student body, requests made after the ballot has been drawn will only be considered in exceptional circumstances.

**Living in private accommodation**

Junior Members not in College accommodation must give the Lodge and College Office their Oxford address. They must also provide their mobile telephone number to the College Office where it will be held securely and used only in cases of emergency.

**8.2. Residence out of term for undergraduates**

Your term-time room is available for you from 12 noon Tuesday of 0th week until Saturday of 8th week. If you need or want College accommodation outside of these dates then you normally need to apply for vacation residence (for exceptions see below).

**General**

- You can occupy your term-time room from 12 noon on Sunday of 0th week in Hilary and Trinity terms. Students are able to occupy their term-time rooms from 12 noon on Sunday of 0th week. However, if you wish to move in between 12 noon on Sunday of 0th week and 12 noon on Tuesday of 0th week you need to apply for vacation accommodation as these dates are not included within the licence to occupy and attract vacation residence charges.

- Accommodation is not guaranteed for any applications prior to Sunday of 0th week (except for those noted below) and the available accommodation can be very limited so you should not work on the assumption that your application will be successful.

- If you are granted vacation accommodation it will probably be in a different room to your term-time room.

- Applications for vacation residence will be classified in one or more of the following five categories:
  - University requirements (e.g. exams);
  - College duties (e.g. working on open days);
Academic study related directly to your course, particularly where it involves resources that are not available outside Oxford, and preparation for University exams in the following term;

- Welfare related;
- Extra-curricular (both academic and non-academic) activities and revision for collections.

As a general guideline, the priority for granting accommodation decreases in the above order.

- If you are applying for vacation residence wholly, or in part, for academic study purposes you must provide full details of the activities you will be undertaking, which will be assessed by your College Tutor(s) and the Senior Tutor. As a general guideline, students preparing for University exams in the following term will be given priority.

- If you are an international student (non-UK) and have specific travel requirements, please contact the College Office to discuss your individual circumstances.

- If you are arranging academic study or an extra-curricular activity (e.g. an internship) in Oxford during July or August and would like accommodation, then please apply to the Accommodation Manager as soon as possible. All other applications should be made through the normal vacation accommodation process during the preceding term.

**Students with extended terms**

If you have extended terms you will have accommodation for the whole of your extended terms. You do not need to apply for vacation accommodation.

**Students with University exams**

If you have University exams during the long vacation, you are guaranteed accommodation from 12 noon on the Sunday before your first exam until the day after your last exam. You do not need to apply for vacation accommodation; the Academic Registrar will contact you directly to make arrangements.

**Students with specific College roles or duties**

If you have specific College duties (helping with Open Days or interviews or the annual telethon) you are guaranteed accommodation for the duration of the event. You will be informed whether you need to apply for vacation accommodation or whether this has already been arranged for you. If you want additional accommodation before or after the event then you do need to apply for accommodation.

The JCR President, JCR Entz President, JCR Vice President and JCR Welfare Officers are guaranteed accommodation from 12 noon on Thursday of -1st week in Michaelmas Term to prepare for Freshers’ week. If you hold one of these offices and want accommodation from this date you still need to apply for it.
Charges

Normal term-time charges apply for all rooms from Tuesday of 0th week until Sunday of 8th week of Full Term. Vacation accommodation charges apply at all other times. These are currently:

- Applications categorised as University requirements (e.g. exams), college duties (e.g. subject ambassador) or academic study related directly to your course: £15.50 per night for all rooms.

- Applications categorised as extra-curricular (both academic and non-academic) activities: £20.43 per night for all rooms.

Please note you will be charged for whatever dates you apply for and are granted (unless you have been informed that you have any free accommodation for College duties like Open Days, etc) whether or not you occupy the room.

Grants

You may be able to apply for a vacation grant (for applications categorised as University requirements or academic study related directly to your course) or a travel grant (for extra-curricular academic placements) to help with vacation accommodation charges (see section 10.3).

8.3. Reporting problems with your room

If something in your room is broken or not functioning properly, please let the maintenance department know via maintenance@ccc.ox.ac.uk. In the event of a more serious fault requiring immediate and safety repair please contact the lodge on 01865 276700 (internal is 76700). Please note that by reporting a problem with your room it is assumed that your permission is given to the maintenance team to enter your room if you are not present in order to fix the problem. The maintenance team have the following targets for responding to issues:

Maintenance Target Service Levels

The target response times for responding to a request are as follows:

<table>
<thead>
<tr>
<th>Categories:</th>
<th>Response Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Emergency requests</td>
<td>Immediate during office hours, as soon as practicable for emergency call-out</td>
</tr>
<tr>
<td>(b) Urgent request</td>
<td>Site visit within 4 working hours of call</td>
</tr>
<tr>
<td>(c) Non-urgent breakdown or damage</td>
<td>Site visit within 2 working days</td>
</tr>
<tr>
<td>(d) Non-maintenance requests</td>
<td>Attendance on an ad-hoc basis and with sufficient prior notice</td>
</tr>
</tbody>
</table>
Note that attendance response may not result in a full repair. A site visit may result in temporary action sufficient to make the building safe or secure and, where practicable, comfortable until a more permanent repair can be contemplated.

Examples of typical requests from each category include the following:

(a) Emergency
- Smell of gas
- Burst water pipe
- Fire incident
- Lift entrapment
- Major electricity supply failure
- Broken window glass
- Door or window locks

(b) Urgent
- Local loss of power
- Loss of heating

(c) Non-urgent
- Minor damage to doors
- Jammed window casements
- Light bulb replacements
- External door sticking
- Damaged wall tiling

(d) Non-maintenance
- Moving furniture or equipment

8.4. Damage to College property

Junior Members will be held responsible for any damage committed in their rooms (except if caused by members of College staff) and any damage they or their guests cause to any other areas of the College. 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.

Dart-boards or any other appliances liable to cause undue wear and tear are not allowed in College rooms. The use of drawing pins (except in noticeboards) and the use of tape such as Sellotape on any painted surface are prohibited, and all residents are warned of the potential damage caused by Blu-tak or similar products.

Residents will be billed for the costs of repairing damage to the fabric of the College. In the event of damage to a communal area of a building for which no-one accepts responsibility then the College reserves the right to impose a collective charge on all those residents with access to the damaged area.

8.5. Electrical equipment in rooms

Computers, printers, televisions, radios, stereos, clocks, hairdryers, and electric kettles (but not other cooking equipment or fridges unless required for medical reasons) 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 or to connect appliances to a lighting circuit. Block-type multi-plug adaptors must not be used. Multi-way boards may be used provided they are properly tested.

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.

8.6. Television licences

If you wish to use your own television in your room, or you wish to stream TV (live or catch up on i-player) via your computer or laptop you need your own valid TV Licence. The JCR licence does not cover TV use in other rooms in College. You can purchase your TV Licence at: www.tvlicensing.co.uk.

8.7. Scouts/Cleaner

Scouts/Cleaners will clean public areas daily, or each time they visit the property if you are in an off-site residence. Access to student rooms is required at least twice weekly for cleaning. Scouts are employed to clean only, it is not their job to tidy your room or do the washing up nor will they clean rooms left in an unreasonable state. Your Scout will let you know of the schedule on which they clean each room. It may also be that the Scouts supervisors visit rooms to ensure that our cleaning standards are met.

Pest Control

In the event that you encounter pests, such as wasps, ants or mice etc, in and around College then please report their presence to the Accommodation Manager. The Accommodation Manager will call out an appropriate contractor or the maintenance team to deal with the problem. The accommodation manager can be contacted on accommodation@ccc.ox.ac.uk or 01865 276708. Outside of normal working hours please report such problems to the Lodge porter.

Staff Access

College staff including Scouts, maintenance and the Domestic Bursar retain the right of reasonable access to all rooms in College. Most staff will be wearing College uniform which will have one of the College logos and the college name on the shirt. Many will also wear name badges. The staff will always knock and identify themselves prior to entering a room. Heads of department have their photographs in the Lodge so that you can recognise these non-uniformed staff. In the event that a maintenance contractor needs to access your room you will be warned of their attendance in advance and they will be wearing a red lanyard embossed with the word “visitor” – at the base of which is a visitor’s ID card which is
numbered in the event of needing to identify a particular visitor. Wherever possible contractors will be accompanied by a College Staff member.

Mail
Your Postal address should be:
Name
Corpus Christi College
Merton Street
Oxford
OX1 4JF

You will have a “pigeon hole” (colloquially called a Pidge) at the lodge and the porters will put letters and small items in there. You can collect mail from your pidge at any time as the Lodge is open 24 hours per day, 365 days per year. Parcels are retained within the lodge and a collection slip is put into you pidge. Take the slip to the porters and they will match the slip to the parcel for you to collect.

8.8. Laundry
There are laundry facilities with washing machines, dryers and an iron and ironing board on the main College site, at the Liddell Building, the Lamp1 Building and 70 Banbury Road. You need to purchase a laundry card from the Porter to use the machines. The Card is then topped up using Circuit Laundry’s Web site. Machines on all sites can be viewed on-line to ascertain if there are vacant machines available before carrying laundry to them. Your ‘U’ or ‘Z’ key provides access to the laundries on all of these sites except Liddell which has its own key system.

8.9. Vacation storage
Storage space is restricted and is, as far as possible, reserved for overseas students. Applications for vacation storage should be made through the JCR International Students’ Rep. There are no storage facilities for those who have left the College or whose status is suspended.

The College accepts no responsibility for any loss or damage to any personal possessions left in College storage areas.

8.10. Waste recycling and protecting the environment
The College aims to recycle as much as possible. Recycling bins (in line with local authority recycling policy) are provided in bedrooms as well as other locations around the College and you are encouraged to use them. Your Scout will empty your bins into the appropriate commercial bins around the College sites. College also recycles food waste from the kitchens.

The College uses a vast amount of power, please help to minimise it. In order to reduce heat in your room adjust the heater – don’t just open a window. Lights and electrical appliances should be switched off when you leave your room.
8.11. Meals

College meals are served in Hall. You do not need to sign up for meals in advance, except for Formal Hall on Friday evenings when sign-up is organised by the JCR. Meal times and costs are advertised in a termly meals notice which is distributed via the JCR and MCR Food representatives.

The MCR holds one guest night per term (organised by the Food Officer, usually on a Tuesday or Thursday). It is followed by port and chocolates in the MCR. Graduates can sign up for the dinner on the MCR website.

Payment

Your University card acts as your meal card within College, meals cannot be paid for in cash. A set amount (£100) will be credited to your card (and added to your battels) when you first arrive at the start of your course. Credit can then be ‘topped up’ in the Bursary or by going to www.upay.co.uk. You will not be able to dine in College if you do not have enough money on your card.

Special dietary requirements/allergens

In line with EU Law, the kitchen displays a Food Allergen Chart by the meal counter for each meal offered. This will cover the 14 specified allergens under the law. If you have allergies or specific dietary requirements, the Head Chef is more than happy to be approached to discuss these with you. The kitchen will endeavour to cater for all allergen and religious dietary needs wherever possible. Dietary requirements should be stated when signing up for Formal Hall.

Guests

You can bring guests (as many as you like, within reason) into lunch and cafeteria dinner, and pay for them at your own expense (via your Bod Card). Up to two guests from outside of College can be invited to Formal Hall and should be signed up at the same time as you sign up.

Meal times

The times of meals in term are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Monday to Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.15 – 8.45 am</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Brunch</td>
<td>--</td>
<td>11.30 – 12.30 pm</td>
<td>11.30 – 12.30 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.40 – 1.25 pm</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Dinner</td>
<td>6.30 – 7.15 pm (cafeteria)</td>
<td>7.15 pm (Formal Hall)</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6.45 – 7.30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(cafeteria)</td>
</tr>
</tbody>
</table>

except
Wks 6-8 of Trinity Term
6.30 – 7.15 pm
(cafeteria)

Wks 3,7
6.30 – 7.00 pm
(cafeteria)
7.15 pm
(Choir Formal Hall)

Formal Hall is a set 3-course meal.

Cafeteria meals may be taken out to be eaten in the College Garden, but not in any paved quadrangle or the Handa Terrace. Failure to return glasses or cutlery taken out of the Hall, Buttery or Beer Cellar will incur a fine.

*Graduates: SCRunch and High Table dining*

A small number of graduate students can lunch with a group of Fellows on Mondays during term-time. Informally known as SCRunch the lunches are an opportunity to interact with senior members of the College for either a general discussion or a discussion on a specific area (for example ‘How to publish material from your doctorate: challenges and rewards’ – details of topics are circulated in advance).

All fee-paying graduates have an opportunity to dine at High Table twice a year free of charge (but will be charged on battels for wine taken with dinner and for dessert if taken).

8.12. Beer Cellar

The Beer Cellar is open every evening during weeks 0 to 9 between 7.00 pm and 11.00 pm.
9. **Safety and security**

9.1. **The Lodge and Porters**

The Porters’ Lodge is the reception area on the main College site and is staffed 24 hours per day. The Porters have primary responsibility for safety and security on College premises. If there are any emergencies, then the Porters should be the first port of call (unless it is serious enough to dial 999 directly, in which case the Porters should be notified after the emergency services have been called).

The Liddell Porters’ Lodge is open 24 hours a day, 7 days a week.

9.2. **Gates and “keys”**

The main College gates are normally closed at 7.30 pm.

You will be given either a fob or a proximity card that will open the main College gate (and the gate to the Thomas Quad, the Oldham Building, the Library and, for graduates, the MCR) on your first day in College. Keys are issued for rooms and additional access to staircases. Your proximity card/fob and keys are for your use only and must not be given to anyone else. They must be returned to the Head Porter at the end of each Term. Room keys must be signed back in to the Lodge before going home for any vacation.

If you lose your keys, or lock yourself out of your room then go to the Lodge to obtain a spare key. This spare key must be returned to the Lodge immediately. The College reserves the right to charge a fee of £25.00 to those living off the main site if a member of staff has to come and let you in.

For obvious reasons of security, keys and cards should be looked after carefully. Loss of a key will make the key-holder liable to an automatic charge of £30 for each key, loss of a proximity card/fob a charge of £15. Refunds for lost keys are not available if original keys are found. There is no charge for replacement card or keys if they have been stolen, however you will need to produce a police report or crime number to avoid a charge.

9.3. **Personal security**

There are a few simple guidelines to help maintain your own, and everyone else’s, security on College premises:

- Always lock your door when you leave your room, even if you are only going out for a short time;
- Check that any locked door or gate has properly closed behind you;
- Don’t leave windows open when you are out of your room;
- Don’t leave your wallet/handbag/mobile phone/laptop visible through a window;
- Don’t let strangers follow you in through a locked door/gate ("tailgating");
- Call the Lodge if you suspect that there is a stranger on the premises, don’t assume that someone else will do so.

Any thefts should be reported to the Porters immediately.
9.4. **CCTV**

College is covered by a CCTV system in some public areas. Notices advertising that coverage are maintained at the entrances to the covered buildings. The College has a strong CCTV policy which limits access to the images. If you need to read the details of that policy then please contact the Domestic Bursar.

9.5. **Fire precautions**

You will receive a video fire briefing and fire prevention leaflet as part of your induction to College in freshers’ week. College fire precautions are in place for your safety and that of your colleagues and friends – please take them seriously.

Fire detection devices are installed in all College rooms and public areas. 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 and will invariably be referred to the Dean.

Fire extinguishers are also provided in many areas and should only be used if you are trained and confident in their use. If in doubt when encountering a fire please raise the alarm and leave the building to go to your assembly point.

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.

If you hear the Fire Alarm please react as if there is a fire – do not assume a test or drill.

Paraffin heaters, fuel and fuel containers, cooking equipment, 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. Similarly, personal furniture that does not comply with current fire regulations including inflatable furniture is not permitted. Heating appliances must not be obstructed by any combustible material or anything which may cause them to overheat (for example clothes).

Cooking is the most common cause of fire in student residences – particularly unattended cooking. If you are using the kitchens provided in student accommodation then please remain with whatever you are cooking throughout the process. Please do not cook after a night out in town or when you are likely to fall asleep.

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

*Fire Alarm Tests and Evacuation drills*

College tests all its fire alarm systems every Wednesday morning starting at around 8.30. College will conduct (and is required to do so) an evacuation drill of every building in its estate each term. These drills are deliberately unannounced in terms of timing. It is expected that students will react to these drills as if there were a real fire.
9.6. First Aid

A list of College staff who are first aid trained is displayed on the notice board opposite Chapel. However, all students should be aware that all the College Porters are First Aid trained and that the lodge should therefore be their first port of call should first aid be required on the main College site. The Assistant Deans (one is resident in each of Oldham, and Lampl buildings as well as the Main College) and the porters at Lidell building are also first aid trained. In the event that you are in an area not covered by this provision then for emergency treatment dial 999 and request an ambulance.

Other Emergencies

There may be a range of other emergencies which we hope you don’t encounter in your time at Corpus Christi College. Actions required in the event of these will include:

1) To report a crime – in an emergency dial 999 and ask for the Police. For non-emergency crime reporting please dial 101 and talk directly to the Police control room

2) For medical needs either consult the College supplied medical services during their working hours (see welfare guide for details). Outside of these hours and for emergencies please dial 999 and request an ambulance. For non-emergency issues outside of working hours then please dial NHS direct on 111

3) In the event that you wish to report suspicious behaviour or persons on the college premises who do not belong here then please contact the lodge on 01865 276700

9.7. Insurance

The College accepts no liability for the loss or damage to any personal possessions, however caused, and this includes any articles stored by the College for Junior Members. The College has arranged a block insurance policy with Endsleigh Insurance Services Limited. This policy provides limited contents insurance cover for all students residing in College accommodation between late September in one year to late September of the following year (and NOT to those living in private accommodation). Details of this policy will be provided to all residents, together with information on how they can extend the cover to insure their possessions more fully. Students are strongly advised to take out an ‘All Risks’ insurance policy.

9.8. Parking and Cycling

Students are not permitted to bring cars into College property wherever that might be in the City. This is a requirement of the City council and therefore there is no parking provision for students. Cycling is the favourite mode of transport around the City and the College provides cycle racks at the Main College Site, Liddell Building, Oldham building, Lampl Building and Banbury road sites. These cycle racks are free to use for College students. Most other colleges and university buildings also supply cycle racks. Bicycles must not be kept in rooms, hallways or passages in any College building and not left in any quadrangle.

Cyclists are encouraged to wear a helmet around the city and a robust “D Lock” should be used to secure your cycle wherever you park it in Oxford (this may be an insurance requirement). In addition, lights at night are required by law and the local police will have periods of stopping unlit cyclists around the City.
9.9. Public Transport

College is situated less than 100m from the High St from which many bus services depart. Buses are provided by a number of companies around the city and beyond. Please look up companies such as The Oxford Bus Co, Brookesbus, Stagecoach, Arriva, Red Rose for details. Oxford rail station is situated 12-15 minutes’ walk from College and hosts services from First Great Western, Virgin Trains and Chiltern Railways. Timetables and fares for these services are available on-line or from the station.

10. Finance

10.1. Battels

Battels (individual College account) are presented at the beginning of each term and will be payable within a week of receipt. An end of academic year bill will be sent to a student’s home address during July. Battels at the beginning of each term cover the ‘basic’ charges (i.e. rent and levies and, for those paying their own fees, the relevant termly fee) for the coming term and any charges from the previous term and vacation. Utility charges are included in the rent. Should an undergraduate not take out a loan to pay their fees and wishes to pay their battels termly, permission should be sought in writing from the Bursar.

Interest is payable on battels which remain unpaid unless an alternative arrangement has been agreed with the Bursar.

A flowchart setting out what happens if battels are not paid on time is at Annexe 5.

College and University charges to be incurred by undergraduates and graduate students the following year are sent out with battels in July. 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.

10.2. Financial difficulties and maintenance support

At the time of their application to Corpus, all graduate students and overseas undergraduate students are required to guarantee that they have sufficient funds for their fees for the first year of their course (exact sums depend on individual circumstances). If, however, through unforeseeable circumstances this sum is no longer at their disposal at a later date, they should apply to the Maintenance Support Committee. Students, who, during their 4th year have extended terms can apply to the Maintenance Support Committee if they face a case of severe financial hardship as a result of those extended terms. Home/EU undergraduates who are experiencing financial difficulties may also apply to the Committee.
The Committee comprises the Vice-President, the Bursar, the Senior Tutor, the Tutor for Graduates and the Dean of Welfare. 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. Previous applications, whether successful or unsuccessful, do not preclude further applications. Application forms can be downloaded from WebLearn.

The College operates three confidential schemes to tackle student hardship, listed below, and students can apply for help by filling in the appropriate forms. Decisions are taken in confidence and on the basis of financial need, as disclosed in each application.

More information on these schemes is available in WebLearn. Students experiencing financial hardship are very welcome to discuss the situation with their Tutor or Graduate Adviser or the Senior Tutor or the Tutor for Graduates but they are by no means required to do so.

**Emergency support**

Students who find themselves suddenly short of money may apply for Emergency Support on a short, simple form. This is considered quickly and confidentially by the Maintenance Committee, and may result in the award of a grant or loan.

**Ongoing support**

The College aims to provide help to any student who is unable to meet the normal cost of living in Oxford, which we estimate at approximately £9,021 for undergraduates (25 weeks) and £12,028 for graduates (one year). Anyone who does not have these funds, despite taking advantage of available public and private help, is invited to apply for help on a form which asks for details of income and expenditure, and which is then considered, in confidence, by the Maintenance Committee. Ongoing Support lasts for the academic year in which the application is made, but it may be renewed, upon fresh application, in subsequent years. (Note that, as indicated above, graduate students and overseas students are required to provide a declaration of their financial capacity for their first year of study, and will thus only be eligible for help from these funds in exceptional circumstances.)

**Moving out loans**

The College recognises that moving out of College accommodation can impose substantial charges on students at an inconvenient time of year. We have set up a scheme in which graduate students (and undergraduates in exceptional circumstances) may apply for interest-free loans to cover the costs of deposits, up-front rent payments and the like.

10.3. **Undergraduate grants and bursaries**

**Academic grants**

All undergraduates (this includes Visiting Students) are eligible to apply for an academic expenses grant to cover the cost of not only books but also other ‘allowable’ expenses which could include lab coats, safety spectacles, stethoscopes, etc and bought at personal expense.
It will be possible to apply for a grant every term; however, the maximum grant to each applicant per year will be £150. All items included in the application must have been bought at the personal expense of the undergraduate.

Copies of the form are available on WebLearn. Receipts must be attached to the application. Completed applications, countersigned by your College Tutor, must be submitted to the Bursary by the date stated on the form.

**Personal development grants**

The personal development fund seeks to assist all junior members in the pursuit of extracurricular activities that enhance their skills beyond the academic sphere. The fund has a limited annual budget and only considers retrospective applications from expenditure the previous term. Applications will be considered termly by a member of the Decanal Team, the JCR President and the JCR Treasurer; an MCR Officer may be included as required. The maximum grant that can be awarded is £200.

**Travel grants**

The College is able to make modest travel grants to undergraduates. The maximum grant awarded to an undergraduate is £450 during their 3-year period of study. Those on a 4-year course can apply for a further £150. Grants are not available after the Easter vacation in a student’s final year.

The proposed trip must, in general, have some academic purpose (but not be part of your course). However, non-academic but more broadly educationally valuable trips (e.g. volunteer projects or cultural exchanges) will also be considered for the summer vacation. Students who do not live in Oxford can apply for a travel grant to help fund a placement in Oxford.

All applications must be supported by your College Tutor(s).

**Vacation credit**

All undergraduate members of the College (except Visiting Students) who wish to reside in Oxford during a vacation for academic study related to their course may apply for a grant towards the cost. Any application for vacation credit has to be approved by both your College Tutor(s) and the Senior Tutor. The normal maximum vacation credit will be 14 days in any one year. For Finalists the maximum will be 21 days; scientists on 4-year courses can choose whether to classify their 3rd or 4th year as their Finals year. In exceptional circumstances further days will be allowed. Applications to remain in residence and to apply for credit are made via WebLearn during week 3 of each term and during August for return to College in October.

10.4. Graduate grants and bursaries

**Academic grants**

All fee-paying graduates are eligible to apply for an academic expenses grant to cover the cost of not only books but also other ‘allowable’ expenses which could include lab coats,
safety spectacles, stethoscopes, etc, and bought at personal expense. It will be possible to apply for a grant every term; however, the maximum grant to each applicant per year will be £150. All items included in the application must have been bought at the personal expense of the graduate.

Copies of the form are available on WebLearn. Receipts must be attached to the application. Completed applications, countersigned by your Supervisor or Graduate Adviser, must be submitted to the Bursary by the date stated on the form.

**Personal development grants**

The personal development fund seeks to assist all junior members in the pursuit of extracurricular activities that enhance their skills beyond the academic sphere. The fund has a limited annual budget and considers retrospective applications only from expenditure the previous term. Applications will be considered termly by a member of the Decanal Team, the JCR President and the JCR Treasurer; an MCR Officer may be included as required. The maximum grant that can be awarded is £200.

**Travel grants**

The College is able to make modest travel grants towards graduates’ expenses for visiting other academic institutions, fieldwork, work experience and presenting at conferences. Applications will be assessed on their academic merit, and in particular the importance of the travel to the work the graduate is undertaking as part of their degree. Graduates on a one year taught course can apply for up to £300 during their period of study; those on a two year taught course can apply for up to £500 during their period of study and those on a DPhil can apply for up to £900 during their period of study (up to submission of their thesis). Graduates who have completed a Masters degree at Corpus and transfer to DPhil can apply for a maximum of £900 during their Masters programme and DPhil. There are a number of possible external sources for travel grants for graduate students. These may include your funding body and your department/faculty.
11. Health, welfare and disability

11.1. College welfare guide

The College Welfare Guide is available on WebLearn. It is a collaborative guide produced by both Senior and Junior Members engaged in welfare provision within the College. It will signpost you to a range of support within the College and beyond.

11.2. Medical

All members of the College are entitled to the benefits of the National Health Service, provided they are resident in Oxford for at least six months. Students on a Tier 4 Visa must pay an Immigration Health Surcharge (IHS) as part of their visa application.

All members of the College are required by the University to register with an Oxford medical practice (your Oxford GP). Almost all students choose to register with the College’s linked practice at 9 King Edward Street, Oxford (tel. 01865 242657). The GPs at that surgery are Dr Drury’s, Dr Kirkaldy, Dr McKenzie-Edwards and Dr Nicholson. Students who register with a medical practice other than the College doctor’s, must inform the College Nurse of its name and address. If you do not register as required with a doctor but need to see them you will be classed as a private patient and will be required to pay.

The College Nurse is Midge Curran. She conducts a clinic in College in term-time. Her hours are posted in the lodge and outside her office in the Old Lodgings.

11.3. Dental

Studental provides NHS dental care to students and is located on the Headington campus of Oxford Brookes University (Colonnade Building, 3rd Floor, Gipsy Lane, Oxford OX3 0BP, http://www.studental.co.uk/, tel. 01865 484608).

11.4. Disability

Students with a disability should inform the Academic Registrar of the nature of their disability so that appropriate help can be provided. This is particularly important if adjustments need to be made for examinations. The College will provide appropriate assistance (both academic and domestic) to all students with a disability and make reasonable adjustments as required. The University Disability Advisory Service can offer advice and guidance on disability issues that might impact on student life and education; they can also assist with organising disability-related support. The University’s disability website (https://www.ox.ac.uk/students/welfare/disability?wssl=1) provides lots of useful information. The College receives a student support plan (SSP) for every student registered with the Disability Advisory Service; if a student wishes relevant information included in the SSP to be sent to their tutors the Academic Registrar will do so at the start of every term.

11.5. Counselling

The University Counselling Service offers free and confidential support to students via individual or group counselling, workshops and supportive resources. Their website
(https://www.ox.ac.uk/students/welfare/disability?wssl=1) provides full details of their services.

Annexes
Annexe 1. Who’s who, what’s what, where’s where

The President: (Dr Helen Moore)
holds ultimate responsibility for the College. She chairs all meetings and takes an active role in both junior and senior members’ lives in College. Her office is in Fellows’ Building 2; she can be contacted through her PA – president@ccc.ox.ac.uk

President’s PA: (Mrs Sara Watson)
deals with all issues handled by the President and arranges Presidential collections. Her office adjoins the President’s. She can be contacted at president@ccc.ox.ac.uk

The Bursar: (Mr Nick Melhuish)
responsible for all financial dealings of the College and can offer advice on any Junior Member financial problems. His office is in Fellows’ Building 2; he can be contacted through his PA – estates.bursar@ccc.ox.ac.uk

The Domestic Bursar: (Mr Andy Rolfe)
responsible for the domestic side of college life including accommodation, maintenance of buildings and food etc. His office is in Fellows’ Building 1; he can be contacted at domestic.bursar@ccc.ox.ac.uk

Bursars’ PA
(Mrs Kerry Atkinson)
handles applications to the maintenance support committee, arranges Junior Member meetings with the Bursar and supports
The Bursary

Located in Fellows’ Building 1, first floor. It is open to Junior Members between 12 and 2, Monday to Friday. You will be able to pay your battels and charge your meal card between those times.

The Senior Tutor: (Dr Mark Wormald)

is responsible for all undergraduate academic matters and can be consulted about any concerns that you might have about your studies. He will read your termly reports, meet with you once a year alongside the President and subject tutors for collections and if the need arises meet with you to discuss poor reports. He can be found in the College Office and contacted at senior.tutor@ccc.ox.ac.uk

The Tutor for Graduates: (Prof Colin Akerman)

is responsible for all graduate matters and can be consulted about any concerns that you might have. He will read your termly supervisor’s report and meet with you once a year for your Presidential collection. He also has responsibility for admitting new graduate students to the College. He can be found in the College Office and contacted at tutorforgraduates@ccc.ox.ac.uk

The Tutor for Access and Admissions: (Prof Robin Murphy)

is responsible for the annual undergraduate admissions round and any admissions matters that occur throughout the year. He can be found in the College Office and contacted at admissions.office@ccc.ox.ac.uk

Academic Registrar: (Mrs Rachel Clifford)
is responsible for academic administration across the College. Should you lose your Bod Card, have a problem with exams or simply not know who to speak to about something just get in touch with her. She can be found in the College Office and contacted at college.office@ccc.ox.ac.uk.

Admissions Administrator /Outreach Officer: (Mrs Suzie Jackson)

administrates the annual undergraduate admissions round and organises many access activities throughout the year (including the 3 open days). She can be found in the College Office and contacted at admissions@ccc.ox.ac.uk.

College Office

The College Office is in Fellows’ Building 1 on the ground floor, through the main door and turn right. It is open between 9.15 and 1 and 2.30 and 5. The College Office is where the main student administration takes place along with graduate and undergraduate admissions.

College Tutors

are Fellows of the College responsible for organising undergraduate teaching. As well as teaching undergraduates in their subject themselves, they also arrange specialised teaching with other tutors where appropriate. They also have responsibility for overseeing their students’ academic progress. Undergraduates with any questions about their teaching arrangements should consult their College Tutor(s) in the first instance.

The Dean: (Prof David Armstrong)

The Dean is a senior member of the College and the three assistants are graduate students of the College; they are responsible for all non-academic discipline. There are also graduate wardens who live at the Liddell Building and Banbury Road. The Dean can issue fines for inappropriate behaviour as well as give permission for parties, offer advice etc. All four members of the team will advertise their Decanal hours on a termly basis. The Dean can be emailed at dean@ccc.ox.ac.uk
Welfare Dean: (Dr Judith Maltby)

has overall responsibility for the welfare of all Junior Members of the College and can be consulted on any welfare problems.

Welfare Tutor: (Prof David Russell)

College tutor who can be approached on welfare matters by any Junior Member.

College nurse: (Midge Curran)

The nurse runs a 2 hour drop in clinic every day from Monday to Friday in Weeks 0-9; she can visit students in their rooms if required. She works closely with the College Doctors. Clare can help you manage health problems and illness and will be able to refer you elsewhere when necessary. All consultations are strictly confidential.

The Chaplain: (Dr Judith Maltby)

is here to be of help to all members of the College, of all faiths and none, on welfare or religious matters and can be consulted confidentially. She has information on other sources of support and is able to assist with appropriate referrals.

Librarian: (Ms Joanna Snelling)
is responsible for the administration and smooth running of the College Library. She is aided by the Assistant Librarian and three further assistants. The Library Office is at the top of the Library stairs on the right hand side. Library staff can be emailed at library.staff@ccc.ox.ac.uk

Accommodation Manager: (Ms Michelle Mayes)

is responsible for student rooms on the main site and outlying hostels (apart from the Liddell Building). She is also responsible for the Scouts. Her office is in the Thomas Building; she can be emailed at accommodation@ccc.ox.ac.uk

The Porters

The team of porters can be found in the Lodge – the gatekeepers of the College. They are under the supervision of the Head Porter. The porters can be contacted by email – porters@ccc.ox.ac.uk

The Medical Team

The College Doctor is located at 9 King Edward Street (a minute’s walk from the College). The surgery phone number is 242657.

IT team

are responsible for the IT provision within the College (and also Oriel College). Their office is in the Old Lodgings, through the main door and turn right, up the three stairs and the first door on the right. IT help can also be obtained by emailing it-support@ccc.ox.ac.uk. They also provide an extensive library of help documentation on the College IT WebLearn site.
Annexe 2. Advice to Freshers on Studying at Oxford

A2.1. Tutors and Students

One of the most distinctive features of work at Oxford is the tutorial system. In addition to attending lectures (as in any other university), all undergraduates have one or more tutorials weekly during Full Term, in which they meet a tutor in a small group (of perhaps two or three students per tutor, sometimes in larger classes, occasionally individually) and present work which is discussed with the tutor. Tutorials and lectures are dealt with in more detail below (sections A2.5 and A2.6). This section explains what the role of the tutor is and what you may expect from them.

Whatever your subject, there will be one or more tutors, usually Fellows (permanent teaching members) of the College (and referred to from now on as College Tutors). Your College Tutor(s) are responsible for organising your teaching term by term and monitoring your progress. They will keep in regular touch with everyone else who is teaching you (both inside the College and in the wider University) and will receive written reports on your work at the end of every term. They are also there to help if you have problems with your academic studies, and can give guidance on study skills or arrange additional teaching if needed. If you are having significant problems with your studies, it is important to talk to your College Tutor(s) about them earlier rather than later (because problems usually grow with time and become more difficult to solve).

In addition to responsibility for directing your studies, College Tutors have a general responsibility for the welfare of their undergraduates in such areas as money, health, personal relations or anything else which may affect their life and work in the College. (Some colleges separate this ‘pastoral’ function from the academic, appointing for each undergraduate a ‘moral tutor’ separate from their subject tutor; in Corpus College Tutors exercise both functions.) Your College Tutor(s) will not seek to pry into your private life, but will regard it as part of their job to be available to help you in any area in which you seek help or advice. It is very important that you should feel free to go to your College Tutor(s) with any problem, without feeling that you are wasting their time or overstepping the bounds of the tutorial relationship. If your College Tutor(s) do feel able to offer any help, they will gladly do so. If more specialised (e.g. medical) help appears to be needed, your College Tutor will suggest whom you should consult, and may be able to help to arrange an appointment. (See also section A2.9.)

While College Tutors will always seek to preserve confidentiality, it may be necessary for them, in discharging their responsibility to individual students and to the college, to consult other appropriate persons, such as the Dean of Welfare, who specialises in pastoral work. Since the Senior Tutor is responsible for the co-ordination of the academic administration of the College, including matters relating to students, College Tutors are expected to notify the Senior Tutor of problems likely to affect students’ academic performance. In those circumstances disclosure of personal information will be kept to a minimum.

One of the advantages of the college system is that students see a lot of each other and have the opportunity to help and advise one another. Your tutorial partners are often the best
people with whom to discuss topics that are giving you difficulty prior to a tutorial and those that arise during a tutorial. More experienced students may also offer advice, or even notes and essays. Their advice will often be helpful, but their work won’t be. Quite apart from the fact that College Rules strictly forbid you from copying other people’s work (which is plagiarism, and will be treated as such), this will simply prevent you from developing your own potential. One of the most important skills that you learn at university is how to solve complex problems yourself.

A2.2. Working on your Own - Planning your Time

Since there is no rigid timetable for study in Oxford and for large periods of time you have to work on your own without guidance, you must get used to planning your time effectively. This may well be the most crucial skill that you need to acquire in your time at Oxford. If you sleep for 8 hours a day, that leaves 112 hours per week for your academic work, meals, social life, clubs, sports, music, laundry, shopping and the rest. Certain rare people don’t need to make timetables and plans, but most people do. Also try to plan your time so that when you do work, you work efficiently. What is important is how well you achieve your objective, not how long you spend doing it. So think about how you can arrange your time to maximise efficiency. A few points to bear in mind are:

1) Completing your work to the best of your ability must always be your top priority. Of course you will want to do other things as well, and the College accepts and welcomes that, but you must fit other activities around your academic commitments, and not the other way about.

2) There will be fixed points around which you need to organise your work, such as lectures, tutorials, classes and (for science students) practicals, as well as deadlines to meet. There is no point in allowing yourself the three days immediately before a deadline to do a piece of work if those three days are already filled with other fixed commitments.

3) More problems arise from underestimating how long you need to spend on a piece of work than from any other reason, so allow yourself some flexibility when planning your work. Different people need different amounts of time to do the same work, so don’t just do what everyone else seems to be doing.

4) Try to work evenly throughout the week. If all your deadlines are towards the end of the week, it is very tempting to take time off at the beginning of the week when the deadlines appear far away. This only results in work overload later on.

5) Different people work best at different times of the day or night. There is no need to follow a 9 am to 5 pm, Monday to Friday regime. Some people like to work at weekends because it is quieter and there are no interruptions from lectures or tutorials. Other people find they work most efficiently in the evenings. However, in order to do a specific piece of work you may need access to other resources available only at particular times, such as University or Department libraries, and so you have to plan your work around their availability as well. Equally, if you work all night, you are unlikely to cope well with lectures, tutorials and lab sessions that are timetabled during the day.
6) Work at a pace that suits you. Some people need to work in large blocks of time without distractions, other people work best in short bursts with frequent coffee breaks. However, no one works well when they are too tired, so make sure you get the rest you need.

7) Some topics/problems need two or three attempts before you understand them: this will be a common experience in Oxford. If you are finding a particular topic very difficult, it may be worth putting it on one side, doing a different piece of work and coming back to it again the next day (assuming that you have built in enough flexibility in your work plan - see above).

8) In general, you will probably work better in some places than in others (your room, the College Library, university libraries, or wherever). However, for any given piece of work the optimum location may be determined by the resources that you need for it. In some cases you may work most efficiently by borrowing or buying specific standard texts and working in your room. In other cases you may need frequent access to a much larger range of journals or reference texts (or not know which texts you will need) so that working in the central Bodleian or Radcliffe Science Library will be more efficient. Producing a poor piece of work because “I work best in the College Library but the books I needed weren’t there” is not an acceptable excuse. Oxford has some of the best academic libraries in the world - do use them to the full!

9) Both on the academic and non-academic side, you’re likely to find yourself very pressed for time in Oxford during term. You will need to remove some of this pressure by making good academic use of the vacations, which are an integral part of the academic year. In most subjects the vacation is the time for reading essential texts and background material for the following term’s tutorials; in all subjects it is a time for reviewing and consolidating the previous term’s work (writing up lecture and tutorial notes, identifying areas that you still do not understand fully so that they can be addressed early in the next term, etc.). It is most important not to neglect this work: it will make a very significant difference both to your termly work and to your preparation for exams. Your tutor may also set you specific vacation work. If you leave this until you get back to Oxford at the beginning of the next term, then you will just create more problems for yourself. You need to plan your vacation work before you leave Oxford to make sure that you have available all the information and resources you need (for example borrowing the books that you will require from Oxford libraries or arranging the use of a university library close to where you will be staying during the vacation).

If you do have problems organising your time, then ask your College Tutor for guidance (this is one of the things that they are there for), preferably before the problem becomes too large. Failure to hand in work is taken very seriously, and it is far better if your tutor hears from you that you are having problems before your deadline is reached than after it. Keeping a detailed note of how much time you actually spend working each day may help (and you may be surprised by the answer).

It is important to realise that you will have to work hard in Oxford: you will spend many more hours working by yourself that you did at school, and tasks that may have taken you a relatively short time at school (a problem sheet, a homework essay) will generally take longer here, because they are more difficult, and because you are required to read so much more. Even so, if you are finding the workload unmanageable, it is imperative that you talk to your College Tutor(s) about it: they will not think badly of you and it is likely that there are simple
changes that you can make to your working patterns in order to make life easier. Occasionally students may find that they have too many different obligations in a single term: it is always worth talking to your College Tutor(s), if you think this is happening to you.

A2.3. Reading

In your tutorials, in most subjects, you’ll be given reading-lists for the coming week; if these are long, the tutor should give you some idea of the priorities. Don’t be afraid to ask for such advice, or to comment to tutors on their reading-lists. Tutors are not infallible, and are keen to improve their reading-lists in the light of students’ comments. Don’t buy books till you have obtained advice on what is essential; tutors and students in senior years will always guide you on this. The following points may be helpful:

1) Books need to be read differently depending on their function. A complex argument, a work of theory or a literary text may need to be read closely, and several times; a book containing information can be skimmed or scanned, and only bits of it actually read. Get used to thinking critically about why you’re reading what you’re reading: what it is you want to get out of it, and what your strategy should be. Be aware that different books or essays will require different amounts of time – besides length, content is a factor, and so is experience: as you become more familiar with a topic, you will be able to read much more efficiently and selectively than you can when you are just beginning to get to grips with it.

2) Make sure you know your way round the libraries that can help you – faculty libraries, the Bodleian, the Radcliffe Science Library and so on, as well as the College Library. And be aware that librarians aren’t just people who sign books in and out. They are experts in helping you to find what you want, both in the libraries and online. Again, make full use of Oxford’s remarkable library provision. And be an active reader: students are welcome to suggest particular books, including multiple copies, for purchase by the College Library (see the Librarian for a form).

3) There are always more sources of information available than you could possibly read. It can be useful to ‘skim’ through a fair number of texts first to get an idea of how much relevant information they contain and then select a smaller number to work from. Don’t just take the first book on the reading list back to your room and assume that it will be good enough.

4) You don’t necessarily have to read a book from cover to cover. You need to get into the habit of using books as tools and to pick and choose within them, with the aid of the index and the page of contents. It is often worth reading the Preface or Introduction to the book (or in the case of larger texts, to the chapter or section) to get some idea of the content.

5) The most important thing is not how much you read, but how much you take in. So if you find yourself getting tired or bored, do something different, or alter your body position (you can’t read lying down or standing up as easily as sitting), or take a break.

6) The library does not only exist for students in the arts and social sciences: mathematicians, physicists, chemists, as well as medics and other scientists, will find books extremely useful in pursuing their studies. You should not think that tutorials and lectures alone will tell you everything you need to know and understand.
A2.4. Note-Taking

Note-taking while reading serves three functions: (i) it is a method of collecting together the relevant material from different sources in one place to aid revision; (ii) it is a way of recording your opinions and understanding of a topic and, in particular, flagging to yourself areas that you don’t understand and need to address or ask for help with later; and (iii) it is a useful exercise to make sure that you are actually thinking about what you read.

If you own the book you are reading, you can of course mark it up with marginal comments and underlinings, though with large books you will need an index to access your notes with (try little slips of paper kept in books with page references and short indications of what you thought was important on those pages). There are at least two pitfalls to avoid when taking notes:

1) If you find yourself taking notes that are almost as long as the original, you’re wasting time and not really selecting and digesting the material enough. Your notes usually need to contain only the bare bones of the argument or theory, together with the necessary illustrations, quotations or facts. A good way of stopping yourself from taking too many notes is not to write anything with the book open: read a bit, close the book, and then write down what was important, checking any details that really matter. It is also a good idea to include with your notes the source of the material (book title, author and page numbers, for instance), so that you can go back and check or add to your notes at a later date if necessary.

2) Notes that are illegible and unattractive to look at will not help you when you need them, because you won’t want to come back to them. This means that your notes need headings, diagrams, tabulation, coloured ink, highlighting, etc – anything that makes the major points stand out.

You’ll need to make a decision early on whether it will be more helpful to keep notes on your computer or in paper form, (many College Tutors continue to recommend this – it is worth asking their advice) how much to photocopy or download (just photocopying or downloading something doesn’t mean you’ve even read it, let alone digested it), whether to have loose-leaf or bound files, etc. All these things are matters of common sense and personal taste, but if you have difficulties discuss them with your College Tutor(s) and/or with people in the same subject in the year above you.

A2.5. Lectures

Lecture lists can generally be viewed on departmental or faculty websites. Your College Tutor(s) will typically provide guidance on which lectures are most useful to attend; if they don’t, then ask them. In most subjects lectures form an integral part of the course and are viewed as complementary to tutorials or classes. In some subjects, notably in the sciences, they are the main form of teaching, and are normally regarded by College Tutors as compulsory. Lectures also have the following advantages:

- the lecturer is usually more up-to-date than the text books or your tutor (they have access to a wider range of source material and the latest ideas, often because they are doing the research themselves);
the lecturer may well have a different viewpoint or a different way of explaining things from any of the texts or from your tutor (and you may learn far more by comparing different approaches to one subject than you would learn by relying on a single source);

the lecturer may just be very good at making their subject interesting, exciting and/or relevant;

the lecturer may be so well-known in your subject that it is interesting to find out what sort of person they are, irrespective of what they say.

So ...

1) You should regard lectures as important. Get into the lecture habit early. For a start, it’s interesting and rewarding to see who your contemporaries are from other Colleges and to hear their tutors holding forth. Many people regret, after graduation, not having taken the chance of hearing X or Y.

2) It is a good idea to take notes in lectures, if only because this helps you to concentrate on what is being said. But if you take very detailed notes in a rapidly-delivered lecture, they’ll all be scribbled in a hurry, and will be very unattractive to come back to. The first priority is to understand what is going on. It’s usually best to concentrate on the overall thread of the argument, and take down the major points made, rather than try to get down everything the lecturer has said. Some people expand their notes by writing them out after the lecture; if you do this, it’s important not to delay too long before writing up! In Mathematics for example there will be times when you have to adopt the opposite approach of taking full notes and digesting them later.

3) It is often worth persevering with lecture courses even though you may feel that you are not getting anything out of the first lecture or two. You may have done the work already - but you will probably understand the subject better for having gone through it twice. You may feel the lectures are not relevant to the work you are doing at present, but they may be relevant to work that you will be doing next term or next year. You may have difficulty understanding what is going on, but even if you only understand 10% of the ideas, that still gives you a 10% start if you have to tackle the subject later in tutorials or classes. You may find the lecturer boring, but that doesn’t make what they say any less useful. It is fine to dip in and out of lecture courses – at least in the arts and social sciences: lecturers will often give a list of topics in the first lecture, so you can decide which lectures in a series you wish to attend.

There are two other points worth making, which apply to some subjects and particularly to the sciences:

4) In subjects where the source material is diverse and widely scattered, the lecturer will have spent time and energy on searching out material, sifting and ordering it. Why repeat all that hard work yourself?
5) Examiners may use the lecture courses to decide on the sorts of things they will set questions on and the depth of knowledge they expect in the answers, as well as basing specific questions on material that they know has been covered in detail and is available to all students.

In arts and social science subjects, it is possible to go to too many lectures (though this is not a very common plight...), and thus to make your working day too fragmented. You will need to judge what is best, but it might be better to err on the side of too many rather than too few, at least to begin with.

Scientists will have many lectures and practical classes to attend. Practicals are not just important, they’re compulsory, and you need to become proficient at them—writing up the work you did, as well as spending time efficiently in the lab. You will also need to bear the demands of lectures and practicals in mind in planning your work for tutorials. Think ahead!

A2.6. Tutorials

Tutorials are a major method of teaching in Oxford in all subjects, and the main method in humanities subjects, so it is important to know what the tutorial method of teaching is. In some terms your College Tutor will take some of your tutorials personally. In others you may be sent to another tutor, sometimes a Fellow of another College or a member of a science department, who specialises in the particular area which you are studying that term.

Tutorials have three broad purposes: to assess how far you have mastered the work assigned to you (writing an essay, completing maths problems etc); to help you solve difficulties and explore questions which have arisen in the course of that work; and to offer guidance with a view to further progress. If you don’t enjoy your tutorial, something has gone wrong. You won’t enjoy it if ...

1) ...you haven’t done enough work for it, because then you won’t have got to the point where there’s something interesting to discuss and argue about. You may also end up covering more basic material in the tutorial which you could have coped with perfectly well if you had done it on your own, and not covering more advanced material where you subsequently discover (too late) that you do need help;

2) ...you get worried about handing in work that is not perfect or by being wrong. The purpose of the tutorial is not to assess how good you are. It is to identify the areas where you are stronger and weaker, to reinforce the former and to help you improve the latter. If you try to hide areas of weakness in your written work then the tutor will find it much more difficult to identify them and you will get less useful advice as a result;

3) ...you sit there silent and wait for your tutor to entertain you. A tutorial should produce an exchange of ideas; the more you put into it, the more you’ll get out of it. Use it to get your questions answered, to try out ideas, to get guidance on aspects of the reading that have puzzled you, and to get comments on your written work. Don’t be afraid to reveal your ignorance - your tutor isn’t grading each tutorial according to how much you know;

4) ...you get worried by disagreement. Discussion is the name of the game. Oxford tutors quite often disagree with what you say to encourage you to express yourself clearly and think on
your feet, and to make sure that you have good grounds for the argument presented in your written work. So don’t get worried; however much flak you run into at first, you may eventually find that your tutor agrees with the position you’ve taken up. Or if the tutor disagrees, it may be in ways that are helpful to you in formulating your own ideas. Tutors enjoy argument, and won’t in the least be offended if you disagree with them, provided that you have good reasons for doing so. Do also be prepared to argue with your tutorial partner(s) (and to carry on after the tutorial – you can learn a lot from each other);

5) ...you spend the whole time in the tutorial scribbling notes. It is of course important to note down something about the essential points made, but a tutorial is not a lecture, and tutors aren’t oracles. Jotting down the odd key-word in the course of the discussion should be sufficient, and you can then write up the essential points after the tutorial is over. The main thing is debate, discussion and the habit of exchanging ideas with your tutor and with other students.

It is important to turn up for your tutorials on time and, if work has to be handed in in advance, to present it by the set time. If you can foresee anything which will prevent you from doing either, let the tutor know in advance. If any unexpected emergency intervenes, contact the tutor as soon as possible to explain what has happened.

Occasionally, you may encounter problems with your tutorials which you feel are not of your making. You may, for instance, find that for one reason or another you do not get on with your tutorial partner, and feel that you would benefit from a change. Or perhaps you feel that your tutor is not explaining some points adequately, or is not making it sufficiently clear to you how you are progressing. Usually the best course is to talk frankly to the tutor (normally after making an additional appointment, rather than in the tutorial hour itself). Many problems can be sorted out in this way. If you feel reluctant to talk to your tutor (e.g. in a case where the root of the problem is a bad personal relationship with your tutor) then you should arrange to talk to your College Tutor (if the issue involves an external tutor), the Senior Tutor, or one of the people mentioned in section A2.9.

A2.7. Written Work

Written work varies greatly from subject to subject. You should get guidance from your tutor on just what they expect of you (length, level of detail, structure). The purpose of the tutorial is not solely to comment on the student’s written work: written work will typically give rise to a more general discussion or exploration. Your tutor may not give you precise grades for each essay or problem-sheet; constructive criticism and advice is more helpful than placing you in a league table (end-of-term reports may well give you a predicted grade). You may find that not all of your work is marked – when you have read out an essay at the beginning of a tutorial for example. You should not worry about this: you will be getting plenty of feedback and you learn a lot simply by doing the written work required of you.

A2.8. Monitoring your Progress and Feedback

Continuous monitoring of students’ progress is a central part of the educational process (particularly important in Oxford, where many students have only two sets of University examinations during their course). The most important form of informal monitoring and
feedback is during tutorial discussions, in fact one way of viewing a tutorial is as a one-hour verbal feedback session on the work you have done that week.

Every term a written report is produced by everyone teaching you, and sent to the College. These reports are available (by a system called OxCORT) to you, your College Tutor(s), and to the Senior Tutor; they provide an up-to-date assessment of progress and indicate areas of possible concern. Students with reports indicating serious concern are likely to be seen by the President and the Senior Tutor early in the following term; they may also be placed on the Academic Support and Disciplinary Procedure, which is described in the College Rules.

There are also three other formal forms of monitoring, each – rather confusingly - called 'Collections'.

1) Start-of-term Collections: At the beginning of each term (normally on Friday and Saturday of 0th week, the week before teaching starts) tutors regularly set examinations, which are normally designed to test work done in the previous term. At the end of the previous term your tutors will give you notice of what collections you may be set, and you should plan your vacation work accordingly. Collections are taken very seriously: they are written under examination conditions, and are marked by the tutors who have set them. Your tutor should return your collection to you in a reasonable time, normally in person, and should give you an assessment of it either in writing or orally. If your tutor does not offer to discuss your collection, but you feel that some discussion would be helpful, do not be afraid to ask.

2) End-of-term Collections: College Tutors arrange to meet each student individually, to discuss their report and the term’s work more generally. These meetings are usually called ‘end-of-term collections’. They provide an opportunity for each student to have a discussion of the term’s work and to ask questions about progress and for your College Tutor(s) to make any comments which they think appropriate. Do not feel too shy to raise anything you want to discuss. Your tutors will tell you how they think you’re doing, and they will welcome any reasonable comments you want to make.

3) Presidential Collections: Once a year during your course, you will have a rather more formal meeting with the President of the College, the Senior Tutor and one or more of your College Tutors to review your progress. The procedure is similar to that of end-of-term collections, except that the emphasis will be on surveying the whole year’s work.

Tutors may sometimes set collections at other times than at the beginning of term, e.g. as part of preparation for an examination. Once again, you may ask for a collection if you think that it would be helpful; it will then be up to your tutor to decide whether a collection would be useful.

Collections do not count towards your degree result. They are a means by which the College monitors your progress, not part of the University’s examining mechanism. College Prizes are awarded for outstanding performance in collections; poor performance may lead to sanctions, such as being placed on the Academic Support and Disciplinary Procedure.
However, the very best way of monitoring progress is for the student to do it for themselves. Frequently, you will be the first person to know if your standard of work is slipping. If you can’t address the problem on your own, it is much better to take the responsibility and ask for help than to wait until your College Tutor finds out via a less direct route.

**A2.9. Personal Problems**

If your work is going badly, then other worries are likely to build up. But sometimes it is the other way round, and personal problems can cause your work to suffer. On the role of your College Tutor in this area, see section A2.1 above. You may, however, prefer to discuss things confidentially with someone else: in that event it will be helpful to let your tutor know that you are seeking advice elsewhere. For more specialised help you may wish to consult the Dean of Welfare, the Welfare Tutors, the College Nurse or your Oxford GP. The University Counselling Service offers professional counselling, and you may well be referred to it by any of those just mentioned (or of course you can approach the Service yourself). Money worries can also affect your ability to concentrate on your studies; for advice on what to do in such a situation you should consult the Bursar.

You will be given more information about welfare services in the course of Freshers’ Induction. The most important thing to remember is that there are a great many sources of advice and help available, so don't be afraid to ask.
Annexe 3. Student-College Contract

A3.1. Introduction

1) A matriculated student at Oxford University is a member both of Oxford University and of one of its constituent Colleges or Private Halls (referred to as ‘the College’). The two relationships are governed by separate, though interlinking, contracts. The purpose of this document is to identify the main terms of the contract which you will have with the College on acceptance of the offer of a place on a course which has been made to you. By signing and returning this document you will enter into a contract with the College (referred to as being the ‘College Contract’) on those terms.

A3.2. University and college membership

2) The continuing relationship between you and the College is linked to your continuing relationship with the University. You agree as part of the College Contract to abide by the rules and regulations of the University, as amended from time to time in the course of your studies.

3) Once you become a member of the University by matriculation, your membership of the College will be conditional upon your remaining a member of the University. If you are subjected by the University to suspension or other sanctions, the College may also impose similar or other appropriate sanctions.

4) It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. Most of them will be set out in the documents referred to in this document, namely the Student Handbook and accommodation contract, which will be provided to you. The contents of these documents together with the College Statutes and Bylaws, as amended from time to time in the course of your studies, form part of the College Contract. You should read them, and any subsequent amendments made to them, in the form, whether electronic or hard copy, in which they are made available.

A3.3. Undertakings by the College

Undergraduates

5) Teaching. The College will make such teaching provision for undergraduate students and visiting students as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes and seminars, and may be carried out by tutors or other fellows or lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.

6) Library and IT facilities. The College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbook or equivalent document, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.
**Graduates**

7) The College will provide such support for graduate students as it reasonably decides to be necessary in connection with their pursuit of a course of studies at Oxford.

**Undergraduates and Graduates**

8) Residential accommodation. The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and on the terms and conditions and in accordance with the procedures set out in the College Handbook or equivalent document, and/or accommodation contract or licence agreement, which may vary from year to year. The College will normally provide accommodation for first year undergraduates, and will observe any undertakings given in its prospectus.

9) Meals. The College will provide meals on the terms and conditions set out in the College Handbook, which may vary from time to time. Reasonable notice will be given where possible of any occasions on which meals will not be available.

**Your Undertakings**

10) You undertake to abide by the regulations of the College as set out in the College Handbook including regulations concerning study, payment of fees and charges and residence (see paragraphs 11, 12, and 13 below). Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion. Procedures for disciplinary measures are explained in detail in the College Handbook. [See further paragraph 3 above.]

11) Study. You undertake to pursue satisfactorily such studies as are required of you by any tutor, fellow or lecturer, or other qualified person, assigned by the College (or University as the case may be) to teach you. For this purpose, studies include the reading of materials, carrying out prescribed activities such as practicals, the completion of written work, attendance in tutorials and classes and lectures, and the sitting of University and internal College examinations.

12) Fees and charges. You undertake to pay the fees and charges due to the University and to the College which, after consultation with students (in so far as concerns College charges), may vary from year to year and to provide any guarantee or security of the payment of such fees as the College may require. The College will collect University fees and transmit them to the University.

13) Residence. You undertake to comply with the University residence requirements.

**Personal Data**

14) By signing and returning this document, you agree to the collection, processing and use of individual personal data by the College for purposes connected with your studies, for the protection of health and safety whilst on College premises, and for maintenance of alumni relations and for any other lawful purposes. You also agree to the sharing by the College of such data for the same purposes with the University.

**Jurisdiction**
15) This contract shall be governed and construed in accordance with English Law. By signing and returning this document both you and the College submit to the exclusive jurisdiction of the English courts for the resolution of any disputes which may arise out of or in connection with the contract.
Annexe 4. Accommodation Licence Agreement

THIS LICENCE AGREEMENT, the College’s Junior Member Handbook General Information and College Rules, and the Fees & Charges papers for 2019/20 create obligations between the College and the Student so please read them and make sure you understand and agree to them before you sign.

Student

College

Corpus Christi College of Merton Street, Oxford, OX1 4JF

Definitions

Accommodation

A College room to be allocated to the Student by the College.

Accommodation Contents

The fixtures and fittings 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 in the College such as kitchen, bathroom, common or other rooms.

Payment Dates

18th October 2019 for Michaelmas Term
24th January 2020 for Hilary Term
1st May 2020 for Trinity Term
or within 7 days of receipt of your batalles statement, whichever is the later.

Charges

Charges (undergraduates)

£«Rate» per term payable in advance on or before the Payment Dates. This sum includes the price of the Services.

Charges (graduates)

£«Rate» per year payable in 3 instalments in advance on or before the Payment Dates. This sum includes the price of the Services.

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) Providing hot and cold running water to the Accommodation and/or Common Parts.
Providing an electricity supply to the Accommodation.

Disposal of rubbish deposited in proper receptacles.

Cleaning of the Accommodation and the Common Parts.

(d) Michaelmas Term starting at 12.00 noon on Tuesday, 8th October 2019 and ending at 12.00 noon on Saturday, 7th December 2019.

Hilary Term starting at 12.00 noon on Tuesday, 14th January 2020 and ending at 12.00 noon on Saturday, 14th March 2020.

Trinity Term starting at 12.00 noon on Tuesday, 21st April 2020 and ending at 12.00 noon on Saturday, 21st June 2020.

(e) Starting at 12.00 noon on Saturday, 21st September 2019 and ending at 12.00 noon on Saturday, 1st August 2020.

In this Licence Agreement, “College” includes all buildings belonging or leased 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 Agreement.

This agreement is not intended to confer exclusive possession on the Licensee or to create the relationship of Landlord and Tenant between the parties. The Licensee shall not be entitled to any tenancy, or to any assured shorthold or assured tenancy, or to any statutory protection under the Housing Act 1988, or to any other statutory security of tenure now or upon the determination of the Licence.

The College agrees to provide the Accommodation and the Licensee agrees to occupy the Accommodation on the conditions set out in this Agreement and in the College’s Junior Member Handbook General Information and College Rules, and the Fees & Charges papers for 2019/20.

1.0 College’s Obligations

1.1 To provide the Services.

1.2 Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used), for routine cleaning and supervision of cleaning, to give the Student at least 7 days’ notice prior to entering the Accommodation during term-time (as 2.5 below), and not to interrupt the Student’s occupation of the Accommodation more than is reasonably necessary.

1.3 Not to disclose personal information obtained from the Student except as permitted by clause 3.2 of this Licence Agreement or where there is serious risk of harm to the Student or to others or the College’s property.

1.4 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;
1.5 Before the end of the first week of the Licence Period, the College will provide the Student with information and advice on all matters pertaining to the welfare and safety of students.

1.6 To give a receipt for any of the Student’s property that is confiscated under the terms of this Licence Agreement.

1.7 Maintain any equipment and facilities in the College Common Parts in good order and to ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the College.

2.0 Student’s Obligations

2.1 To pay the Charges to the College in advance on or before the Payment Dates.

2.2 To check the Accommodation and contents and report any problems to the College’s Accommodation Manager (Manager at Liddell Building) or Domestic Bursar within 7 days of the start of the Licence Period.

2.3 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.

2.4 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 to the Accommodation.

2.5 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, supervision of cleaning 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.

2.6 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 or on members of the public.

2.7 To comply with the University of Oxford’s Regulations and with the College’s Junior Member Handbook General Information and College Rules, and the Fees & Charges papers for 2019/20 previously made available to the Student.
2.8 To report to the College 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.

2.9 To pay to the College all costs reasonably incurred in enforcing the Student’s obligations in this Licence Agreement or arising from a breach of them (including an interest charge of 1% per month where payment of Charges is overdue unless alternative arrangement has been made with the Bursar).

2.10 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.

2.11 Promptly to send to the College a copy of any communication the Student receives which is likely to affect the College.

2.12 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 the health and safety or security of others, or the College’s, or other people’s property at risk. Any portable appliance must comply with the College’s Electrical Regulations. 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 and return it to the Student at the end of the Licence Period.

2.13 If the Accommodation is on the ground floor, not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door.

2.14 To comply with the College’s Environmental Policy 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.

2.15 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.

2.16 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.

2.17 Not to bring additional furniture (including items such as fridges and cookers) into the College without the Accommodation Manager’s (Manager’s at Liddell Building) or Domestic Bursar’s prior written consent.

2.18 Not to use the Accommodation for any other purpose other than as a study bedroom.
2.19 Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed on the conditions set out in the College’s Junior Member Handbook General Information and College Rules.

2.20 Unaccompanied visitors to College will not be admitted after 11.00pm or before 7.00am (after 9.00pm and before 7.30am at Liddell Building).

2.21 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others and not to cause any obstruction of the Common Parts.

2.22 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.

2.23 Not to bring into the College any animal unless it is an aid for a person with a disability.

2.24 Not to keep any vehicle or vehicle parts in any part of the College other than bicycles in the designated cycle areas or mobility assistance vehicles.

2.25 Where the Student is resident at the Lampl Building, Park End Street (other than those registered disabled) not to bring or keep a motor vehicle in the city.

2.26 Where the Student becomes aware of any intruder or damage to the College caused by an intruder, to report the incident to the College’s Porters’ Lodge (or Duty Warden at Liddell Building) immediately or as soon as reasonably practicable.

3.0 Other Conditions

3.1 The Student is responsible for the conduct of any invited visitor(s).

3.2 The Student hereby authorizes the College to use his/her personal data for all lawful purposes in connection with this Licence Agreement (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 may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the Students using them.

3.4 This Licence Agreement does not affect the disciplinary powers of the College or of the University of Oxford.

3.5 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 and safety risk but (unless perishable) will, if requested, return it to the Student on the termination of this Licence Agreement. 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.

3.6 Notices under this Licence Agreement must be in writing (which includes email) and the College’s address for service is given on the first page of this Licence Agreement.

3.7 This Agreement is not intended to confer any benefit to anyone who is not party to it.

3.8 This Licence Agreement, and the policies referred to in it (together with the College’s Junior Member Handbook General Information and College Rules, and the Fees & Charges papers for 2019/10), 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 Accommodation Manager (Manager at Liddell Building) or Domestic 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 Agreement

4.1 The College may terminate this Licence Agreement at any time by serving written 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; or
   (d) In the reasonable opinion of the College, the health or behavior of the Student constitutes a serious risk to him/herself or others, or the College’s or other people’s property.

4.2 The Student may only terminate this Licence Agreement in accordance with this clause, and will remain liable for the Charges until:
   (a) The Student has given written notice to the College’s Accommodation Manager or 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 Agreement; and
   (c) A replacement Student or College member who is reasonably satisfactory to the College as a Licensee and who is not already a Licensee of the College enters into a Licence Agreement with the College (the College will assist the Student in finding a replacement, but does not guarantee it will be able to find one).

Conditions (b) and (c) 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 Agreement. 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 Charges 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.

4.3 If this Licence Agreement is terminated early, by either the College or the Student, the College will refund a fair proportion of pre-paid Charges (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Charges 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.

4.4 If this Licence Agreement is terminated early the College will refund to the Student a fair proportion of the pre-paid Charges as soon as possible after the termination becomes effective but if the College terminates under clause 4.1, pre-paid Charges will only be refunded for the period for which the College is able to, and after it has, re-let the Accommodation.

4.5 The College reserves the right to relocate the Student to 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 Agreement, the Student will have the right to terminate this Licence Agreement (without having to comply with the conditions in clause 4.2) as an alternative to relocating.

4.6 The College’s acceptance of the keys at any time shall not in itself be effective to terminate this Licence Agreement while any part of the Licence Period remains unexpired.

5.0 Shared Room Contracts

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

5.2 Each occupier will have a separate Agreement with the College on substantially the same terms.

5.3 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.

5.4 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, then the Student may remain alone in the Accommodation but in these circumstances the Student will be charged the standard single room Charges until such time as double occupancy is resumed.

5.6 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. Charges will revert to the rate for a shared room when a second Student begins occupation. Clause 4.2 applies to Students wishing to leave shared Accommodation, but refunds of Charges will only be given to Students who have left a shared room when a replacement sharing Student begins occupation.

5.7 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 rooms have the same rights to terminate their Licence Agreements as Students in single rooms.

5.8 Students in shared rooms 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.
Annexe 5. Late payment of battels flowchart

- **0th week**
  Bursary sends battels to all students’ pigeon holes to be paid by Friday of 1st week.

- **Friday 1st week**
  Battels have been paid – no further action required.

- **Wednesday 2nd week**
  Battels have been paid – no further action required.

- **Monday 2nd week**
  Bursary emails all non-payers. Requested to pay by Wednesday of 2nd week or explain why not able to do so.

- **Wednesday 2nd week**
  Battels not paid but an explanation has been received and a date for payment agreed.

- **Thursday 2nd week**
  Bursary emails all non-payers who have not responded to emails asking them to attend a meeting with the Bursar.

- **3rd week**
  Meetings with the Bursar take place and a payment plan agreed.

- **Battels paid by date agreed**
  Battels paid by date agreed with the Bursary – no further action required.

- **Battels not paid by date agreed**
  Battels not paid by date agreed – no further action required.

- **No plan agreed**
  No plan agreed or battels remain unpaid. Non payer required to meet with the Dean.

- **Non payer informed**
  Non payer informed they will be removed from accommodation and suspended unless battels are paid immediately.
Annexe 6. Suspending study – the process

Student discusses with College tutor(s) that they are considering suspending their studies.

Student wishes to suspend - sends a formal request to suspend their studies to the Senior Tutor (senior.tutor@ccc.ox.ac.uk).

Senior Tutor approves request in writing to the student setting out any conditions for return to study and implications of suspension.

Academic Registrar informs the University, Bursary, Library, Accommodation Manager, Fociers that a student is suspending.

Student: considering suspension arranges a meeting with the Senior Tutor (ST) or Academic Registrar (AR).

Meeting takes place between student and ST or AR; the process and consequences of suspension are explained to the student; and an understanding of why suspension is being considered is gained.

Student decides not to suspend: no further action required.

Students suspending before Monday of 4th week are not liable for tuition fees for that term; after that date they are liable.

Student should discuss academic work in preparation for their return and must return any library books to the College Library prior to leaving.

Student expected to vacate their room and leave College by the end of the weekend after suspension has been approved.

Academic Registrar will withdraw students from any exams they are due to sit. She will also seek permission for a suspended student’s examinable work e.g. dissertation that was submitted prior to suspension to be carried forward to the next year’s examination period.

Academic Registrar will remind a suspended student that medical evidence is due prior to their return. She will also provide details of accommodation that is available to a student returning from suspension.

Suspension requested on medical grounds.

Student requests the College GP to submit a letter recommending suspension on health grounds to the ST.

The JCR have created a suspended students’ email, contact the JCR President if you would like to opt in to it.
Annexe 7. Academic Support and Disciplinary Procedure (ASDP)

The purpose of this procedure is to ensure (i) that additional support and monitoring is provided to students who are struggling academically and (ii) that students are fully engaged with their academic studies and thus in a position to achieve their academic potential.

A7.1. ASDP Stage I: Support and informal warning

1) A student may be put on ASDP stage I by their subject tutor(s) or the Senior Tutor if the student’s academic work raises cause for concern. This includes, but is not limited to, any one of the following: poor performance in public exams; poor performance in College collections; poor termly reports; failure to fully engage with academic study (including missing tutorials, classes, lectures, etc., failing to submit tutorial, class, etc., work on time). A student will be automatically put on ASDP stage I (i) on returning from suspension (either academic or non-academic) or (ii) on failing one or more papers in the FPE. A student will usually be put on stage I for a period of four weeks, but this can be extended for a further four weeks by the Senior Tutor, after discussion with the subject tutor(s), should the cause for concern remain. At the start of ASDP stage I, the student and subject tutor(s) and/or Senior Tutor will meet to discuss the nature of the concerns and strategies and targets for addressing those concerns. At the end of each four-week period, the student and subject tutor(s) and/or Senior Tutor will meet to review progress.

2) An informal warning may also be given, either when the student is placed on ASDP stage I or at any point subsequently before the student is removed from ASDP stage I. An informal warning can be given either by the subject tutor(s) after consultation with the Senior Tutor, or by the Senior Tutor at a specially-arranged meeting, at which the President may also be present. In either case, the warning should be preceded by a full discussion with the student, so that the latter can put their 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 outcome of the interview. If a warning is given, it will normally include specified improvements and a timescale within which these improvements are to be demonstrated to the tutor’s satisfaction (normally within 1-4 weeks). A note should be put on the undergraduate’s file concerning the discussion and its outcome, including the terms of any warning. The student should receive written confirmation of the contents of this note within one week of the meeting.

3) If the undergraduate fails to produce the improvements required at (2) above during the specified timescale, the undergraduate may be given a formal warning, by the Senior Tutor, at a special interview (see (6) below).

4) If the undergraduate’s work does improve as specified, or if mitigating circumstances come to light during the specified period, a note to this effect will be placed on the undergraduate’s file, and a copy given to the undergraduate within one week.

5) A second instance of academic deficiency which would warrant an informal warning on the part of the same undergraduate will normally lead directly to a special interview at which a formal warning may be issued, as detailed in (6) below.
A7.2. ASDP Stage II: Formal warning

6) **Formal warning.** An undergraduate who has failed to make the improvements required by an informal warning shall be summoned to a special interview with the Senior Tutor. A note-taker may be present at this interview. At the 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 mitigating circumstances. Any such factors which come to light may affect the course of action to be taken and the outcomes of the interview. If the undergraduate does not present any mitigating circumstances and/or if these circumstances are insufficient to explain the undergraduate’s poor work, the Senior Tutor shall issue a formal warning, indicating what improvements the undergraduate should make, and/or the levels of attainment the undergraduate should reach, and the timescale within which these requirements should be fulfilled (normally within 1-2 weeks). A record of the discussion and its outcomes shall be placed on the undergraduate’s file. It shall include specification of the required improvements, and of the timescale within which such improvements should be demonstrated to the subject tutor’s satisfaction. A letter containing a copy of this record will be given to the undergraduate concerned within two days. This letter shall remind the undergraduate of the likely consequences of failure to comply with the terms of the formal warning and shall also notify them of the probation period which shall apply if they do fulfil the specified requirements (see (7) below).

7) **Probation.** Following a formal warning, an undergraduate who fulfils the requirements specified within the timescale specified shall nonetheless remain on probation against failure to sustain this level of performance until the start of the next full term but one following that in which the warning is given. If there is fresh academic deficiency during the probation period, the undergraduate shall normally be summoned to a special interview with the Senior Tutor, at which a second formal warning may be issued. This interview shall follow the procedure described at (6), above. If the undergraduate has already had a second formal warning, then the undergraduate shall proceed to special collections, described at (8), below.

A7.3. ASDP Stage III: Special collections

8) If the undergraduate fails to fulfil the requirements specified in the formal warning during the specified timescale, 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; the standard to be attained should not without good reason diverge from that required of the undergraduate in their formal warning; 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, the details 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 the average of the assessors’ marks. 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, which may call for a Formal Hearing (see (9) below). Attainment of the required standard shall be followed by probation for the remainder of the undergraduate’s time at the College, against failure to fulfil the requirements set in the formal
warning previously issued to them. Breach of this condition, or fresh academic deficiency, shall be referred to the Academic Committee, as above.

A7.4. ASDP Stage IV: Formal hearing

9) An undergraduate who has been referred to the Academic Committee following special collections will normally be required to attend a formal hearing. The procedure before and during this hearing shall be 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 being referred to the Committee, and a copy of all documentation with which the Committee is provided. The undergraduate 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 to make a written submission and/or to appear in person before the Committee; any such submission shall be sent to the Academic Registrar at least 24 hours before the hearing. If the undergraduate decides to make oral representations to the Committee, the undergraduate shall be entitled to be accompanied by a Junior Member of the College, or a lecturer or fellow of the College, or an outside tutor, who may act as an advocate. The undergraduate shall also be given the names of three senior members of the College, unconnected with the case who may consulted in confidence. One of these senior members may accompany the undergraduate in the meeting of Academic Committee as the undergraduate’s advocate if the undergraduate so wishes. The undergraduate shall inform the Senior Tutor before the meeting of the name of the advocate, if any.

(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 membership and procedure will be as follows:

- The Committee shall be chaired by the Vice-President, and the President shall not attend. At least five members of Academic Committee, including the Chair, but not counting the Senior Tutor, shall be present. It shall be permissible for the Vice-President to co-opt further members of the Committee should this be necessary, provided that the co-opted members have had no prior direct involvement in the case.
- The Committee shall gather at the appointed time and place and satisfy itself that everyone is aware of the procedure.
- The Senior Tutor, the undergraduate and the undergraduate’s advocate (if any) shall enter the room, and the Senior Tutor shall present the academic history of the undergraduate and the details of the case.
- The undergraduate and/or the undergraduate’s advocate shall have the opportunity to speak.
The Committee shall have the opportunity to ask questions of the undergraduate and/or the Senior Tutor.

If the Committee so wishes, the undergraduate’s subject tutor(s) may come in and answer any questions that the Committee may wish to put to them. The subject tutor(s) will then leave.

The undergraduate shall have a final opportunity to speak.

The undergraduate, the undergraduate’s advocate and the Senior Tutor shall withdraw and the Committee shall reach a decision. The Committee’s decision, including a statement of all the relevant facts and the grounds on which the decision was made, shall be put in writing by the Vice-President within two working days.

The Vice-President shall take responsibility for ensuring that a careful record is made of the proceedings, clearly setting out the grounds for action, the factors that were taken into account, the final decision and the means by which that decision was reached.

A copy of the decision shall be given to the undergraduate, together with the record of the hearing, within the same period.

Letters sent to an undergraduate as part of the procedures set out in this rule shall be assumed to have been received by them within 24 hours of being placed in the undergraduate’s pigeonhole and/or despatched to the undergraduate’s Oxford email address.

Medical evidence shall normally be submitted by, or through, the undergraduate’s Oxford GP.

A7.5. Mediation

At any of the stages above up to the first decision at a Formal Hearing, but on one occasion only, the undergraduate may opt to go to mediation, by indicating their wish to do so in writing to the Senior Tutor (the College may also recommend this course of action to the undergraduate). In that case, the Academic Support & Disciplinary Procedure shall cease, and the undergraduate and their tutor(s) shall meet with a mediator, who shall be a senior member of another college. The mediation process must not take longer than five working days, and, during it, the mediator shall seek to help the parties to identify their best interests and to find a way of achieving them which is agreeable to both. The mediator shall hold at least one meeting with each of the parties. If an agreement can be reached within the mediation period, it shall be put in writing and the Academic Support & Disciplinary Procedure shall be suspended for as long as the undergraduate complies with its terms. If, in the judgement of the tutor(s) and the Senior Tutor, the undergraduate breaks the terms of the agreement, or if no agreement can be reached within the mediation period, the undergraduate shall return to the stage of the ASDP that the undergraduate was at when they opted for mediation.

A7.6. Appeals

If the decision of the Committee is that the undergraduate be rusticated or sent down, the undergraduate may appeal to the College’s Appeal Panel, provided that the undergraduate signals their intention to do so to the Academic Registrar within three working days of the issuing of the decision. The undergraduate may submit a written comment on the decision and/or any additional evidence to the Academic Registrar within the next two working days, and the Appeal Panel will meet as soon as possible thereafter – normally within five
working days of the making of the appeal. The membership and procedure of the Appeal Panel shall be as follows:

- The President shall chair the Panel, which shall have two other members, freely selected by the President, provided that they have not taken part in the Formal Hearing, above.
- The Panel shall receive the documentation provided to the undergraduate and the Academic Committee for the Formal Hearing, together with the undergraduate’s written comment and further evidence, if any.
- The task of the Panel shall be to establish whether the procedures above have been correctly followed and whether a reasonable decision has been made, on the facts that were before the Academic Committee.
- The Panel shall only consider additional evidence if it is relevant to the case and if it could not have been submitted before the original hearing.
- If any such additional evidence is submitted, then the Panel may call such witnesses as it deems appropriate, provided that a record of their evidence is kept and a copy given to the undergraduate with the Panel’s final judgement.
- The Panel shall normally reach a judgement within three working days. A note of its judgement, stating the reasons for that judgement, shall be conveyed to the undergraduate, together with a record of any additional evidence heard, as soon as possible. This note shall be accompanied by a ‘completion of procedures’ letter.

14) **Conference of Colleges Appeal Tribunal.** If the judgement of the Panel is that the undergraduate be required to withdraw from the College for a time, or that the undergraduate be expelled, then the undergraduate shall be informed at the same time of their right to approach the Appeal Tribunal of the Conference of Colleges and provided with details of how to make such an approach.

15) **Office of the Independent Adjudicator.** When the Conference of Colleges Appeal Tribunal has determined the appeal, the undergraduate shall be issued (by the CCAT) with a formal ‘completion of procedures’ letter, informing them that the internal complaints procedures of the Colleges of Oxford University have been exhausted, and of their right to complain to the Office of the Independent Adjudicator for Higher Education.

16) Letters sent to an undergraduate as part of the procedures set out in this rule shall be assumed to have been received by them within 24 hours of being placed in the undergraduate’s pigeonhole and/or despatched to the undergraduate’s Oxford email address.

17) Medical evidence shall normally be submitted by, or through, the undergraduate’s Oxford GP.
Annexe 8. Non-academic Disciplinary Procedure

A8.1. Definitions

In this document, unless otherwise stated:

Words importing one gender include all genders, where the construction so permits and these procedures do not provide otherwise.

‘Banning’ by the College means a withdrawal of the right of access to specified land, buildings, facilities or services for a fixed period or pending the fulfilment of certain conditions.

‘Decanal Suspension’ by the College means a withdrawal of a right of access (as banning above) including teaching, examinations and all related academic services 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.

‘Rustication’ by the College means the withdrawal of a right of access as set out under ‘decanal suspension’ for a fixed period of time or until the fulfilment of specified conditions.

‘Sending down’ by the College means permanently expelled from the College and the University.

‘Harassment’ means 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.

The geographical scope of a suspension or rustication also applies to University land, buildings, facilities or services. A student member who is sent down loses his or her entitlement to use University land, buildings, facilities and services including entry for University examinations.

A8.2. Disciplinary Panel, Disciplinary Committee and the Appeal Panel

Disciplinary Panel membership: Dean, Dean of Welfare, Senior Tutor or Tutor for Graduates plus three members of the Academic Committee (unconnected with the student member(s) and the case) and two student member representatives (elected annually by each common room). At least two senior members of the Panel must be female and two male.

Disciplinary Committee membership: the Vice-President shall Chair (who shall vote only when there is an equality of votes, or if rustication or sending down is in question); four Fellows not personally well-known to the accused to be chosen by the Vice-President from a panel of five (of whom the Dean shall not be one) to be appointed annually by the Governing Body. The Chair may co-opt a member from outside of the College. At least two senior members of the Committee must be female and two male.
Appeal Panel membership: no fewer than five members of the Governing Body nominated by the President (who will Chair the Panel), save that no member of the Disciplinary Committee may sit on the Appeal Panel. At least two senior members of the Panel must be female and two male. The student member concerned may request another student member be present at the hearing.

Should the President or Vice-President be unavailable the President will appoint a senior member of the Governing Body to preside in their place.

A8.3. Misconduct

Any suspected misconduct by a student member, whether committed within the College or elsewhere, may result in the student member being summoned to appear before the Dean or the Disciplinary Panel.

Misconduct includes but is not limited to:

- Contravention of the College’s Rules and Regulations contained in this document;
- Harassment, violent or threatening behaviour, drunk or disorderly behaviour or any other behaviour the disturbs the peace of the College or wider community;
- Theft, vandalism, intentional or reckless damage to buildings or property;
- Interference with fire alarms, fire extinguishers or other equipment within the College and its properties;
- Producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances or allowing College premises to be used for these purposes;
- Fraud or false accounting;
- Failure to comply with the College’s code of practice on freedom of speech;
- Contravention of the College’s Information Technology Regulations;
- Obstructing a senior member of the College or a member of staff in the proper discharge of their duty;
- Engaging in conduct resulting in conviction for a criminal offence;
- Engaging in any conduct which is detrimental to the interests of the College.

A8.4. Disciplinary Procedure: Informal Process

Where a possible breach of the disciplinary code has been brought to the attention of the Dean by an Assistant Dean or other member of the College, and the Dean is of the opinion that this alleged breach is not so serious as to warrant the application of formal procedures (e.g. vomiting on College property, non-malicious damage to property) the Dean must summon the student member(s) concerned and seek an explanation. Where appropriate the Dean will impose a penalty that might involve a monetary fine, banning or suspension.

A8.5. Disciplinary Procedure: Formal process

1) Initiation

The Disciplinary Procedure may be initiated directly by the Dean or through a report to the Dean from one of the Assistant Deans or by any member of the College who has good reason to believe that a student member has breached the College rules. This person shall refer the
matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the student member concerned and giving details of the alleged breach.

Within 24 hours of receiving the report of the alleged breach, the Dean must, if possible, write to the student member concerned requesting attendance at an interview before the Dean at the time and place stipulated. The student member will normally receive at least 24 hours’ notice of the interview.

The notification of the interview must give particulars of the alleged breach of the College rules. The interview will take place in the presence of at least one other person and a record of the meeting will be kept. If a significant disciplinary sanction might be imposed at the meeting, the student member has the right to be accompanied by a student member of the College, or a lecturer or Fellow of the College, or a representative from within the University.

2) Decanal Investigation

The Dean must make an assessment of the seriousness of the alleged breach of the Rules, normally by direct individual meetings with all those with information, the student member(s) concerned and the complainant (where relevant); a note-taker will be present at these interviews.

Where an interview is involved, the Dean shall explain to the Student Member that he or she can:

1) admit the alleged breach and continue with the interview; depending on the facts that emerge the Dean might:

   (i) take no further action;
   (ii) impose a penalty;
   (iii) convene a meeting of the Disciplinary Panel if rustication or sending down might be the penalty;

2) deny the alleged breach and continue with the interview as an investigative process; depending on the facts that emerge the Dean might find the student member innocent or follow (i), (ii) or (iii) above.

A8.6. Pending actions/Disciplinary Panel

When an alleged breach of the College rules involves a Junior Member resident in College or in College premises (and where the seriousness of the alleged breach justifies it), the Dean has the authority to suspend or ban the student with immediate effect or move the student into alternative accommodation until the Disciplinary Panel has met. In this case Decanal suspension is precautionary and not a penalty or disciplinary sanction; it does not imply any determination by the Dean or Disciplinary Panel about the guilt or otherwise of the person(s) involved. The College is under no obligation to support the student member’s academic activities during the period of suspension that has been imposed for a non-academic disciplinary reason.
A8.7. Disciplinary Panel

The purpose of the Disciplinary Panel is to assess whether, in the light of the Dean’s initial investigation, the alleged breach is sufficient to warrant a formal disciplinary hearing. The Panel includes student member representatives; confidential details relating to the individuals involved are therefore not provided. The Disciplinary Panel might:

(i) find the student member not guilty;
(ii) take no further action;
(iii) authorise the Dean to resolve the matter as the Dean sees fit;
(iv) refer the matter to the Disciplinary Committee.

A8.8. Disciplinary Committee

Should the Disciplinary Panel refer a case to the Disciplinary Committee, the Dean will inform the Vice-President that the Committee will need to be formed.

1) With not less than four days’ notice, the Student Member must be informed of the time and place of the meeting and be given a clear statement of the grounds for his being referred to the Committee, and a copy of all documentation with which the Committee is provided. The Student Member should be given the opportunity to bring forward material considerations and mitigating circumstances. The Student Member should be informed of his or her right to make a written submission and/or to appear in person before the Committee; any such submission must be sent to the Academic Registrar at least 24 hours before the hearing. If the Student Member decides to make oral representations to the Committee, he or she is entitled to be accompanied by a student member of the College, or a lecturer or fellow of the College, or a representative from within the University, who may act as an advocate. The Student Member shall also be given the names of three senior members of the College, unconnected with the case, whom he or she may consult in confidence. One of these senior members may accompany the Student Member in the meeting of the Disciplinary Committee as his advocate if the Student Member so wishes. The Student Member shall inform the Academic Registrar at least 24 hours before the meeting of the name of the advocate, if any.

2) It is the duty of the Committee to establish all relevant facts and to decide, bearing in mind the interests of the College and of the Junior Member, whether the Junior Member should be:

(i) found innocent;
(ii) fined;
(iii) rusticated (i.e. temporarily sent out of residence), to be readmitted into residence on such terms as the Committee should decide;
(iv) sent down (i.e. permanently expelled from the College and the University);
(v) permitted to remain in residence, on such terms as the Committee should decide.

The procedure for a meeting of the Disciplinary Committee is as follows:

1) The Committee gathers at the time and place specified in the summoning notice and satisfy itself that everyone is aware of the procedure.
2) The Dean, the Student Member and his or her advocate (if any) enter the room, and the Dean presents the details of the case.
3) The Student Member has the opportunity to speak, which might be done by his or her advocate (if any).
4) The Committee has the opportunity to ask questions of the Student Member and/or the Dean as well as to question any witnesses.
5) The Student Member has a final opportunity to speak.
6) The Student Member, the advocate (if any) and the Dean withdraw; the Committee discuss the case and reaches a decision. The Committee’s decision, including a statement of all the relevant facts and the grounds on which the decision was made, must be put in writing by the Vice-President within two working days.
7) The Vice-President is responsible for ensuring that a careful record is made of the proceedings, clearly setting out the grounds for action, the factors that were taken into account, the final decision and the means by which that decision was reached.
8) A copy of the decision must be given to the undergraduate, together with the record of the hearing, within the same period.

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; it may also deal with the case in the absence of that person, if satisfied that proper notice has been given.

The Chair must explain the procedure to be followed at the hearing and must read out, in the case of a reference, the complaint of alleged breach of the rules against the Junior Member.

At the conclusion of the hearing, the Disciplinary Committee must determine whether a penalty is appropriate, and if it is, what penalty would be proportionate, taking into account any representations made by or on behalf of the Student Member concerned. The penalty may include a fine, a requirement to reside off College premises, suspension, banning, rustication or sending down from the College. The College is under no obligation to support the student member’s academic activities during the period of suspension, banning or rustication that has been imposed for a non-academic disciplinary reason. The Committee must inform the Student Member in writing, of its determination within two working days and will advise the Student Member of any right of appeal to the College’s Appeal Panel.

If the conclusion is that an offence has been committed a record will be held on the perpetrator’s file and a penalty imposed; otherwise no record of the case will be held on a student member’s file.

A8.9. Internal Appeal

If the decision of the Committee is that the student member be rusticated or sent down, the student member may, by notice to the Academic Registrar, sent within three days of the issuing of the decision, appeal to the College’s Appeal Panel. The student member may submit a written comment on the decision and/or any additional evidence to the Academic Registrar within the next two working days, and the Appeal Panel will meet as soon as
possible thereafter – normally within five working days of lodging the appeal. The procedure of the Appeal Panel is as follows:

The Academic Registrar will ensure that the Panel receives the documentation provided to the student member and the Disciplinary Committee for the Formal Hearing, together with the undergraduate’s written comment and further evidence, if any.

The task of the Panel is to establish whether the Disciplinary Committee followed the procedures for its decision-making, and whether its decision was a reasonable one on the facts that were available to it.

The Panel can only consider additional evidence if it is relevant to the case and if it could not have been submitted before the original hearing. If any such additional evidence is submitted, then the Panel may call such witnesses as it thinks appropriate, provided that a record of their evidence is kept and a copy given to the student member, along with the Panel’s final judgement.

The Panel will normally reach a judgment within three working days. A note of its judgment, stating the reasons for that judgment, must be given to the student member, together with a record of any additional evidence heard, as soon as possible. This note shall be accompanied by a ‘completion of procedures’ letter informing him or her that the internal procedures of the College have been exhausted.

Any time limits contained in this disciplinary procedure may be extended at the discretion of the Dean, the Disciplinary Committee or the Appeal Panel as is appropriate.

A8.10. Conference of Colleges Appeal Tribunal

If the judgment of the Panel is that the student member be required to withdraw from the College for a time, or that the student member be expelled, then the undergraduate must be informed at the same time of their right to approach the Appeal Tribunal of the Conference of Colleges and provided with details of how to make such an approach.


When the Conference of Colleges Appeal Tribunal has determined the appeal, the student member must be issued, by the Conference of Colleges Appeal Tribunal, with a formal ‘completion of procedures’ letter, informing him or her that the internal complaints procedures of the Colleges of Oxford University have been exhausted, and of his or her right to complain to the Office of the Independent Adjudicator for Higher Education.
Annexe 9. Complaints Procedure

A9.1. Introduction

1) The College takes complaints about College matters very seriously. Wherever possible, the College tries to resolve complaints promptly and locally.

2) Some complaints, for instance those about generic provision or those affecting a significant number of students, are best handled collectively rather than by individual complaints. In these cases, you are encouraged to see the relevant JCR/MCR officer who can then either (i) raise the issue directly with the appropriate College Officer, or (ii) raise the issue at the Joint Consultative Committee or another committee on which there is JCR/MCR representation.

3) The Complaints Procedure below covers complaints made by individuals about College matters only, and does not include complaints involving harassment (there is a separate procedure for this, see section 7.13) or complaints with the University (see the University Student Handbook). In addition, some complaints may more appropriately be dealt with by the police.

A9.2. Informal complaints

4) Most issues can be resolved directly with College tutors, graduate advisers or the relevant member of staff, and students are encouraged to use this approach in the first instance. If this is not possible, the formal complaints procedure is then followed.

A9.3. Formal complaints

5) Complaints submitted as part of the formal process cannot be made anonymously (unless there is a compelling reason, which must be stated) and cannot be submitted on behalf of another student. All correspondence and notes of meetings from official complaints will be kept as confidential. The outcome of any process of the complaints procedure will be disseminated to all parties involved.

6) Formal complaints by students are to be raised, verbally or in writing, with the relevant College Officer as below:
   - Academic (including supervision, teaching and facilities): the Senior Tutor (for undergraduates) or the Tutor for Graduates (for postgraduates)
   - Domestic: the Domestic Bursar
   - Financial and administrative: the Bursar
   - Decanal: the Dean
   - Welfare: the Dean of Welfare
   - For complaints about other students: the Dean
   - For complaints about College staff: the Domestic Bursar
   - For complaints about a College Fellow: the Senior Tutor
   - For complaints about a College Officer (Bursar, Domestic Bursar, Senior Tutor, Dean): the President

Advice on who should be contacted can be sought from the Academic Registrar. If the College Officer feels that the complaint would better be handled by another College Officer, they can refer the complaint to them.
7) In the case of a verbal complaint, the College Officer may (i) require a subsequent written complaint to be submitted or (ii) require the complainant to sign an agreed account of the meeting at which the complaint was raised.

8) The complaint will be considered by the relevant College Officer who will offer advice and, where possible, try and find a remedy or reconciliation. The outcome may include investigation of action under another college procedure.

9) Students may be accompanied by another member of the College for any meetings.

A9.4. Review

10) In the event that:
    (i) the student who has made the complaint remains unsatisfied; or
    (ii) the relevant College Officer decides they cannot adequately resolve the complaint; then the matter should be referred to the President for review. Reviews will not normally be considered (i) beyond three months after the College Officer has reached a decision on a complaint or (ii) if the complaint is still being dealt with by another college procedure.

11) All requests for review should be made in writing to the President (or Vice-President in the absence of the President). The President may hear such an appeal themselves, or convene an Appeal Panel consisting of three Fellows with no previous connection to the case. The student whose appeal is being heard will normally be expected to appear before the Appeal Panel and may be accompanied by another member of the College.

A9.5. Further Appeals

12) If the complaint is not resolved by the formal procedure, a student may take the complaint to the Conference of Colleges Appeals Tribunal. Further information on this is available from the Academic Registrar.

13) Students may also appeal to the Office of the Independent Adjudicator, but only when all College and University appeals procedures have been exhausted. A Formal Completion of Procedures Letter will be produced; this 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. Further information on this is available from the Academic Registrar.
Annexe 10. IT Rules

When you register to use the College computing facilities you agree to a statement acknowledging that you are bound by the College’s rules and policies on computer use below.

When you matriculate (or sign an employment contract) you agree to follow the University’s rules, which can be found at http://www.it.ox.ac.uk/rules/.

The College and the University take a very serious view of acts of computer misuse and will actively pursue those who commit them; the penalties for misuse can extend from pecuniary fines as far as expulsion from the University/College. Among other things, these rules and policies enable the College to discharge its duty to have due regard to the need to prevent people from being drawn into terrorism.

A10.1. Access

1) All use of College computing facilities is bound by these rules.

2) Approval for the use of any or all College computing facilities may be summarily withdrawn from any user by the I.T. Office if any breach of these or any other applicable regulations occurs, subject to appeal to the Bursar.

A10.2. Use of Computer Rooms

3) The College provides the computer rooms and their attendant equipment for academic and reasonable recreational use only, and for current members of the College only. Non-members of the College may not use the facilities.

4) Users wishing to make academic use of the facilities shall always have priority over those using them for recreational purposes.

5) Users shall not eat, drink or smoke in the computer rooms, and shall take all reasonable steps to ensure that their use of the computer facilities does not in any way hamper or distract other users. Users shall not lock workstations while they are away from the Computer Room.

6) The Computer Rooms are primarily a facility for academic study, and as such the use of mobile telephones in the Computer Rooms is not permitted; the use of personal stereos, the CD-readers in the computers et cetera, for the playing of music shall be in such a way as to minimise inconvenience to other users – headphones must be used, and the volume set accordingly.

7) Users shall take all reasonable care in the use of the equipment, and shall report immediately to the I.T. Office any faults that occur.

8) A charge is levied for each page of print produced using College-owned printers, at the rate advertised next to the printer. These charges are applied to battels, and non-payment will result in loss of access to the Computer Rooms. Where paper is provided by the College for use in Computer Room printers it shall only be used in College owned printers.
9) Users shall not install additional software on the College’s computers, nor alter the system settings, without the prior authorisation of the I.T. Office.

A10.3. Use of Ethernet Connections in Junior Members’ Rooms

10) The College provides wi-fi wireless network connections in Junior Members’ rooms for academic and reasonable recreational use only.

11) Wired Ethernet connections are available only on request where supported by a reasonable case. The occupier of the room must register the computer they wish to connect to the Ethernet network with the IT Office, and is solely responsible for all use made of the Ethernet connection.

12) Computers or Devices attached to the network shall use the I.P. address assigned to it by the College or University’s DHCP server.

13)

14) No network equipment including (but not limited to) hubs, switches, routers and/or wireless access points may be connected to the network without the prior written authorisation of the I.T. Office.

15) Users shall not install additional cables into the network except as required to connect their computer to the Ethernet socket. The cable so used shall not be longer than 5 metres, and shall conform to Category 5 or higher specification.

16) Users are required to have up-to-date anti-virus software installed on any computer connected to the network.

17) Users are required to keep the operating system installed on any computer connected to the network up-to-date with security patches.

18) The University’s policy on acceptable use, and any applicable rules on use of the University network shall also apply to the College network.

19) The I.T. Office may disconnect any Ethernet connection:
   (i) at the request of the Oxford University Computing Service, or any other competent authority;
   (ii) on their own authority if it seems necessary to them to preserve the proper operation of the College network or systems;
   (iii) pending further investigation, if it appears to them that a material breach of these or any other applicable rules has occurred.

20) Network usage may be monitored to the extent necessary for the proper management of the network, and the security of the equipment attached to it, and for statistical purposes.

21) Wasteful or frivolous excessive use of network bandwidth is not permitted.
A10.4. Miscellaneous

22) Illegal software: Members of the College must ensure that they have a current and appropriate licence for the use they make of any software installed on their own computer. Members should not seek the assistance of the College I.T. staff for unlicensed software.

23) Incorporation of University I.T. rules: The University’s I.T. rules from time-to-time in force automatically form part of these rules. Where there is conflict in interpretation or impact between the University rules and the College rules, the College rules are superior in respect of College I.T. facilities.

24) Limitation of application: Use of I.T. facilities provided outside the College, but within the Collegiate University is subject to the University’s I.T. rules.

A10.5. Guidelines on Acceptable Use

Users are not permitted to use university/College IT or network facilities for any of the following:

(i) any unlawful activity;
(ii) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, or any extremist material which has the real potential to lead to serious terrorist crime on the part of the user, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of their department or the chairman of their faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the head of their division);
(iii) the creation or transmission of material which is designed or likely to cause annoyance, inconvenience, or needless anxiety or to harass another person;
(iv) the creation or transmission of defamatory material about any individual or organisation;
(v) the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;
(vi) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person;
(vii) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
(viii) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;
(ix) private profit, except to the extent authorised under the user’s conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation;
(x) gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;
(xi) the deliberate or reckless undertaking of activities such as may result in any of the following:

- the waste of staff effort or network resources, including time on any system accessible via the university network;
- the corruption or disruption of other users’ data;
- the violation of the privacy of other users;
- the disruption of the work of other users;
- the introduction or transmission of a virus into the network.
Annexe 11. Library Rules

These rules apply from the door from the quad. Failure to comply with library rules renders readers liable to fines or to the suspension of their borrowing or access privileges. It could also lead to a restriction in the hours the Library is available to all readers.

A11.1. Access

1) Use of the Library is strictly reserved for readers possessing an authorised reader’s ticket (a proximity card or fob); this allows only the holder access.

2) Readers must swipe in and out of the Library using their own proximity card or fob. It is considered a breach of the security system to use another reader’s card or for more than one person to enter or exit on the same card or fob.

3) Readers must also carry their university cards for identification purposes; readers may be asked to show their cards to staff.

4) Permission must be sought in advance from the Librarian for the admission of guest visitors. Visitors should then be introduced to the member of staff at the Issue Desk. Visitors may only stay for a short tour, and may not stay to study unless specific permission is granted by the Fellow Librarian.

5) Any non-member of the College wanting access to the Library to consult a particular text should contact Library staff in advance to arrange an appointment. Applications for access for study purposes should be made in writing to the Fellow Librarian.

A11.2. Security alarms and borrowing material

6) The Library is open 24 hours a day on a reference basis.

7) Books, DVDs and CDs may only be removed from the Library after they have issued through the authorised borrowing procedure (i.e. issued on production of a university card via OLIS by a member of staff at the Issue Desk).

8) A reader’s ticket is strictly personal to the holder, and it must not be lent or borrowed. Readers are not allowed to borrow items in the name of another reader, or to sub-lend items to anyone else. Readers who sub-lend are liable to fines from £25 per volume.

9) If the security alarm sounds this is a sign something is wrong. Any alarms triggered outside of staffed hours must be recorded in the Security alarms folder kept at the Issue Desk (at other times, please speak with Library Staff).

10) Readers who abuse the security system are liable to fines from £25. This includes failing to report when the alarm has been triggered or failing to respond to alarm enquiries by Library staff.

A11.3. Behaviour (these rules apply from the quad door)
11) Readers are not allowed to bring food or drink* into the Library at any time. Food and drink will be confiscated and not returned, regardless of whether or not it is sealed. Any reader found to be in possession of food or drink, or having consumed it on Library premises, will be liable to fines from £25 in the first instance.

* Plain water in shatterproof and sealable bottles is currently permitted on the condition that no other liquids or containers will be brought into the Library. Breaking these conditions may result in withdrawal of the privilege.

12) Silence is required. Please have consideration for others. Any readers found causing a disturbance are liable to fines from £10.

13) Silent use of mobile phones and hand held devices is permitted, but calls must not be made or received and all sounds including vibration must be disabled. Readers causing a disturbance with such devices anywhere in the Library (including the entrance staircase) are liable to fines from £10.

14) Bottles of ink must not be brought into the Library and will be confiscated.

A11.4. Using the Library

15) Each reader is responsible for each book they use or borrow. The College reserves the right to invoice for lost or damaged books, including those defaced by writing or harmed by self-stick notes or rough usage.

16) Each reader or group of readers may leave up to 10 books (including personal copies) and a tidy pile of A4 papers under one legible and dated Please Leave slip. Library staff will clear more than 10 books, untidy items, or items left for more than three days.

17) Readers may not reserve a place for themselves in the Library by encumbering a desk with their personal possessions or through use of a Please Leave slip.

18) Large or untidy amounts of personal belongings must be removed daily, or library staff may dispose of them.

19) The College does not accept responsibility for the loss of or damage to any personal items.

A11.5. Use of computers, photocopier and printer

20) When photocopying or printing, readers must abide by copyright regulations (details of which are displayed by the photocopier).

21) Public library computers are primarily provided to give access to the online catalogue of library holdings. They also provide access for authorised readers to a large number of other online resources for scholarly research.

22) It is forbidden to alter the settings of the library computers. Anyone guilty of misuse of the computer resources provided will be liable to forfeit the right to use the College Library.
23) The University’s and College’s restrictions on the use of their networks apply to library computers, as well as laptops, handheld devices etc. Anyone guilty of misuse of the network resources provided may forfeit the right to use the college library, as well as be referred to other authorities.

24) Wireless internet access is available throughout the library. Readers with laptops have no special claim on seats near mains or ethernet points.

25) All electronic sounds should be disabled. If the sound of a laptop annoys any reader then they have the right to request that the computer not be used. (Readers can also ask staff to make the request if they feel uncomfortable about approaching the owner.)
Annexe 12. College 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 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);

Expanding Horizons Scholarship: Up to 3 scholarships awarded offering the recipients an opportunity to experience the United States or a non-OECD country in order to expand their horizons.
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 an undergraduate in their final year reading Literae Humaniores;

Hopley Prize: awarded to a medical student who obtains a First Class in FHS Medical Sciences;

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 outgoing Presidents of the MCR and JCR on the recommendation of the Governing Body;

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

Sharpston Prize: an annual travel award of £600 for travel that will advance a Junior Member’s learning and/or intellectual development.

Sidgwick Prize (Graduates): for the best essay by a graduate, 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 their 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 at Blackwells (ability to purchase online is available) 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.
Annexe 13. Publications about 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*. *Corpuscles*, a history of Corpus in the twentieth century written by its members was published in 1994.

*A Biographical Register* giving details of members of the College between 1880 and 1974 and a supplement (1974-1991) are available from the Lodge.

A new publication, *History of Corpus*, written by Professor Thomas Charles-Edwards (Emeritus Fellow) and Mr Julian Reid (the College Archivist) was published in September 2017 as part of the College’s quincentenary celebrations. A publication on Corpus and WW1 (authored by the Assistant Archivist, Harriet Patrick) was published in 2018.

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. *The Sundial* newsletter is published 3 times a year.

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 alamur, 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 peace on her whole kingdom and all Christian people, through Jesus Christ Our Lord.
# Annexe 15. Glossary

<table>
<thead>
<tr>
<th><strong>Battels</strong></th>
<th>College charges for accommodation, meals in Hall, etc. Battels are collected at the start of each term.</th>
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</thead>
<tbody>
<tr>
<td><strong>Bod card</strong></td>
<td>Your University ID card; also acts as your meal card in College.</td>
</tr>
<tr>
<td><strong>Buttery</strong></td>
<td>The Butler’s and his staff’s work area.</td>
</tr>
</tbody>
</table>
| **Collections** | This can refer to:  
College exams usually taken at the start of term to help assess a student’s progress during the previous terms and vacations, and to give them practice in taking exams;  
Meetings with College Tutor(s) at the end of term to assess and discuss a student’s progress that term (also called ‘end of term collections’);  
Annual meetings with the President, Senior Tutor and College Tutor(s) to review and discuss a student’s progress over the past year (also called ‘Presidential collections’).  
See also ‘Special collections’. |
| **Expulsion** | The permanent loss of membership of the College and the University (also ‘sending down’).            |
| **Finals** | Exams that count towards your final degree classification (not necessarily just those at the end of your last year). |
| **Final Honours School (FHS)** | The academic course of study, of two or three years (with the exception of medicine), that leads to an undergraduate degree. To enter the FHS you must either pass the First Public Examination or hold a recognised degree from another university. |
| **First Public Examination (FPE)** | Undergraduate examinations in the first year (or second year for Classics) that you have to pass to enter the Final Honours School but do not contribute to your final degree classification. These can be Prelims, Mods, or Hon Mods depending on the subject. |
| **Fresher** | A first year student (undergraduate or graduate).                                                   |
| **JCR** | Short for Junior Common Room and can refer to:  
the body of Junior Members of the College;  
the actual rooms reserved for the use of those in (i). |
<p>| <strong>Junior Member</strong> | Any person who is registered or enrolled as a student whether for a degree or diploma or otherwise. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hon Mods (Honour Moderations)</td>
<td>The first public examination (FPE) taken in the second year for Classics and classified as first, second, third, pass, fail.</td>
</tr>
<tr>
<td>Lodge</td>
<td>The reception area at the main entrance to the College, staffed by the College Porters.</td>
</tr>
<tr>
<td>Matriculation</td>
<td>Becoming a member of the University as a student enrolled on a degree-level course.</td>
</tr>
<tr>
<td>MCR</td>
<td>Short for Middle Common Room and can refer to: the body of graduate students of the College; the actual rooms reserved for the use of those in (i).</td>
</tr>
<tr>
<td>Mods (Moderations)</td>
<td>A first public examination (FPE) taken in the first year and classified as distinction, pass and fail.</td>
</tr>
<tr>
<td>Porter</td>
<td>Someone who works in the College Lodge. The Porters are responsible for the safety and security of all those on the College site. They are often the first point of contact for any crises and emergencies. They have many other functions including processing mail deliveries, taking messages, welcoming visitors, issuing room keys, etc.</td>
</tr>
<tr>
<td>Prelims</td>
<td>A first public examination (FPE) taken in the first year and classified as distinction, pass and fail.</td>
</tr>
<tr>
<td>Rustication</td>
<td>The withdrawal, for disciplinary reasons, of the right of access to all of the premises and facilities of the College for a fixed period or pending the fulfilment of certain conditions. Note: rustication is a measure applied by the College; Junior Members are not able to ‘self-rusticate’.</td>
</tr>
<tr>
<td>Scout</td>
<td>A member of the cleaning staff within the College.</td>
</tr>
<tr>
<td>SCR</td>
<td>Short for Senior Common Room and can refer to: the body of Fellows, lecturers, etc, of the College; the actual rooms reserved for the use of those in (i).</td>
</tr>
<tr>
<td>Sending down</td>
<td>The permanent loss of membership of the College and the University (also ‘expulsion’).</td>
</tr>
<tr>
<td>Special collections</td>
<td>College exams taken as part of the Academic Support and Disciplinary process. Note: these used to be referred to as ‘penal collections’ but this term is no longer in use.</td>
</tr>
<tr>
<td>Sub fusc</td>
<td>Full academic dress.</td>
</tr>
</tbody>
</table>
Suspension

An arrangement, usually by agreement, whereby the College requires a Junior Member to go out of residence for a fixed period, normally one year, and prescribes conditions for an eventual return.

Note: suspension is a measure applied by the College; Junior Members are not able to ‘self-suspend’.

Note: some other Colleges refer to this as ‘intermission’.

A more extensive glossary can be found on the University web site at https://www.ox.ac.uk/about/organisation/history/oxford-glossary.
Annexe 16. College map