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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<td>Error! Bookmark not defined.</td>
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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 38 Fellows, 15 other full and part-time academic staff, 100 full and part-time non-academic staff, 130 graduate students and 280 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 Intranet 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>Service</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)76734</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:nurse@ccc.ox.ac.uk">nurse@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)

College intranet [intranet.ccc.ox.ac.uk](http://intranet.ccc.ox.ac.uk)

Canvas [canvas.ox.ac.uk](http://canvas.ox.ac.uk)

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.

TMS (Tutorial Management System) [tms.ox.ac.uk](http://tms.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.

1.3. Other college policies and important documents

Other college policies relevant to Junior Members can be found on the intranet and on the public website. In particular, we would draw your attention to:

- Freedom of speech and events policy
- Harassment and bullying policy
- Privacy policy
- Welfare policy

The Welfare Guide is a guide for junior members on the welfare provision available in the College and University.
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)

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 (the College’s Privacy Policy is available on the College intranet).

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, Canvas, Student Self Service, TMS, 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 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 2nd October, after 2 pm (you will not be able to register or receive your room key prior to this time). International students can arrive from Saturday 30th September.

On arrival collect your keys from the Porters’ lodge and sign your tenancy agreement then go to the Seminar Room on Staircase 4 where you will be registered by the Academic Registrar and given your welcome pack.

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 on Tuesday. All of these events are compulsory.

Your College Tutor(s) may give you some academic work to do during this week. University teaching starts on Monday 9th October.

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) to the ceremony.

The Ceremony is always on the Saturday at the end of 1st week (the first week of full term, see section 4.1 below). Details of timings for photographs will be posted and emailed during the week.

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 1\textsuperscript{st} September. These are:

- College Registration form
- Student-College contract (see \textit{Annexe 3})

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 (the College’s Privacy Policy is available on the College intranet).

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 \textit{2.2} above.

3.3. On arrival – day one

You may arrive at Corpus from the 16\textsuperscript{th} of September. If you are living at the Liddell Building you should go there directly; if you are living in Venneit Close or Banbury Road you should first come to the College and collect your keys and fob or proximity card from the College Lodge.

3.4. Freshers’ week

There are a variety of induction events taking place in the College on Wednesday of 0\textsuperscript{th} week (the week before the start of full term, see section \textit{4.1} below) 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 \textit{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>2023-24</td>
<td>Thu 5 Oct – Sat 2 Dec</td>
<td>Thu 11 Jan – Sat 9 Mar</td>
</tr>
<tr>
<td>2025-26*</td>
<td>Thu 9 Oct – Sat 6 Dec</td>
<td>Thu 15 Jan – Sat 14 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 8).

**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 normally 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-Tues: 9 am to 6 pm
- Weds – Fri: 9 am to 6 pm
- Sat-Sun: 1 pm to 4 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 12 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.
- 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).

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.

* 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.

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.

**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.

**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 intranet site](http://www.ccc.ox.ac.uk/Library-and-Archives/) contains up-to-date information.

General information, including full contact details, can also be found on the Library’s webpages:

[http://www.ccc.ox.ac.uk/Library-and-Archives/](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 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 Intranet.

**IT office and opening times**

The College’s IT Office is located in 9 King Edward Street, part of Oriel College with whom we share IT staff. It is open:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thur</td>
<td>10 am to 12 noon, 2 pm to 4 pm</td>
</tr>
<tr>
<td>Fri</td>
<td>10 am to 12 noon, 2 pm to 3 pm</td>
</tr>
</tbody>
</table>

**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 will always have priority over non-academic use.


Some forms of unacceptable use are listed in section A11.4, 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 11](#).

When you matriculate (or sign an employment contract) you agree to follow the University’s rules. These can be found at [https://unioxfordnexus.sharepoint.com/sites/DIGITAL-HUB/SitePages/Rules-and-regulations.aspx](https://unioxfordnexus.sharepoint.com/sites/DIGITAL-HUB/SitePages/Rules-and-regulations.aspx).

Failure to comply with these rules renders you liable to disciplinary action by the Dean, which may lead to a fine or termination of connection to the College’s network. 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**

The Computing Fellow is responsible for IT matters and represents these to the Governing Body. Financial matters relating to Computing are considered by the Finance & General Purposes 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

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 (either verbal or written) 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 Thursday afternoon, Friday morning and Friday afternoon 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 the intranet 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.

**TMS – Tutorial Management System**

TMS 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 College Tutor(s) as well as the Senior Tutor. You can access TMS 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.

A single breach of these requirements is likely to be dealt with by your tutors but may also be reported to the Senior Tutor. Repeated breach of these requirements (for example failing to sit a collection and then missing a class or tutorial during a term, or failing to submit two required assignments during a term) will be reported to the Senior Tutor and may be deemed as academic deficiency (see below).
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). The Fitness to Study Procedure is given in Annexe 6.

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 8.

5.6. Plagiarism
Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. It can involve published or unpublished material, in printed or electronic form. It does not only involve directly copying someone else’s work (text or images) but also includes paraphrasing someone else’s argument. 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.

It is just as important to avoid inadvertent plagiarism, particularly in University open book exams and submissions. For instance, you may have copied work from someone else into your notes or collaborated with other students to produce a joint report, and then later copied some of that material into your submission without remembering where you got it from and fully referencing it. This is still plagiarism and will be treated as such by the University with exactly the same penalties as deliberate plagiarism.

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:  
[https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism](https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

A University tutorial on avoiding plagiarism can be found at:  

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 13](#).

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:  
[https://examregs.admin.ox.ac.uk/](https://examregs.admin.ox.ac.uk/)

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:
https://www.ox.ac.uk/students/academic/exams/examination-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 £60.

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 MCE at https://www.ox.ac.uk/sites/files/oxford/field/field_document/MCE%20Guidance%20MT22.docx

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.

The https://www.ox.ac.uk/students/graduation/faqs now allows students, alumni and third parties (eg other universities) to access transcripts and degree confirmation letters. You will need to register and pay the one-off registration fee (currently £15); this will give you unlimited access to your electronic documents.

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 A8.1) 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 A8.4). 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 A8.6).
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/

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 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 OSU 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 8).

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

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. Requests to change course, other than between very closely related subjects, will require entry into the first year of the course.

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 andprescribes 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.

Requests to suspend status are considered and approval can be given by the Senior Tutor if the period of time that a student will have spent on suspension does not exceed two years across their course.

Requests to suspend or to continue a suspension that would mean the total time spent on suspension across the student’s course would exceed two years should be made to the Academic Committee following the process laid out in stage IV of the ASDP (Annex 8). If a student is unable to attend a meeting of the Academic Committee, the Committee will make its decision based on the evidence presented to it. It is expected that approval for such a suspension would normally only be given in exceptional circumstances.

If a student requests to extend their suspension beyond one year, the Senior Tutor will consider whether there is evidence to suggest that a longer suspension would lead to significantly more improvement than was possible in the first year before agreeing to such a request.

All the normal appeals processes would be available for students wishing to challenge the decision of the Senior Tutor or Academic Committee.

The maximum period of suspension (two years) is not invoked if a student is suspended by the College via the Fitness to Study process or the academic or non-academic disciplinary processes.

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 7 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). You will be expected to leave college within 3 days of being given permission to suspend.

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), the Senior Tutor or the Academic Registrar. There are also many other sources of advice and/or support for work-related problems:

- the Student Support Officer
- the Welfare Tutor;
- the Chaplain;
- the College Nurse;
- the on-site counsellor
- 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 8. 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**

*Graduate Supervision Reporting (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 Assistant Academic Registrar (not to the Tutor for Graduates) to be dealt with as swiftly as possible.

6.4. Plagiarism

Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. It can involve published or unpublished material, in printed or electronic form. It does not only involve directly copying someone else’s work (text or images) but also includes paraphrasing someone else’s argument. 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.

It is just as important to avoid inadvertent plagiarism, particularly in University open book exams and submissions. For instance, you may have copied work from someone else into your notes or collaborated with other students to produce a joint report, and then later copied some of that material into your submission without remembering where you got it from. This is still plagiarism and will be treated as such by the University.

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)


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 13](#).

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 student 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](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 (2023) charges £572 per term and the College charges £150 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).

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 from their College Tutor(s) 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’.
The Joint Committee has one formal meeting a term. It enables dialogue between the College and its student members in matters that might have an effect on student life. The Committee comprises the President, Bursar, Domestic Bursar, Senior Tutor, Tutor for Graduates, Dean, Dean of Welfare (or their deputy), an Assistant Dean, 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 (Owlets) and Music Societies and any other student 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 intercollegiate competition. The budgets for clubs will be drawn up by an Assistant Dean and the Dean in consultation with the JCR Clubs and Socs officer.

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 Director of Music (Jonathan White) 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 13).

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 Street. 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.
7.10. The Pelican Fund

The Pelican Fund was established primarily through unrestricted funds raised by the Development Office from alumni and other supporters of college to assist the JCR and MCR student bodies finance larger purchases or projects which are beyond the budget of the Clubs and Societies budget or fall outside its remit.

Funding is currently up to £20,000 per year, and in the past has been used to support team sports kits for football and rugby, MCR furniture, board games for the board game society, and the JCR sewing machine.

Applications can be made in Michaelmas Term each year to the Dean. For more details see the Pelican Fund Policy on the intranet.

7.11. 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 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.

7.12. 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.

7.13. 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 8).

**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 the intranet and charged to your battels. You are responsible for the good conduct of your guests.

**7.14. 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.

**Compliance with public health guidance**

All members of the College must follow government, national and local public health rules and guidance, and obey any instructions given by the NHS or public health officials.

**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 Advisers, 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.

All new junior members of the College are expected to attend consent training during their first week in College. The College also supports the University’s Student Welfare and Support Services (SWSS) introduction of a professionally developed online consent programme for all students, and encourages all students to undertake the consent programme. The short interactive course addresses how to recognise and ask for sexual consent, look out for others (Bystander training), and find support if it is needed.

The College is aware that this course may not be appropriate for all junior members – it may deal, for example, with content which is personally painful. This is why, although actively encouraging participation, we do not make the course compulsory. The College Welfare Team are available to any student for whom the material is triggering, in addition to the University based support services.

**Noise**

At all times 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, the banning of their audio equipment, and may be required to move to alternative accommodation.

**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 smoking is not allowed on the college site with the exception of the smokers’ area in Thomas Quad. Breach of this will be treated as a serious offence by the Dean. It is against the law to smoke in all enclosed or substantially enclosed public spaces (including the cloisters and Chapel passage) 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.

7.15. **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. Junior members should remember that the College does not have the same powers of investigation as the police.

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 may then refer the matter to the Disciplinary Panel (see Annexe 9).

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.

If an incident is reported to the police the Dean will step back from his investigation until the results of the Police investigation are known.

**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. The Dean or Student Support Officer can be approached for advice on reporting to the University.

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 college rules above are dealt with by the non-academic disciplinary procedure, given in Annexe 9.

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 to be dealt with by the Non-academic Disciplinary Procedure.

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.
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](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 300 student bedrooms all of which are single study bedrooms. Of these some 50% of undergraduate rooms are en-suite and 50% standard rooms. The majority of graduate accommodation is in standard rooms; there are a small number of en-suite 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 17th 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 their 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 someone on the senior welfare team, 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, including for University exams, 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:
  o University requirements (e.g. exams);
  o College duties (e.g. working on open days);
o 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;
o Welfare related;
o 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 in September**

If you have University exams during September, 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 0\textsuperscript{th} week until Sunday of 8\textsuperscript{th} 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: £18.80 per night for all rooms.

- Applications categorised as extra-curricular (both academic and non-academic) activities: £24.67 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:

<table>
<thead>
<tr>
<th>Maintenance Target Service Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Categories:</strong></td>
</tr>
<tr>
<td>(a) Emergency requests</td>
</tr>
<tr>
<td>(b) Urgent request</td>
</tr>
<tr>
<td>(c) Non-urgent breakdown or damage</td>
</tr>
<tr>
<td>(d) Non-maintenance requests</td>
</tr>
<tr>
<td><strong>Response Time:</strong></td>
</tr>
<tr>
<td>Immediate during office hours, as soon as practicable for emergency call-out</td>
</tr>
<tr>
<td>Site visit within 4 working hours of call</td>
</tr>
<tr>
<td>Site visit within 2 working days</td>
</tr>
<tr>
<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.

Personal kitchen appliances (on the list below) may be brought to College providing they are UK manufactured and carry an original UK plug and are PAT Tested by the Maintenance team on arrival. Kitchen appliances should only be used in kitchens and must not be used in bedrooms. Acceptable appliances are:

- Counter top blenders
- Stick blenders
- Bread makers (if they have auto shut off)
- Rice cookers (if they have auto shut off)
- Toasted sandwich makers (if they have auto shut off)
- Irons (only for use on a purpose-built ironing board - not for use on counter top or elsewhere)
- Air fryers
- Combi microwave/oven grills

The following items are not permitted and will be removed:

- Induction hobs
- Coffee machines
- Panini makers
- George Foreman type grills
- Sous-Vide ovens
- Pressure cookers

If you wish to bring an item not on these lists please refer the item to the College’s Health and Safety Officer.

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.

Large capacity batteries, such as those used for e-bikes and e-scooters, must not be charged in any College buildings.

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) 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 normally 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

Being a city centre, Oxford can have issues with rodents. Please help us monitor and control this by reporting any sightings to the Accommodation Manager. On rare occasions rooms may need attention due to issues with ants, wasps or moths. Please do not try to tackle this yourself. 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 (2)76708. 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; you will be sent a message if you have a parcel requiring collection.

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 access fob or proximity card 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.

Some bedrooms have lockable storage under the beds - these are in Oldham and Oldham Jackson, Kybald Twychen, 8 Magpie Lane, Lamp1, Chilswell Road and Staircases 3, 4, 8 and 11 and West Building. Keys will be issued by the lodge. If you use this facility you can leave your items under the bed during the Christmas and Easter vacations.

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

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>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.15 – 8.45 am</td>
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</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>Wks 1,2,4,5,8 6.45 – 7.30 pm (cafeteria) except Wks 3,7 6.30 – 7.00 pm (cafeteria) 7.15 pm (Choir Formal Hall)</td>
</tr>
<tr>
<td>Wks 6-8 of Trinity Term</td>
<td>6.30 – 7.15 pm (cafeteria)</td>
<td>7.15 pm (Choir Formal Hall)</td>
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</tr>
</tbody>
</table>

Formal Hall is a 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 open during the day and closed at 7.15pm.

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. Failure to comply with drills will be referred to the Dean and dealt with as a serious breach of college rules.
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 Liddell 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 cycles racks. Bicycles must not be kept in rooms, hallways or passages in any College building and not left in any quadrangle

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1 Note: There is an exception to this for the cycle racks in the cloisters while building work continues for the new library project. Bicycles must not be left in the cloisters other than in the racks provided.
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, Cross Country 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.

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 on the College intranet. 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 £9,500 for undergraduates (25 weeks) and £14,100 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 £162. All items included in the application must have been bought at the personal expense of the undergraduate.

Copies of the form are available on the College intranet. 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. Applications will be invited once per year - normally in Hilary term. The Dean has responsibility for making awards as set out in the PDF ToR. 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).

Career Development Fund

The Career Development Fund aims to provide financial support to students who would find it difficult to participate in an internship without financial support. It is open to students in all disciplines, including those interested in a career in academia.

The funding supports but is not limited to, the following forms

- a grant of up to £2,000 for any current student to assist with the costs involved whilst undertaking a professional internship, research placement or professional training (anywhere in the world) which could enhance an undergraduates’ CV and the chances of success either in graduate study or employment post undergraduate study. Costs could include, but are not limited to, accommodation and travel to and from work.
- provide financial support whilst applying for graduate study e.g., application fee costs (currently they can apply for some support through the Academic Expenses Grant)
- a grant of up to £1,000 to assist with the transition to graduate study e.g., a rent deposit or initial living expenses

University Language courses (course fee or 50% of the fee depending on the course taken)

The University runs three types of language course:

General and Academic – enrolment can be a term at a time. If you have a strong academic need and apply for a priority place the College will reimburse the fee (£110 per term) on successful completion of the course. Priority enrolment forms are available for students to download from the Language Centre’s website, and must be counter-signed by the college, before being returned to the Language Centre.

Fast Track – a year-long course. The College will reimburse 50% of the cost for students who successfully complete the course and provide the receipt and a copy of the certificate at the end of Trinity Term. The student fee for the total cost of the course is £495 (of which 50% will be reimbursed), which covers 69 hours of tuition, including classes dedicated to conversation. A form to record the agreement between a student and the college of their eligibility for the reimbursement scheme is available for download from the Language Centre website: it does not need to be returned to the Language Centre.
*Academic English* – for international students to improve their academic written and spoken communication. The course is open to all non-native English speaking students and the registration fee is covered by the College.

The College will only provide support for one course per year.

**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 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 £162. All items included in the application must have been bought at the personal expense of the graduate.

Copies of the form are available on the College Intranet. 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. Applications will be invited once per year - normally in Hilary term. The Dean has responsibility for marking awards as set out in the PDF ToR. 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.

*University Language courses (course fee or 50% of the fee depending on the course taken)*

The University runs three types of language course:

*General and Academic* – enrolment can be a term at a time. If you have a strong academic need and apply for a priority place the College will reimburse the fee (£110 per term) on successful completion of the course. Priority enrolment forms are available for students to download from the Language Centre’s website, and must be counter-signed by the college, before being returned to the Language Centre.

*Fast Track* – a year-long course. The College will reimburse 50% of the cost for students who successfully complete the course and provide the receipt and a copy of the certificate at the end of Trinity Term. The student fee for the total cost of the course is £495, which covers 69 hours of tuition, including classes dedicated to conversation. A form to record the agreement between a student and the college of their eligibility for the reimbursement scheme is available for download from the Language Centre website: it does not need to be returned to the Language Centre.

The College will only provide support for one course per year.

*Academic English* – for international students to improve their academic written and spoken communication. The course is open to all non-native English speaking students and the registration fee is covered by the College or Department.
11. Health, welfare and disability

11.1. College welfare guide

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

11.2. Student Support Officer

The Student Support Officer is based in the College Office and works closely with the College’s welfare team and the members of the academic administration to provide effective support for all aspects of welfare and disability for the undergraduate and graduate students.

The Student Support Officer will generally be the first point of support and guidance to undergraduate and graduate students.

11.3. 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 Student 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, KES - at Northgate Medical Centre, Oxford (tel. 01865 242657). The GPs at that surgery are Dr Drury, Dr Kirkaldy, Dr McKeith 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 Hanne. She conducts a clinic in Christ Church in term-time. Her hours are posted in the lodge.

11.4. Disability

Students with a disability should inform the Student Support Officer 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 it is made available online and can be shared with relevant tutors. The Student Support Officer will check with students before giving tutors access to the SSP. The College library can provide extended loans to students who require them as part of their SSP.
11.5. Counselling

The College has an on-site Counsellor, who is available in College on Wednesday afternoons in weeks 0 – 9; sessions are by appointment only. 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/counselling) provides full details of their services.
Annexes

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

The President: (Prof 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 both of the Bursars. She can be found in the Bursary in Fellows’ Building 1 and contacted at bursars.pa@ccc.ox.ac.uk
The Bursary  Located in Fellows’ Building 1, first floor. It is open to Junior Members between 8.30am and 3.30pm, Monday to Friday. You will be able to pay your battels and charge your meal card between those times. You can email bursary@ccc.ox.ac.uk with any queries.

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 Pawel Swietach)  

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 as well as being the senior member of the College responsible for access. 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.

Senior Admissions and Outreach Officer: (Ms Emma Gregory)
administers 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.office@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 is also a graduate warden who lives at Banbury Road. The Dean can issue fines or other punishments for breaking of College rules as well as give permission for parties, offer advice etc. The Dean can be emailed at dean@ccc.ox.ac.uk and also holds weekly decanal hours which are advertised termly.

Welfare Dean: (Prof Kathryn Stevens)

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

Welfare Tutor: (Prof Pete Nellist)

is a college tutor who can be approached on welfare matters by any Junior Member.

Student Support Officer: (Sarah Warbrick)

provides support for all aspects of welfare and disability for the undergraduate and graduate students.
College nurse: (Hanne) works closely with the College Doctors. She can help you manage health problems and illness and will be able to refer you elsewhere when necessary. All consultations are strictly confidential. She can be contacted at nurse@ccc.ox.ac.uk.

The onsite Counsellor works as a Counsellor offering brief therapy at the Oxford University Counselling Service and has dedicated sessions for Corpus students every Wednesday during term time (weeks 0-9), from 1 – 5pm. You can contact Sara at corpus.counsellor@ccc.ox.ac.uk.

The Acting Chaplain: (Prof Rob Gilbert) 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. He 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 Fellows Building (1.10); 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 Northgate Medical Centre, Market Street (a few minutes’ walk from the College). The surgery phone number is 01865 242657.

IT team

are responsible for the IT provision within the College (and also Oriel College). Their office is in Oriel (9 King Edward Street), 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 Intranet pages.
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 TMS) 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 Thursday afternoon and Friday 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. Contract with the College

1. As a student at Oxford University you will be a member both of the University and of one of its Colleges or Permanent Private Halls. For convenience this document refers to Societies, Permanent Private Halls and Colleges as “Colleges”.

2. You will have two separate contracts: one with the University and one with your College.

3. The purpose of these terms and conditions is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

4. Your contract with the College is made up of:
   a) The documents provided with these Terms and Conditions. These include:
      i. these Terms and Conditions;
      ii. the Junior Member Handbook;
      iii. the accommodation contract;
      iv. the Offer Letter from your College
   b) The College Statutes, and rules and policies made under them (see paragraph 9 below)

5. You will enter into your contract with the College before you begin your studies at the University and/or the College.

A3.2. University and College Membership

6. You must be a member of a College in order to be a member of the University.

7. Your continuing relationship with your College is linked to your continuing relationship with the University. Similarly, your Offer from your College is linked to your Offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both your College and the University.

8. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may take similar, or other appropriate steps.

A3.3. College Statutes

9. By entering into this contract you agree to comply with the College Statutes as amended from time to time and with the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them. They include:
   a) The Junior Member Handbook. This sets out behaviour which is considered unacceptable by students and which may result in disciplinary action.
   b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations relating to examinations, the ownership and exploitation of intellectual property, harassment, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection.
   c) Any Health and Safety Instructions (‘HSI’) setting out standards of behaviour required of you during any pandemic (including Covid-19), epidemic or local health emergency. The term 'HSI' includes any University or College code, policy or guidance, as introduced or updated from time to time, which sets out behaviour
required of students during any pandemic, epidemic or local health emergency. Students are required to comply with any HSI as a condition of being permitted access to in-person teaching and facilities and failure to comply may result in loss of that access and/or disciplinary action.

10. By entering into this contract, you agree that the College may take disciplinary action against you for breach of its Statutes and the College Rules, Regulations and Codes of Policy, Practice and Procedure, including the Code of Discipline and any HSI as described in clause 9 (c) of this contract. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

A3.4. Your Responsibilities

11. You are required to comply with College rules on:

a) matters including, but not limited to, behaviour, IT usage, data protection and academic studies. You should refer to the Junior Member Handbook;

b) fees and other charges being paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however, you should note that this is a combined figure for both your University and College fees, which separately form the consideration for your separate University and College contracts. This means that you are paying a set amount of your fees to your College for College services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details contact student.fees@admin.ox.ac.uk;

c) any measures or instructions given by the College or the University to reduce risk of transmission of any illness or infection and behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence or to a term-time address, an instruction by the University or the College to leave residence or a term-time address, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. You must also immediately declare to the College if you have, or suspect you have, symptoms of Covid-19, or if you have received a positive test for Covid-19, or if you have any other serious and easily transmissible infectious illness, and comply with any required health, testing, isolation or distancing measures or advice given. In applying such measures or instructions, the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during the pandemic, epidemic or local health emergency.

d) obtaining an appropriate visa if necessary and abide by any visa conditions including maximum permitted working hours and the types of work allowed. Failure to do so may result in disciplinary sanctions in addition to any legal consequences. Support and information are available from Student Immigration and at http://www.ox.ac.uk/students/visa.

A3.5. Teaching Arrangements

12. The College will make provision for students as follows:

a) For undergraduate courses as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes, seminars, and may be carried out by tutorial fellows 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. Some teaching will be delivered by the department and this will vary between colleges. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.

b) For graduate courses (including research degrees) the College will provide such support as it reasonably decides to be necessary in connection with the pursuit of the relevant course.

13. Where a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness arises or has already arisen, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by those bodies or by Public Health England, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through colleges.

14. Examples of measures the College may take in such circumstances include:
   a) Providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;
   b) Moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);
   c) Teaching at evenings, weekends or outside Full Term;
   d) Requiring students to comply with:
      i. social distancing measures;
      ii. wearing of face-masks;
      iii. wearing personal protective equipment;
      iv. any other health and safety measures which the College deems necessary;
   e) Staggering attendance by students so that for part of the term you are not allowed physically to attend College;
   f) Varying, limiting or cancelling any course content, or optional modules;
   g) Varying, limiting or cancelling access to any University or College services or facilities;
   h) Varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);
   i) Varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.
15. No refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness or by compliance with guidance from Public Health England.

A3.6. Events beyond our control

16. The College will not be in breach of its obligations under its contract with you, nor liable to you for any loss caused to you under its contract with you which results from events which are beyond the College’s reasonable control, such as: pandemic (Covid-19 or otherwise), epidemic, a local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services.

A3.7. Library and IT Facilities

17. Subject to clauses 13 and 14 above, 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 Junior Member Handbook, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.

A3.8. Accommodation and Meals

18. Subject to clauses 13 and 14 above, the College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the Junior Member Handbook, and/or accommodation contract, which may vary from year to year.

19. Subject to clauses 13 and 14 above, the College will provide meals on the terms and conditions set out in the Junior Member Handbook, which may vary from time to time.

A3.9. Personal Data

20. The College will collect and use information about you in accordance with the principles set out in the College Privacy Policy. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at https://compliance.admin.ox.ac.uk/student-privacy-policy

A3.10. Complaints Procedure

21. The College Complaints procedure including subsequent rights of appeal are explained in the Junior Member Handbook.

A3.11. Jurisdiction

22. Your contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.
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 2023/24 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

The President and Scholars of Corpus Christi College in the University of Oxford more commonly known as Corpus Christi College of Merton Street, Oxford, OX1 4JF

Definitions

Accommodation

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

Accommodation Contents

The fixtures and fittings as found in the Accommodation on taking up occupancy.

College Contents

The fixtures, fittings and equipment at or on the College Premises which are for students’ use but which are not allocated to any individual student’s room.

Contents

The Accommodation Contents and the College Contents.

College Premises

Includes all buildings and land belonging or leased to the College for use as, or ancillary to, student residences and shall include the main College building as listed on the first page of this Licence Agreement, the Common Parts and the Accommodation.

Common Parts

Any shared facility on or in the College Premises such as kitchen, bathroom, common or other rooms shared with other students at the College.

Payment Dates

13th October 2023 for Michaelmas Term
21st January 2024 for Hilary Term
26th April 2024 for Trinity Term
or within 7 days of receipt of your battels 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.

Subject to the provisions of this Licence Agreement:

Services

(a) Keeping the College Premises in such repair as the College deems reasonable.
(b) Lighting and heating of the College Premises.
(c) Providing hot and cold running water to the Accommodation and/or Common Parts (as appropriate).

(d) Providing an electricity supply to the Accommodation.

(e) Disposal of rubbish where such rubbish has been properly deposited in designated receptacles.

(f) Reasonable cleaning of the Accommodation and the Common Parts.

**Licence Period (undergraduates)**

Michaelmas Term starting at 12.00 noon on Tuesday, 3rd October 2023 and ending at 12.00 noon on Saturday, 2nd December 2023.

Hilary Term starting at 12.00 noon on Tuesday, 9th January 2024 and ending at 12.00 noon on Saturday, 9th March 2024.

Trinity Term starting at 12.00 noon on Tuesday, 16th April 2024 and ending at 12.00 noon on Saturday, 15th June 2024.

**Licence Period (graduates)**

Starting at 12.00 noon on Sunday, 17th September 2023 and ending at 12.00 noon on Sunday, 21st July 2024.

In this Licence Agreement, “College” includes all employees, works, agents, contractors, professional advisors and any invitees of the College.

The Student acknowledges that:

(a) the Student shall occupy the Room as a licensee and that no relationship of landlord and tenant is created between the College and the Student by this Licence Agreement;

(b) the Student shall not be entitled to any statutory protection under the Housing Act 1988 when this licence terminates;

(c) the College retains control and possession of the Accommodation and the Common Parts and the Student has no right to exclude the College from the Accommodation or the Common Parts;

(d) without prejudice to the College’s rights to terminate under clause 4 and subject to clause 4.5, the College shall be entitled at any time on giving not less than four weeks’ notice to require the Student to transfer to a comparable room elsewhere within the College and the Student shall comply with such requirement;

(e) the College is entitled to retain keys for the Accommodation and the Common Parts, and the College and any persons authorised by the College may exercise the right to use these keys and enter the Accommodation and the Common Parts at any time; and

(f) the licence to occupy granted by this Licence Agreement is personal to the Student and is not assignable, and the rights granted under this Licence Agreement may only be exercised by the Student.

Subject to the provisions of this Licence, the College permits the Student during the Licence Period to:

(a) occupy the Accommodation;

(b) use the Accommodation Contents;

(c) use the College Contents in common with the College and all others authorised by the College;

(d) pass along and use the Common Parts in common with the College and all others authorised by the College; and

(e) use the College’s dining facilities (subject to payment of all additional charges).
1.0 College’s Obligations
The College agrees:

1.1 To provide the Services, provided that where any of the Services are not reasonably required (as determined by the College in its absolute discretion), the College shall not be required to provide such Services.

1.2 Except in the case:
   (a) of an emergency;
   (b) for disrepair reported by the Student (or other matter preventing the Accommodation from being used);
   (c) for routine cleaning and supervision of cleaning;
   to use reasonable endeavours to give the Student at notice as set out under clause 2.5, prior to entering the Accommodation during term-time, and not to interrupt the Student’s occupation of the Accommodation more than is reasonably necessary.

1.3 Not to process personal information obtained from the Student except as permitted by data protection legislation and the College’s privacy policy, a copy of which is available on the College’s website.

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;
   (c) The Universities UK Code of Practice for the Management of Student Housing.

1.5 Before the end of the first week of the Licence Period, to 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 To maintain any equipment and facilities in the Common Parts in good order and to use reasonable endeavours to ensure that clear and appropriate instructions for use are given for any equipment which the Student needs to operate within the Common Parts.

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 cause or knowingly allow any damage to be caused to 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 all 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 (but is not obliged) 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 and to ensure that any action, refraining from taking any action, or negligence does not have an adverse effect on the College, the University of Oxford, the owners or occupiers of nearby property, or 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 2023/24 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 a prior alternative arrangement has been agreed by the Bursar).

2.10 Where damage occurs on or at the College Premises or loss is incurred by 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 affects or is likely to affect the College.

2.12 Not to alter, add to or do anything to or at the College Premises which may:
   (a) cause damage to electrical installation or equipment in the College; or
   (b) be a fire risk; or
   (c) in any way put the health and safety or security of others at risk; or
   (d) in any way put the College’s, or other person’s property at risk.

2.13 Ensure that any portable appliance complies with the College’s Electrical Regulations and shall, 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, if requested, return it to the Student at the end of the Licence Period.
2.14 Not at any time to leave the Accommodation unoccupied without locking the door and, if the Accommodation is on the ground floor, not to leave the Accommodation unoccupied without first closing and locking the window.

2.15 To comply with the College’s Environmental Policy and, in particular:
(a) to take reasonable steps to avoid wasting fuel (including ensuring that all lights and electrical equipment are turned off when not in use) or water; and
(b) to participate in any waste recycling schemes operated by the College or by others.

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

2.17 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the College Premises or the Contents.

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

2.19 Not to use the Accommodation for any other purpose other than as a study bedroom.

2.20 Not to share the Accommodation, sub-licence, 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.

2.21 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to any other person 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 or to the Accommodation.

2.23 Not to bring or cause or knowingly allow onto the College Premises 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:
(a) bicycles in the designated cycle areas; or
(b) 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 Porter 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 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).

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 or any student’s invitees 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 or on the College Premises by the Student at the end of the Licence Period and shall not be obliged to return it to the Student.

3.6 Save as otherwise set out under this Licence Agreement, 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 A person who is not a party to this Licence Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence Agreement.

3.8 This Licence Agreement, and the policies (as amended from time to time by the College) referred to in it (together with the College’s Junior Member Handbook General Information and College Rules, and the Fees & Charges papers for 2023/24), contain 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.

3.9 Subject to clause 3.10, the College is not liable for:
   (a) the death of, or injury to, the Student or visitors to the College Premises; or
   (b) damage to, or theft of, any possessions of the Student or the Student's invitees to the College Premises;
   (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Student or the Student's invitees to the College Premises in the exercise or purported exercise of the rights granted by this Licence Agreement; or
   (d) the acts or omissions of any other resident of the College or their invitees.

3.10 Nothing in clause 3.9 shall limit or exclude the College's liability for:
   (a) death or personal injury or damage to property caused by negligence on the part of the College or its agents; or
   (b) any matter in respect of which it would be unlawful for the College to exclude or restrict liability.
This Licence Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales.

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence Agreement or its subject matter or formation (including non-contractual disputes or claims).

4.0 **Termination of this Licence Agreement**

4.1 The College may terminate this Licence Agreement and the licence shall immediately end:

(a) at any time by serving written notice on the Student if:
   i. any payment due under this Licence Agreement is overdue by 21 days or more; or
   ii. the Student is in serious or persistent breach of any of the Student’s obligations or conditions set out in this Licence Agreement; or
   iii. the Student ceases to have status as a member of the College or of the University of Oxford; or
   iv. in the reasonable opinion of the College, the health or behavior of the Student constitutes a serious risk to themselves or others, or the College’s or other people’s property; or

(b) On the expiry of not less than four weeks’ written notice given by the College to the Student.

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 they wish 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 or conditions in this Licence Agreement; and

(c) a replacement student or College member who is reasonably satisfactory to the College as a Student and who is not already a Student 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.

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 College’s residence caused by the Student’s early departure has been filled and there any loss to the College has been recompensed.

4.4 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 under clause 4.3 will only be given where the void caused by the Student’s early departure has been filled and any loss to the College has been recompensed. The College shall be entitled to
fill any rooms which are already vacant before allocating people on its waiting list for the Accommodation.

4.5 The College reserves the right to relocate the Student to alternative Accommodation on reasonable written notice 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 during the Licence Period.

4.7 Termination of this Licence Agreement shall not affect the rights of either party in connection with any breach of any obligation under this Licence Agreement which existed at or before the date of termination.

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. For the avoidance of doubt, all other clauses of this Licence Agreement shall apply whether or not the Accommodation is designated for occupation by more than one person.

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

5.3 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 under the terms of clause 5.6.

5.4 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.

5.5 Clause 4.2 applies where the Student wishes to leave shared Accommodation, but refunds of Charges will only be given to the Student when a replacement sharing student begins occupation and no further void in residence as a result of the Student’s early departure, remains.

5.6 The College shall not be obliged to relocate the Student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances.

5.7 The Student shall 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

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

**Friday 1\textsuperscript{st} week**
Battels have been paid – no further action required.

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

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

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

**Thursday 2\textsuperscript{nd} week**

**3\textsuperscript{rd} week**
Meetings with the Bursar take place and a payment plan agreed.

**3\textsuperscript{rd} week**
Battels paid by date agreed – no further action required.

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

**Non payer informed they will be removed from accommodation and/or suspended unless battels are paid immediately.**

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Annexe 6. Fitness to Study Procedure

A6.1. Aim

This policy aims to enable the College to manage a student’s fitness to study and to make suitable provision for those cases in which junior members need to take a temporary break from their studies, usually for medical reasons. It is anticipated that the majority of students in this situation are able to acknowledge the circumstances and request permission to suspend their studies agreement to which will be between the student and the Senior Tutor. This policy addresses those rare circumstances where there is no agreement. The College’s principal concern is for the welfare of its students and seeks to enable all students to fulfil their academic potential. The procedures set out below will ensure the best possible support is given to students whose fitness to study (as defined below) appears to be impaired. This support is given in the context of the learning environment and educational objectives that are core to being a student, and the policy and procedures aim to ensure a balance is struck between the needs and wishes of the individual in relation to their health and well-being, and the requirements of the College in relation to their studies and in relation to other students and members of staff.

A6.2. Definitions

The College defines ‘fitness to study’ as understood by University legislation:

a) A student’s fitness:
   i) To commence a distinct course of academic study; or
   ii) To continue with their current course of academic study; or
   iii) To return to their current or another course of academic study; and their ability to meet:

a) The reasonable academic requirements of the course or programme; and
b) 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 (notwithstanding adjustments required by law;

The College will also consider the level of independence necessary to manage the student’s own welfare without requiring an unreasonable or inordinate reliance on others.

As a result, it is normally expected that a student who is fit to study:

a) Does not pose a serious risk to self or to others;

b) Does not require ongoing treatment and consultations for health reasons to such an extent that it would be too taxing to devote the necessary attention to their health and/or welfare while simultaneously meeting the rigours of the course;

As a result, it is normally expected that a student who is fit to study:

a) Does not pose a serious risk to self or to others;

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b) Does not require ongoing treatment and consultations for health reasons to such an extent that it would be too taxing to devote the necessary attention to their health and/or welfare while simultaneously meeting the rigours of the course;

As a result, it is normally expected that a student who is fit to study:

a) Does not pose a serious risk to self or to others;

b) Does not require ongoing treatment and consultations for health reasons to such an extent that it would be too taxing to devote the necessary attention to their health and/or welfare while simultaneously meeting the rigours of the course;
Does not require support from licensed health professionals which the student cannot access independently and that is beyond the provision that can be reasonably expected from the College and university.

The Fitness to Study Committee will be Chaired by the Vice-President and will include a further four Fellows not personally well-known to the student to be chosen by the Vice-President from a panel of ten to be appointed annually by the Governing Body. The Chair may co-opt a member from outside of the College. At least two members of the Committee must be female and two male.

Fitness to Study Appeal Panel membership: no fewer than four members of the Governing Body nominated by the President (who will Chair the Panel), save that no member of the Fitness to Study Committee may sit on the Appeal Panel. At least two members of the Panel must be female and two male.

A6.3. Support for students

Students whose situations are or may be covered by this Fitness to Study Policy have a number of sources of support available to them through the College’s senior welfare team, including the Dean of Welfare, the Tutor for Welfare, the College Doctors, the College Nurse, the on-site Counsellor and the Academic Registrar as well as the University Counselling Service.

The College recognises that the circumstances covered in this policy are likely to be ones that will be distressing to students and will expect students to be receiving welfare support. The College may appoint a member of its welfare team (named above) to support the individual if that is not the case.

A6.4. General Principles

The general principles on suspension of study are set out in section 5.15 of the Junior Member Handbook and more briefly below:

Suspension of student status, by the College is an arrangement whereby the College requires a student 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.

Students do not have an automatic right to suspend status, though the College will consider sympathetically requests made on medical or other welfare or compassionate grounds.

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 (this policy refers);

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).

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

A student 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 (and where the student is not concurrently on the Academic Support and Disciplinary Procedure) these will be on pedagogical grounds and/or to support the student 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).

A6.5. Initiating suspension of study via the Fitness to Study Policy

i) Where, in the judgment of the Senior Tutor, having consulted the student’s tutor(s), a student’s physical or mental health is such as to give rise to grave concerns for their safety or the safety or well-being of those around them, the Senior Tutor may require certification of fitness to study by the College Doctor to be provided to the Senior Tutor.

If the student is certified unfit to study by the College Doctor and the student does not then request to suspend their studies a suspension may be imposed upon the student by a Fitness to Study Committee with or without the student’s consent. If the student fails to attend the College Doctors for an assessment of fitness to study it will be treated as a case in which the student was certified unfit to study by the College Doctor. In this case the Senior Tutor may impose a provisional suspension on the student, pending certification of fitness to study by the College Doctor, without awaiting a decision by the Fitness to Study Committee. In any case in which a suspension is provisionally imposed and the imposition is subsequently confirmed by the Fitness to Study Committee the date of the provisional suspension shall be considered the date of suspension.

ii) Where, in the judgment of the Senior Tutor, having consulted the student’s tutor(s), a student’s physical or mental health is having a detrimental impact on the student’s academic work but it is felt that it would be inappropriate to put the student on the Academic Support and Disciplinary Procedure (ASDP), the Senior Tutor may require certification of fitness to study by the College Doctor to be provided to the Senior Tutor.

If the student is certified unfit to study by the College Doctor and the student does not then request to suspend their studies a suspension may be imposed upon the student by the Fitness to Study Committee with or without the student’s consent. If the student fails to
attend the College Doctors for an assessment of fitness to study it will be treated as a case in which the student was certified unfit to study by the College Doctor. In this case the Senior Tutor may impose a provisional suspension on the student, pending certification of fitness to study by the College Doctor, without awaiting a decision by the Fitness to Study Committee. In any case in which a suspension is provisionally imposed and the imposition is subsequently confirmed by the Fitness to Study Committee the date of the provisional suspension shall be considered the date of suspension.

A6.6. Medical conditions as to return

In cases in which suspension has been granted or imposed on medical grounds the College will require certification of fitness to study as a condition of return. The evidence should be provided to the College Doctor who will provide the College with their professional judgment on the evidence; the College Doctor might request attendance at the surgery following receipt of the evidence. The College may also impose a requirement for the student to attend the Disability Advisory Service for an assessment and any other medical conditions they see fit after consultation with the College Doctor.

A6.7. Failure to meet conditions as to return

If in the view of the Senior Tutor the student fails to meet any condition as to return, then the student and Senior Tutor should meet to discuss the situation. Possible outcomes could include a further term of suspension or the ceasing to be a member of the college. If the Senior Tutor and student do not agree on either the conditions not being met or the way forwards the student may refer to the Appeal Panel (see 6.10 iii). Should a student feel unable to meet the conditions they may write to the Senior Tutor to request a further period of suspension (see 6.9 iii).

A6.8. Further conditions to be met after return

In cases where the College Doctor has certified a student fit to study after a period of suspension, but has indicated that the student’s fitness to study should be kept under review, the Senior Tutor shall ensure that such review takes place at regular intervals. Should that review indicate that a student who had returned from a period of suspension was once again unfit to study, the matter should be referred to the Fitness to Study Committee who may, if it deems it appropriate take such other action as may seem fit.

In the event that the College Doctor certifies that a student should only be allowed to return into residence following a period of suspension if they satisfy certain conditions relating to medical supervision or treatment, and the student then fails to meet those conditions, the matter should be referred to the Fitness to Study Committee who may, if it deems it appropriate take such other action as may seem fit.

A6.9. Fitness to study procedure

i) Where the College seeks to impose a suspension on the student under 6.5 above, the Chair of the Fitness to Study Committee shall write to the student requiring them to make an appointment with the College Doctor for the purpose of obtaining a certificate of fitness to study, to be provided direct to the Senior Tutor by the College Doctor. The letter to the
student shall state the grounds for setting this requirement and shall specify a reasonable time (not exceeding two weeks) for the student to obtain the certificate.

The Senior Tutor must notify the Chair of the Fitness to Study Committee of the verdict of the College Doctor within 48 hours. If the verdict is that the student is not unfit to study, they may continue with their studies, which will include any academic or non-academic disciplinary processes that were suspended during the fitness to study procedure being resumed. If the verdict is that the Student is unfit to study, then a report on the case will be made by the Senior Tutor to the Fitness to Study Committee in writing (and copied to the student) recommending that the student be suspended under this procedure, the suspension to take effect upon ratification by the Fitness to Study Committee at its next available meeting, which may be a special meeting called for this purpose.

The Fitness to Study Committee must ratify the recommendation of the Senior Tutor except in cases in which it considers that the procedure set out in this policy was not correctly followed. The student may make a written representation to the Fitness to Study Committee via the Senior Tutor, but only to draw attention to any respect in which, in their opinion, the procedure was not followed. If the Fitness to Study Committee determines that the procedure was not followed it may, where in its judgment this would not prejudice the student’s position, require the procedure to be restarted, but if it does not so require then any stayed disciplinary proceedings will be resumed.

The decision of the Fitness to Study Committee is to be communicated by the Senior Tutor within 3 working days to the student in writing and, in the event that the suspension is to be imposed, the Senior Tutor must make timely arrangements for it to take effect.

In cases in which disciplinary proceedings resume under this special procedure, any time limits or deadlines applicable to those proceedings shall be calculated without counting the days during which the proceedings were stayed, unless there was unreasonable delay on the part of the College or its Doctors, in which case the days during which the proceedings were stayed shall be counted in calculating any time limit or deadline for action by the College or its officers or its committees (but not by the Student). The determination of whether a delay was unreasonable shall be made by the panel or committee then having charge of the disciplinary proceedings.

ii) Return into residence. Where certification of fitness to study is required as a condition of a suspended student’s return into residence it shall be the responsibility of the student to consult the College Doctor to obtain this, to a deadline set by the Senior Tutor, which will be no earlier than 12 weeks and no later than 4 weeks before the first day of the full term in which the student is anticipated to return.

iii) A suspended student who believes that they cannot reasonably meet the set deadlines, or who wishes to have a second attempt following a failed attempt to obtain certification of fitness to study, may apply to the Senior Tutor in writing, no later than 4 weeks before the first day of the full term in which their return is anticipated. Any such application shall include a reasoned explanation for the request, and shall be allowed only at the discretion of the Senior Tutor, to be exercised on reasonable grounds. Both the decision of the Senior Tutor
and its grounds are to be communicated to the student in writing within 7 days of any such request. In the case of any dispute as to whether the Senior Tutor’s grounds for refusing the request are reasonable, the appeal procedure under section 6.10 below applies.

iv) **Failure to meet conditions.** Where the Senior Tutor, after consulting with the student’s Tutor(s), judges that the student fails to meet any academic condition as to their return set under this Fitness to Study Policy, or fails to meet any condition to be satisfied after return, notice of that failure, and of the consequence, will be given in writing to the student by the Senior Tutor acting on behalf of the Fitness to Study Committee, within two weeks of the failures having come to the attention of the Senior Tutor. In case of dispute about whether any condition as to return has been met by the student, the appeal procedure under section 6.10 below applies.

v) **Content of communication from the College Doctor.** Where the College Doctor provides the Senior Tutor with an opinion for the purposes of this Fitness to Study Policy, that opinion will include such detail of the student’s medical or medically-related conditions as are necessary, in the opinion of the College Doctor, for their opinion to count as helpful evidence for the College in determining the success of an application of suspension. Where the College Doctor provides the Senior Tutor with a certificate of fitness to study for the purpose of this Fitness to Study Policy, the certificate shall state whether, in the view of the College Doctor, the student is or is not fit to continue with or resume their studies at the date of certification;

(a) whether that view is informed by the direct observations of the College Doctor, or by material assembled from other sources, or by both methods together;
(b) where the student is not certified fit to study, the main medical explanation or explanations for that being the case, in the briefest terms;
(c) where the student is certified fit to study, any proviso to the effect that in the opinion of the College Doctor continuing review of the situation is required or continuing treatment or medication is required, or any similar proviso that will enable the College to set suitable conditions for the student to meet, under 6.8 above, after their return to College.

vi) **Doctor-patient confidentiality.** In cases in which the College Doctor communicates any matter directly to the Senior Tutor, the student will be required to grant to the College Doctor a limited waiver of doctor-patient confidentiality for that sole purpose. The Senior Tutor undertakes to preserve the confidentiality of any matter communicated by the College Doctor under such a waiver except to the extent that further communication is required under 6.7 above or for the purpose of section 5 below. When such further communication is required a similar obligation to preserve confidentiality will be attached to the communication. The consequences of failure to grant a waiver of confidentiality to the College Doctor is the same as the consequences, of failure to consult the College Doctor when so required.

In exceptional and rare cases of grave emergency or severe incapacitation, the College Doctor reserves the right to follow their normal professional practice in communicating with the Senior Tutor without first obtaining from the student a waiver of doctor-patient confidentiality. In such cases the Senior Tutor undertakes to preserve the confidentiality of any matter communicated exactly as if it were under a waiver of confidentiality.
A6.10. Appeals

A student may appeal on the following grounds:

i) **Appeals against imposition of suspension**, only on the ground that a procedure in this Fitness to Study Policy was not correctly followed.

ii) **Appeals against conditions as to return**, on the ground that the condition is not appropriate to their case.

iii) **Appeals upon failure to satisfy conditions** on one or more than one of the following grounds:
   
   (a) that the Senior Tutor unreasonably refused to allow the student a second or belated attempt, under 6.9 iii) above, to satisfy a fitness to study condition; or

   (b) that the Senior Tutor was mistaken in their judgment under 6.9 iv) above that the student failed to meet one or more of the conditions; or

   (c) that the evidence that the committee based their decision on is disputed. In this latter case the final decision, against which an appeal may not be made, shall be taken by a doctor of the 9 King Edward Street Surgery who was not involved in the original consultations or submission of evidence. The student may be required to visit the doctor if an appeal on this ground is launched.

iv) In each case the student exercises the right of appeal under this provision by giving notice of appeal in writing to the President (as Chair of the Fitness to Study Appeal Panel) within 7 days of the relevant decision being notified. The President may extend the 7-day time limit in this provision by any number of days at their discretion in cases in which, in their judgment, the health of the student was such at the time of suspension that they could not reasonably have been expected to exercise their right of appeal within 7 days.

v) An appeal under 6.10 i), ii) and ii) above is to be made to the Fitness to Study Appeal Panel. Any determinations or consequences appealed against are stayed pending determination of the appeal.

vi) **Representation of the Fitness to Study Committee at an appeal.** The Chair of the Fitness to Study Committee will be the representative to make a case before the Fitness to Study Appeal Panel in favour of the position taken by the Committee.

vii) **Date of hearing.** Within 7 days of an appeal being lodged, the Chair of the Fitness to Study Appeal Panel shall fix a date for a hearing. The hearing should take place within one calendar month. Subject to that one-month limit, the date should be fixed in consultation with the student and the Chair of the Fitness to Study Committee.

viii) **Hearing details.** At least 7 days before the hearing the Academic Registrar will:

   (a) write to the student and the Chair of the Fitness to Study Committee to confirm the date, time and location of the hearing;
(b) provide the Fitness to Study Appeal Panel, the student, and the Chair of the Fitness to Study Committee with a bundle containing copies of any relevant documents, including (but not limited to) the application for suspension if any, the supporting evidence if any, any relevant correspondence between the Senior Tutor and the student, any record or note of any certification by or opinion of the College Doctor and the minute of any relevant meeting of the Fitness to Study Committee.

ix) **Assistance and representation.** The student shall also be informed by the Academic Registrar that they are entitled to be represented or accompanied at the Fitness to Study Appeal Panel hearing 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 student shall inform the Academic Registrar before the meeting of the name of the advocate, if any. It is the responsibility of the student to inform their advocate, if any, of the arrangements for the hearing. Unless the Chair of the Fitness to Study Appeal Panel agrees that exceptional circumstances prevent it, the student must attend the hearing for the appeal to be heard. This is so even if the student has asked an advocate to speak on their behalf.

x) **Additional evidence.** Because the grounds of appeal under this Fitness to Study Policy do not generally raise disputed questions of fact, it is not normally expected that witnesses or additional documentary evidence will need to be adduced. However, there may be rare cases in which such evidence will be relevant. In such cases evidence may be brought to the appeal hearing.

xi) **Regulation of procedure.** The Chair of the Fitness to Study Appeal Panel has the power (having regard to the requirements of natural justice) to regulate the procedures governing preparations for the hearing, and the hearing itself, including the order in which representations are to be heard, so as to ensure that the process is fair and reasonable and, so far as possible in view of the gravity of the situation, informal and flexible.

xii) **Notification of decision by the Fitness to Study Appeal Panel.** The decision of the Fitness to Study Appeal Panel is announced by notice in writing by the Chair to the student and to the Chair of the Fitness to Study Committee. The decision will not be announced until at least the next working day after the hearing. The Fitness to Study Appeal Panel may take up to five days after the hearing to reach and to announce a decision. Within ten days of the hearing, the Chair of the Fitness to Study Appeal Panel will produce a written report setting out the findings of the Panel, its recommendations, and the reasons for them.

xiii) **Possible disposals by the Fitness to Study Appeal Panel.** In the event of a successful appeal, the Fitness to Study Appeal Panel may, at its discretion, remit the case for further consideration by the Fitness to Study Committee or Senior Tutor (as the case may be) or substitute or confirm or vary any determination that the Fitness to Study Committee or Senior Tutor (as the case may be) was or would have been entitled to make under this Fitness to Study Policy, complete with its consequences.
xiv) **Finality and further appeals.** The decision of the Fitness to Study Appeal Panel is final and not open to further appeal within the College. The Chair of the Fitness to Study Appeal Panel may, though, at its discretion, refer the case for consideration by the University’s Fitness to Study Panel.
Annexe 7. 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, Fioners that a student is suspending.

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.

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.

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.

The JCR have created a suspended students’ email, contact the JCR President if you would like to opt in to it.
Annexe 8. 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.

A8.1. 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.
A8.2. 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.

A8.3. 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.

A8.4. 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.

10) 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.

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

A8.5. Mediation

12) 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.

A8.6. Appeals

13) Internal Appeal. 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 9. Non-academic Disciplinary Procedure

A9.1. Introduction

1) This Disciplinary Procedure deals with conduct by students which breaches their non-academic obligations as a member of the College. These obligations, which are summarised or identified in Annex A, are referred to as “the College Code of Discipline”. In this Procedure a “Breach of Discipline” refers to a breach of one or more of the provisions of the rules and regulations as laid out in the Junior Member Handbook.

2) The purpose of this Procedure is to address breaches of discipline by students, and not to resolve disputes between individuals. Students may only be disciplined where their conduct occurs in a College Context, as defined in section A9.9 Appendix B. Further definitions are contained in section A9.9 Appendix C.

3) In this Procedure the person(s) making a report are referred to as the “reporter(s)” and the person(s) who is alleged to have breached the College Code of Discipline are referred to as the “subjects”.

4) For informal advice about procedural aspects of the disciplinary process, please contact the Dean or Academic Registrar at dean@ccc.ox.ac.uk or college.office@ccc.ox.ac.uk or (01865) 276737.

5) Where disciplinary proceedings are contemplated the Dean will remind reporters and subjects of the sources of support available to them.

6) Separately, the Dean may impose any safeguarding measures which are reasonably necessary to ensure the peace of the College and the safety of its members. Such measures may include requiring a student to have no contact with another Member of the College or excluding any person from College premises. These safeguarding measures are neutral in effect and do not imply that any student on whom measures are imposed has been found to be in breach of any of their obligations.

A9.2. General

7) Reports will usually be dealt with confidentially by all parties involved and details will not normally be disclosed except where it is necessary to do so to carry out a fair investigation, to effect a safeguarding or precautionary measure (under paragraph 6 above or 26 below) or to communicate the outcome of disciplinary proceedings, to protect members of the College and/or University community and/or the public, and/or to comply with legal or regulatory obligations.

8) Parties should strive to act promptly, and to meet the time limits set out in this Procedure. Time limits may be extended by the relevant decision-maker where it is necessary in the interests of fairness. It will often be necessary to extend time-limits for complex cases. Where time limits are extended, the subject(s) (and reporter(s) where appropriate) will be kept updated about the progress of the case.
9) If any Senior member of the College has concerns that a student involved in this Procedure is suffering health, or welfare issues as defined in the College’s Fitness to Study Policy (see section 5.5) or other difficulties that may be relevant to whether or how the disciplinary procedure should be used, the student should be directed, in the first instance, to the College welfare team. The Senior member of College should at the same time inform the person responsible for fitness to study procedures in College.

10) Reasonable adjustments may be made to this Procedure in individual cases in order to enable the subject and any other person affected by application of the Procedure to participate fairly in the process.

11) Anonymous reports will only be considered under this Procedure in exceptional circumstances where there are compelling reasons to do so. While some investigation may be possible in certain cases, it will usually be very difficult to proceed with disciplinary action following an anonymous report, because of the inherent difficulties in investigating anonymous reports and due to the need to allow the subject(s) to respond to the report.

12) Subjects and reporters may be accompanied to meetings, interviews or hearings by a supporter, who should normally be a student member of the College, or a lecturer or Fellow of the College, or a representative from within the University, so long as the name and position of the supporter is provided in advance and any further procedural requirements set out in the procedure below are met. Requests to be accompanied by a supporter should be made to the Dean, Investigator and/or Disciplinary Panel Chair as appropriate at least 24 hours in advance of the date of any meeting or hearing. Legal representation will not normally be permitted, though reasoned requests for such representation may be made, and will be considered.

13) Meetings and hearings may take place online where this is necessary to avoid undue delay or to protect the welfare of any person.

14) Where there is more than one subject it may be appropriate for all the subjects to hear or be provided with the other subjects’ evidence.

15) The standard of proof used when making determinations under this Procedure is the balance of probabilities. This means that the Dean and/or the Disciplinary Panel will conclude that there has been a breach of the College rules and regulations as laid out in the Junior Member Handbook if they are satisfied that it is more likely than not that the conduct which is alleged to be a breach of the Code of Discipline occurred.

16) Non-compliance with a disciplinary penalty imposed under this Procedure may result in further disciplinary penalties, including additional fines, suspension or expulsion.

17) Any member of College involved in administering this Procedure must comply with the College’s conflict of interest policy and should not act if there is any reasonable perception of bias. If the Dean is unable (for any reason) to act the Vice-President will appoint an appropriate substitute. Any decision to be made or action to be performed by the Vice-President may be made or performed by the Senior Tutor or Tutor for Graduates in the event that the Vice-
President is absent, has a conflict of interest, or is otherwise unable to undertake the action within a reasonable time.

18) Records will be kept at all stages of the process and will be processed in accordance with the College’s records management and privacy policies.

19) This Procedure makes provision for the subject to appeal from adverse decisions taken under Parts 5 and 6. The reporter is not a party to disciplinary proceedings and does not have a right of appeal from the outcome of a disciplinary decision. The reporter will receive a letter explaining that the procedure has taken place and where required will be provided with a completion of procedures letter. If the reporter is a student and is dissatisfied with the action taken under this Procedure they may make a complaint under the College Complaints procedure as set out in Annexe 10 of the Junior Members Handbook. Any complaint will be addressed by individuals who have not previously been involved in the report.

A9.3. Initial considerations

20) Reporters who are students may consider using or be directed towards the University Student Resolution Service if appropriate, which is a free mediation service for students who find themselves in conflict with another student.

21) The Dean may liaise between reporting students and subjects where there has been a relationship breakdown to put in place a no contact agreement on the basis that there has been no admission of fault. Such agreements will be neutral in effect and will impose the minimum impact reasonably possible on all students involved.

22) Appendix B sets out the College’s approach in cases where the alleged conduct falls within the scope of more than one procedure or may constitute a criminal offence.

A9.4. Reports and Precautionary measures

23) Reports should normally be made in writing, by email to the Dean (dean@ccc.ox.ac.uk). If a reporter does not wish to make a written report in the first instance they should contact The Welfare Tutor, Harassment Advisor, Senior Tutor or Tutor for Graduates of the College who will make a written account of the report which they will invite the reporter to confirm. That report will then be submitted to the Dean.

24) If the report is not successfully resolved informally, or if informal resolution is not appropriate, the Dean will decide whether to investigate an alleged breach of discipline.

25) If the Dean considers that a report raises a case of a breach of discipline requiring an answer, they may (i) investigate the report under the Procedure for Minor Breaches of Discipline set out in section A9.5 below, or (ii) refer the case to the Vice-President in accordance with the Procedure for Major Breaches of Discipline set out in section A9.6 below.

26) The Dean will not normally investigate, or refer to the Vice-President, an alleged breach of discipline which is reported to have occurred more than 6 months previously but may do so in exceptional circumstances. In determining whether exceptional circumstances warrant investigation and/or referral the primary consideration will be whether there is a risk of harm
to any current member(s) of the College and will take account of safeguarding considerations where relevant. Factors which the Dean may consider include (but are not limited to): the gravity of the alleged breach of discipline; whether the alleged breach of discipline was an isolated event, was repeated or was part of an alleged course of conduct; the length of any delay in reporting; the reasons for any delay in reporting and any barriers to reporting. Exceptional circumstances are more likely to be found to exist in cases of sexual misconduct and/or violence. The Dean will notify the reporter of any decision not to investigate or refer a report under this provision.

27) The Dean may at any time impose temporary precautionary measures on the reporter and/or the subject for the remainder of this Procedure. Precautionary measures do not indicate any finding of misconduct and are not penal in nature.

28) Possible precautionary measures may include (without limitation): a no contact arrangement; a ban from, or time constraints for, accessing particular College buildings or services; recommending a ban from, or time constraints for, accessing particular University buildings or services or services of another college (subject to endorsement by the University or relevant college as appropriate); moving either the reporter or subject to alternative College or University accommodation; and/or, where no other option is appropriate, a temporary suspension of studies.

29) Precautionary measures should aim to cause the minimum restriction necessary to protect the individuals concerned, or members of the College from an identified risk, or to protect an investigation under this Procedure, and should take into account safeguarding considerations where relevant.

30) Precautionary measures are particularly likely to be appropriate in cases involving a risk to any individual’s mental or physical health, issues of a highly sensitive or confidential nature and/or where there is a threat of significant disruption to academic study or other College activities.

31) The Dean will promptly provide the student and, where appropriate, the reporter, with written reasons for any precautionary measures imposed. Any student upon whom precautionary measures are imposed may ask the Dean to review them, and, if the request is refused, may apply to the Vice-President at any time (via the Academic Registrar) for the precautionary measures to be reviewed.

32) The Dean may refer a matter to the police or seek guidance from the police or other public safety agencies where the report concerns criminal conduct and/or where there is a significant imminent risk of harm to students or staff. In deciding whether to do so, the Dean should take into account the wishes of the reporter.

A9.5. Procedure for Minor Breaches of Discipline

33) The Procedure for Minor Breaches of Discipline applies to cases in which the Dean considers that, if established, the alleged breach of discipline would appropriately be addressed by the penalties set out in Appendix A(II) paragraphs 1 to 8, under the heading “Penalties for Minor Breaches of Discipline”.

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Where the Dean proceeds to investigate under this section the aim will be to complete an investigation and issue a decision in relation to the alleged breach of discipline as soon as reasonably practicable and in any event within 2 weeks of their decision to investigate.

**Determination by the Dean**

The Dean will write to the subject informing them of the report, setting out the provision(s) of the College Code of Discipline alleged to have been breached and informing them that the report is being considered under this Part of the Procedure. The Dean will invite the subject to provide a response to the allegation, which may be in writing or at a meeting with the Dean. In all but exceptional circumstances the Dean will provide the subject with at least 24 hours’ notice of the date and time of any meeting.

If the subject admits the breach of discipline the Dean will proceed to consider what, if any penalty should be imposed.

If the subject does not admit the alleged breach of discipline the Dean may take any step reasonably and proportionately required to investigate and to assemble relevant evidence. This may include interviewing the reporter and interviewing the subject, as well as interviewing any witnesses, requesting written response to questions and requesting relevant documents.

A member of the College administrative staff will attend any meeting under this Part of the Procedure and take notes of the meeting and/or the meeting will be recorded.

Before reaching any determination under this Part the Dean will disclose all relevant evidence (including exculpatory evidence) to the subject, except where it is necessary to withhold information, such as the identity of a witness, to protect the rights of others, and where the Dean judges that in all the circumstances the need to protect such rights overrides the subject’s need for the information in question.

The subject will be provided with the opportunity to respond to that evidence and to provide a justification or explanation for the conduct in question. The subject may elect to respond in writing or at a meeting with the Dean.

Where there are substantial questions of fact to be decided the Dean may refer the report to the Vice-President to be considered by a Disciplinary Panel under A9.6 below. It will not normally be necessary in such cases for the Vice-President or the Disciplinary Panel to appoint an investigator. All materials gathered by the Dean in the course of their investigation will be provided to the Disciplinary Panel.

After having satisfied themself that reasonable and proportionate investigatory steps have been taken the Dean will consider and assess all relevant evidence and any response provided by the subject and will determine whether they are satisfied on the balance of probabilities that a breach of discipline occurred.

Where the Dean concludes that a breach of discipline has been established, they will inform the subject in writing what, if any, penalty or penalties they are considering imposing. The Dean may impose any penalty, or a combination of the penalties, set out in Appendix A(II) paragraphs
or may make a conditional determination under Appendix A(II). The subject will have the opportunity to make representations bearing on the penalty, including any mitigation, in writing or at a meeting with the Dean.

44) The Dean will inform the subject of their decision in writing, providing reasons for any conclusion as to breach of discipline and any penalty or conditional determination imposed. The Dean will remind the subject of their right of appeal and of the matters set out in paragraphs 45) to 49) below. The reporter will be informed in writing at the conclusion of the process and, where reasonable and appropriate, any information regarding the penalties imposed that the Dean feels the reporter should know, such as requirements for the subject to not be in the same space as the Reporter, or banning the subject(s) from certain buildings or spaces.

Appeal to the President

45) The subject may appeal to the President against a decision made by the Dean under paragraph 44) above.

46) The appeal is a review of the Dean’s decision and is limited to the grounds set out in paragraph 47) below.

47) The grounds upon which the subject may appeal are that:

(a) There was bias, or a reasonable perception of bias, on the part of the Dean;

(b) The Dean acted unfairly or failed to follow this Procedure;

(c) The subject has new material that it was not reasonably practicable for them to provide earlier in the process, which would be likely materially to have affected the outcome;

(d) There was an error of interpretation of any of the provisions referred to in Appendix A or of this Procedure;

(e) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made;

(f) The penalty imposed was disproportionate.

48) Any appeal must be made by sending a notice of appeal to the Academic Registrar college.office@ccc.ox.ac.uk within 7 days of notification of the Dean’s decision. The notice of appeal must set out the ground(s) upon which the subject is appealing and explain why the subject considers that the particular ground of appeal is established. At the same time the subject should provide a copy of the Dean’s decision under paragraph 44) above and any other documentary evidence which is relevant to their grounds of appeal.

49) The subject should state in their notice of appeal whether they are requesting an oral appeal meeting with the President.
The President may invite the subject to an appeal meeting, and will normally do so when the subject has requested it.

The President may: confirm the Dean’s determination; confirm the Dean’s determination as to breach of discipline but vary the penalty imposed in such a way that the variation is regarded by the subject as a reduction; require the Dean to reconsider their determination as to breach of discipline; reverse the determination of the Dean as to breach of discipline; or refer the report to a Disciplinary Panel under A9.6 below.

The President will determine the appeal as soon as reasonably practicable and will normally inform the subject of their decision, and the reasons for it, in writing within 7 days of the determination. The reporter will be informed of the decision.

If the appeal is not allowed the letter to the subject will explain that it is a Completion of Procedures letter which marks the end of the College process and that the subject has the right to seek review by the Office of the Independent Adjudicator and the time limit for doing so. The letter will also explain where and how the subject can access advice and support.

**A9.6. Formal Procedure for Major Breaches of Discipline**

This section addresses the procedure which will be followed where the Dean refers a case to the Vice-President for the purposes of convening a Disciplinary Panel.

It is normally expected that, where the subject co-operates fully in the process, it will be completed within 28 days of referral of the case to the Vice-President, but in complex cases the period may be longer.

**Notice of Referral**

The Dean may make a referral under this section where they consider that if the alleged breach of discipline is established, the penalties set out in Appendix A(II) paragraphs 1 to 8, under the heading “Penalties for Minor Breaches of Discipline” may not be sufficient to address it.

A referral may be made at any stage after receipt of a report, including at any stage of an investigation under A9.5 above, prior to a determination being made.

On referring the report to the Vice-President, the Dean will write to the subject informing them of the report, setting out the provision(s) of the College Code of Discipline alleged to have been breached, stating that the matter has been referred to the Vice-President under this part and that a Disciplinary Panel will be convened to consider the report.

In any case in which the Dean has determined that there are exceptional circumstances which warrant referral under paragraph 26 above the Dean must provide reasons for that conclusion. The subject may appeal to the President against that determination by writing to the President within 3 working days, setting out the reasons for which they contend that the Dean’s determination that there were exceptional circumstances was wrong. The President will consider the appeal on the papers and will allow the appeal if they consider that the Dean’s conclusion was one which no reasonable decision-maker could have reached.
Appointment of Investigator and Disciplinary Panel

60) The Vice-President will normally appoint an Investigator to investigate the report. The appointment will normally be made within three working days of the referral. The Investigator may be a senior member of the College or an external Investigator, at the Vice-President’s discretion.

61) The Vice-President will write to the subject and the reporter informing them of the identity of the Investigator and that if they have any objection to the appointment, they must set out the reasons for their objections in an email to the Vice-President via the Academic Registrar within 2 working days. If the Vice-President considers that the grounds for objecting are reasonable, they will aim to appoint an alternative Investigator within 3 working days of the objection being made. The subject and the reporter will be notified of the identity of any replacement Investigator by email.

62) A Disciplinary Panel will consist of three people appointed by the Vice-President for the purposes of considering the report. Panel members must either be members of the College Governing Body or be people who have been approved by the Governing Body as being suitable Disciplinary Panel members. The President will appoint one of the members as Chair of the Disciplinary Panel.

63) A Disciplinary Panel may be appointed to consider a single case or a group of cases. Where the Vice-President has referred more than one case involving the same subject the Disciplinary Panel may decide to consolidate the cases.

64) The Vice-President will write to the subject and the reporter informing them of the identities of proposed Disciplinary Panel members and stating that if they have any objection to the appointment of any of the members, they must set out the reasons for their objections in an email to the Vice-President via the Academic Registrar within 2 working days. If the Vice-President considers that the grounds for objecting are valid, they will aim to appoint an alternative panel member within 3 working days of the objection being made.

Investigation

65) The Investigator will gather such evidence and make such inquiries as appear to them to be proportionate and necessary to determine the issues in the case.

66) Any evidence obtained by the Dean for the purposes of their investigation of the report must be provided to the Investigator.

67) The Investigator must inform the subject of the case against them, and disclose all relevant evidence (including exculpatory evidence) to the subject, except where it is necessary to withhold information, such as the identity of a witness, to protect the rights of others, and where the Investigator considers that in the circumstances the need to protect such rights overrides the subject’s need for the information in question.

68) The Investigator will give the subject the opportunity to respond to the case against them, including an opportunity to put forward oral and/or written or documentary evidence, and to make representations. Representations may include, but are not limited to, representations...
regarding any response to the allegation, justification, or excuse for the breach of discipline under investigation, and mitigating factors that may bear on disposal of the case. Such representations should normally be heard at a meeting in person between the subject and the Investigator, at which notes should be taken of the subject’s representations. However, where the subject is out of residence at the time, or it is not reasonably practicable for representations to be made in person within a reasonable time, the opportunity to make representations online or in writing may be substituted at the discretion of the Investigator.

69] The Investigator will usually provide the reporter with the subject’s evidence, or if appropriate a summary of the evidence, in response to the report. The Investigator will invite the reporter to comment on the evidence and to provide any further relevant evidence, whether oral or documentary.

70] A member of the administrative staff of the College will attend any meeting between the subject and other witnesses (including the reporter) and the Investigator. The member of staff will take notes of the meeting and/or the meeting may be recorded.

71] On completion of their investigation, the Investigator will make a written report to the Disciplinary Panel including any written or documentary evidence, notes of meetings, and a conclusion as to whether on the evidence a finding that the subject committed the breach(es) of discipline could be justified.

Disciplinary Meeting

72] The report will be considered by the Disciplinary Panel at a meeting which will normally be attended by the subject and the Investigator.

73] It is expected that all relevant witness evidence will have been obtained by the Investigator and will be contained in the Investigation report. In many cases it will not be necessary for the Disciplinary Panel to hear directly from witnesses in order to reach a decision. On receipt of the Investigation Report the Panel Chair will consider whether it would be appropriate to invite any witness, including the reporter, to attend the meeting.

74] The Chair will write to the subject informing them of the proposed date of the Disciplinary Meeting which will be no less than 14 days after the date of the email. The Chair will: set out the allegation against the subject, referring to the relevant provision(s) of the College Code of Discipline; provide a copy of the Investigator’s Report and any other evidence which will be considered by the Disciplinary Panel; set out the names of the members of the Disciplinary Panel and anyone else who will be present for some or all of the meeting, identifying the capacity in which they will be attending; inform the subject of the right to be accompanied in accordance with paragraph 12] above; and inform the subject that they can expect the members of the Disciplinary Panel to ask them questions. The Chair will ask the subject to confirm their attendance at the meeting and whether they wish to call any witnesses. In the event that the subject is unable to attend the Disciplinary Meeting on the proposed date or chooses not attend they should write to the Chair promptly, providing reasons for their inability to attend and/or decision not to attend. The Chair may either propose an alternative date for the Disciplinary Meeting or may confirm that the Disciplinary Meeting will proceed on the proposed date and may proceed in the absence of the subject.
75] If the subject wishes to call witnesses to the Disciplinary Meeting, they must write to the Chair within 7 days identifying the witnesses and explaining the reasons why they consider attendance to be necessary. The Chair will consider whether it is appropriate for those witnesses to attend the Disciplinary Meeting to give evidence.

76] If the Chair decides that it would be appropriate to invite witnesses to the Disciplinary Meeting, they will consider whether any particular arrangements are required to safeguard the interests of the witnesses. Such arrangements may be put in place at the discretion of the Chair but may include: separate waiting areas for the reporter and the subject; the reporter bringing a supporter to sit with them while addressing the Panel and answering questions; the reporter addressing the Panel from behind a screen; the reporter responding to questions via online-link from a different location. Such measures are likely to be required in sexual misconduct cases.

77] The Chair will determine the procedure for the hearing, so as to ensure a hearing that is fair, and, so far as possible in view of the seriousness of the case, informal and flexible. The subject may make oral and/or written representations to the Disciplinary Panel, and the Panel may ask questions of the subject, the Investigator and any witnesses.

78] The subject will not be permitted to ask questions directly, but will be provided with the opportunity to put questions to witnesses through the Chair. Where the reporter attends the hearing, the Chair will ensure that the reporter and the subject have an appropriate opportunity to comment on any evidence the other has provided.

79] A member of the administrative staff of the College will attend and take notes of the meeting, and/or the meeting may be recorded.

80] After the Disciplinary Meeting the Disciplinary Panel will deliberate in the absence of any other person, apart from the note-taker. Before determining whether a breach of discipline has been established it will satisfy itself that reasonable and proportionate efforts have been made by the Investigator to obtain the relevant evidence which is necessary to determine the issues in the case from the subject and from others, whether orally or in writing; assess the relevance, reliability and credibility of the evidence; satisfy itself that the subject has had a fair opportunity to answer the case against them; satisfy itself from the evidence obtained that, on the balance of probabilities, it has been shown that the breach of discipline was committed by the subject; and identify the form of disposal which it is minded to adopt, subject to further representations by the subject. In exceptional circumstances the Panel may be adjourned should they decide that they do not have enough information to make a decision and wish to request further information is provided.

81] Decisions of the Disciplinary Panel will be made by a simple majority vote.

82] If the Disciplinary Panel determines that a breach of discipline has been established, it will notify the subject promptly, and in any event within 7 days of that determination, the reasons for it, and the disposal it is minded to adopt. It will invite the subject to make representations to the Disciplinary Panel within 3 working days of notification of the determination, regarding
the appropriate disposal. Such representations may be made orally or in writing, at the choice of the subject. The Disciplinary Panel may also request the provision of a written statement of the impact of the subject’s conduct from the reporter or any other person.

83] The Disciplinary Panel may impose any penalty or combination of penalties set out in Appendix A(II). It may also make a conditional determination. It will consider the range of available penalties and impose a penalty, or conditional determination, that is appropriate and proportionate in all the circumstances.

84] The Panel must report its determination and disposal to the Vice-President as soon as possible, supported by written reasons. Notice of the Panel’s determination and disposal will be given in writing to the subject by the Vice-President within 3 working days of receipt of the Panel’s report, supported by a copy of the Panel’s report. The decision letter will inform the subject of their right of appeal and of the matters set out in paragraphs 86) to 89) below. The reporter will be informed of the completion of the proceedings, and any outcomes that the Vice-President deems it necessary for them to know.

A9.7. Appeals following Disciplinary Panel proceedings

85] The subject may appeal against any determination of a Disciplinary Panel that involves the imposition of a penalty and against any penalty imposed.

86] The appeal is a review of the Disciplinary Panel decision and is limited to the grounds set out in paragraph 88) below.

87] Any disciplinary measures appealed against do not come into effect pending determination of the appeal. It is, however, still possible for a student to meet any conditions specified in the disciplinary measure or conditional determination and hence to terminate the measure, while the appeal is pending. Precautionary measures may continue to apply pending the determination of an appeal.

Notice of Appeal

88] The grounds upon which a subject may appeal are that:
   (a) There was bias, or a reasonable perception of bias, during the procedure;
   (b) There was unfairness or a failure to follow this Procedure;
   (c) The subject has new material that it was not reasonably practicable for them to provide earlier in the process, that would have been likely to make a material difference to the outcome;
   (d) There was an error of interpretation of any of the provisions referred to in Appendix A or of this Procedure;
   (e) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made; and/or
   (f) The penalty imposed was disproportionate.

89] Any appeal must be made by sending a notice of appeal to the President via the Academic Registrar within 7 days of notification of the Disciplinary Panel’s determination. The notice of appeal must set out the ground(s) upon which the subject is appealing and explain why the subject considers that the particular ground of appeal is established. At the same time the
subject should provide a copy of the Disciplinary Panel’s reasoned determination and any other documentary evidence which is relevant to their grounds of appeal.

The Appeal Committee

90 An appeal under this Part is to be heard by a Non-Academic Disciplinary Appeal Committee.

91 An Appeal Committee will consist of three people appointed by the President for the purposes of considering the appeal constituted in accordance with paragraph 92 below. The President will appoint one of the members as Chair of the Appeal Committee.

92 The Appeal Committee may comprise:
   (a) one Fellow of the College of suitable seniority and experience holding an academic post; and
   (b) any two, or any three if the President does not appoint a Fellow under paragraph (a) above, of the following in any combination:
      i. Fellows of the College who hold academic posts;
      ii. Fellows of the College who are members of the Governing Body (but who need not hold academic posts);
      iii. Members of another College or other Colleges of the University of Oxford who (apart from the fact that they are members of another College) fall under the descriptions in (i) – (ii) above;
      iv. Any other person who has been approved for this purpose by Governing Body.

93 The Appeal Committee will be assisted by a member of College staff who will act as Secretary to the Appeal Committee (‘the Secretary’).

94 The President will write to the subject and the reporter informing them of the identities of proposed Appeal Committee members and stating that if they have any objection to the appointment of any of the members they must set out the reasons for their objection in an email to the Academic Registrar within 2 working days. If the President considers that the grounds for objecting are reasonable they will aim to appoint an alternative panel member within 3 working days of the objection being made.

Consideration of the Appeal

95 The President will nominate a person (‘the College Representative’) to make a case before the Appeal Committee in support of the implementation of the disciplinary measure. Within 3 working days of their appointment, the College Representative will provide to the subject and the Secretary a written response to the grounds of appeal. The response must state whether the College Representative is requesting an oral hearing. Any request must be supported by reasons. The reporter will be notified that an appeal has been commenced.

96 Within 2 working days of the College response the subject must confirm in writing whether they are requesting an oral hearing. Any request must be supported by reasons.

97 The Appeal Committee Chair will determine whether an oral hearing is appropriate and, if it is, the Secretary will fix a date for a hearing. The hearing will normally to take place no later than 14 days after the appointment of the Appeal Committee. The date should be fixed in
consultation with the subject, the College Representative, and the members of the Appeal Committee.

98) At least 7 days before the hearing the Secretary will
   (a) write to the Appeal Committee members, the subject, and the College Representative to confirm the date, time, and location of the hearing;
   (b) provide the Appeal Committee members, the subject, and the College Representative with a bundle containing all documents relevant to the appeal.

99) If the subject or the College Representative wishes the Appeal Committee to take account of any additional material or written submissions, copies must be provided to the Secretary at least 5 days before the hearing. The Secretary will ensure that it is circulated to the Appeal Committee and the other party as soon as possible. Any documentation submitted after this time will not be considered by the Appeal Committee unless the Chair decides that exceptional circumstances warrant its inclusion.

100] The Appeal Committee Chair will determine the procedure for the hearing of the appeal, so as to ensure a hearing that is fair, and, so far as possible in view of the seriousness of the case, informal and flexible. If (exceptionally) any witnesses are heard, questions will be asked of them by the members of the Appeal Committee.

101] The Appeal Committee members will deliberate on their decision following any hearing. Where the appeal is considered without a hearing the Appeal Committee members will meet to deliberate and will be provided by the Secretary with the documents set out in paragraph 98] above. The Secretary will provide the subject and the College Representative with at least 7 days’ notice of the date on which the Appeal Committee will meet and any additional material must be submitted in accordance with paragraph 99] above.

102] The appeal will be determined by a simple majority vote.

103] The decision of the Appeal Committee must be provided in writing to the President, the subject, and the College Representative within 7 days of the conclusion of any hearing. The Appeal Committee will produce a written report setting out its conclusions and the reasons for them. In case of a majority decision, the decision and the reasons will be those of the majority. The reporter will be notified of the outcome. In exceptional circumstances, the Appeal Committee may be adjourned should they decide that they do not have enough information to make a decision and wish to request further information is provided.

104] The Appeal Committee may uphold the implementation of the disciplinary penalty, vary the conditions of its implementation, require those conditions to be satisfied afresh, set aside the penalty and remit the matter to the Disciplinary Panel, or substitute any alternative disposal which was open to the Disciplinary Panel. An Appeal Committee may impose a more severe disciplinary measure than that which was imposed by the Disciplinary Panel.

105] The decision of the Appeal Committee is final and not open to further appeal within the College.
106] If the appeal is not allowed the letter to the subject will explain that it is a Completion of Procedures letter which marks the end of the College process and that the subject has the right to seek review by the Office of the Independent Adjudicator and the time limit for doing so. The letter will also explain where and how the subject can access advice and support.

107] If the judgement of the Committee is that the Subject be required to withdraw from the College for a time, or that the Subject be expelled, then the Subject 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.

A9.8. Appeal in relation to breach of conditions

108] If conditions are attached to any disposal under Appendix A(II) and the Dean considers that the subject has failed to meet those conditions, notice of that failure and of the consequences as determined by the terms of the disposal will be given in writing to the subject by the Dean within 3 working days of the failure having come to the attention of the Dean. In the case of a dispute about whether the conditions specified in a disciplinary penalty or conditional determination have been met by the subject, the appeal procedure under this Part applies.

109] The subject may appeal against the coming into effect of the consequences of any failure to meet a condition specified in a penalty or conditional determination, on one or both of the following grounds:
   (a) that the Dean was wrong to conclude that the subject failed to meet the condition; or
   (b) that the subject’s failure to meet the condition was excusable.

110] The subject exercises the right of appeal under this provision by giving notice of appeal in writing to the Vice-President within 7 days of receipt by the subject of notice under paragraph 108 above of their failure to meet the condition.

111] The appeal, which will be a rehearing, will be referred by the Vice-President to a Disciplinary Panel constituted in accordance with A9.6 above and the procedure under A9.6 will be followed.
A9.9. Appendices

APPENDIX A

(I) THE CODE OF DISCIPLINE
This Disciplinary Procedure deals with conduct by students which breaches their non-academic obligations as a member of the College. These obligations are summarised or identified in Section 7.15. In this Procedure a “Breach of Discipline” refers to a breach of one or more of the provisions of the rules and regulations as laid out in the Junior Member Handbook.

(II) PENALTIES
The penalties which may be imposed in respect of a breach of the College Code of Discipline are:

Penalties for Minor Breaches of Discipline

1. A requirement that the subject apologise, orally or in writing, to the College or to named individuals.
2. A requirement that the subject undertake specified training.
3. A requirement that the subject produce a written reflection.
4. A warning, which will remain on the subject’s disciplinary record for a specified period.
5. A ban, not exceeding 14 days from any specified College locations, facilities and services not including the subject’s own College-provided living accommodation or the route to it, so imposed so as not to disproportionately interfere with the subject’s academic work.
6. A ban, not exceeding 28 days, from any specified College locations, facilities and services which, for the subject, serve an exclusively or almost exclusively recreational function.
7. A fine of up to £500, so calculated so as not to expose the subject to disproportionate hardship.
8. Removal of the right to college residence in vacations unless to sit public examinations.
9. Other specific penalties as laid out in the junior member handbook.

Penalties for Major Breaches of Discipline

10. A ban, for a period of up to one academic year, from any College premises other than by prior consent for academic purposes and/or from residing in College
accommodation with or without conditions that need to be satisfied before a return to the College premises and/or accommodation; or

11. A ban, for a period of up to one academic year, from any College premises other than by prior consent for academic purposes and/or from residing in College accommodation unless certain conditions are satisfied, with or without further conditions that need to be satisfied before a return to the College premises and/or accommodation; or

12. Suspension from the College for a period of up to one academic year, with or without conditions that need be satisfied before return to College; or

13. Suspension from the College for a period of up to one academic year unless certain conditions are satisfied, with or without further conditions that need to be satisfied before return to College; or

14. Expulsion from the College unless certain conditions are satisfied; or

15. Expulsion from the College.

[Suspension from the College will lead to suspension from the University. Expulsion from the College will lead to expulsion from the University.]

**Conditional determination**

The Dean or a Disciplinary Panel may also dispose of the case by making a conditional determination that there should be no penalty so long as certain conditions are satisfied.

**Conditions**

The conditions that may be attached to a penalty under paragraphs 9 to 13 above, or to a conditional determination include:

(a) that the subject is to commit no breach of the Code of Discipline of any type or of any specified type for a specified period or indefinitely;

(b) that the subject is to report to the Dean at such intervals and for such period as the Dean and/or Disciplinary Panel may determine with a view to keeping the subject’s conduct under review and for the purposes of which review the subject’s assent to a conduct agreement may be required;

(c) that the subject is to take some other reasonable step or steps specified in the disposal, the step or steps to be taken before a specified date, provided that the step will not be one designed to penalise the student.

**Costs**

The Dean may always pass on to a student any costs incurred by the College as a direct consequence of the breach of discipline, for example the cost of removing graffiti, or repair
to the College fabric. This does not include costs attributable to investigating and establishing the breach of discipline, or legal fees.

**Approach to disposal**

When reaching a decision as to what penalty to impose, or specify in a conditional determination, the Dean of Arts or Disciplinary Panel will dispose of the case in a manner which is proportionate to the circumstances of the breach of discipline and the subject.

Relevant factors may include (without limitation):
- The seriousness of the breach of discipline
- The degree of harm caused to any victim, including the College
- The subject’s previous disciplinary record
- Whether or not the subject has co-operated with the investigation
- The degree of insight shown by the subject
- The existence of mitigating or aggravating factors
- In the case of a financial penalty, the subject’s financial position

Mitigating factors may include (without limitation)
- The subject has apologised to any victim
- It is the subject’s first breach of discipline
- The subject admitted the breach of discipline at the earliest opportunity
- The subject has expressed remorse
- The subject has compelling circumstances that affected their judgment

Aggravating factors may include (without limitation):
- Any failure to co-operate with investigatory or risk assessment processes
- Where the conduct was motivated by protected characteristics or perceived protected characteristics
- Repeated breaches of the same or similar provisions of the Code of Discipline
- Failure to comply with a minor sanction

**APPENDIX B**

**APPLICATION OF THE PROCEDURE**

1) This Procedure applies to any current or suspended student of Corpus Christi College, whether undergraduate or graduate, any visiting student, associate member of the JCR or MCR, or social member of the MCR and whether in residence or out of residence at the time, who is alleged to have breached the College Code of Discipline as set out in Appendix A.

2) An alleged breach of the College Code of Discipline may be the subject of disciplinary steps under the Procedure only if the subject is alleged to have committed the alleged breach in their capacity as a member of the College. A breach of discipline will be treated as having been committed in that capacity if:

a) it was committed on College premises; or
b) it was committed on or near the premises of another college or on or near University premises and a reasonable request is received from the Dean or other competent official of that other college, or from the University Proctors or the Head of a University Department or the Chair of a University Faculty Board as the case may be, to deal with the matter as an offence against College discipline; or

c) it was committed during College activities away from College premises; or

d) it was committed when studying at a partner organisation; or

e) it was committed on social media against any other member of the College; or

f) it threatens to bring the College into disrepute among reasonable people; or

g) it was committed by the use of College facilities (such as computer networks) or privileges (such as intercollegiate internal mail); or

h) it was committed by the use of University facilities (such as computer networks) or privileges (such as a University Card) and a reasonable request is received from the University Proctors to deal with the matter as an offence against College discipline; or

i) it was committed against the College or any other member of the College.

1.1. For certain types of report, steps may be taken under other procedures before the matter is addressed by the Dean. In particular:

1.1.1. Complaints about harassment including sexual misconduct may be considered under the College’s harassment and sexual misconduct procedure.

1.1.2. Reports about medical students and PGCE students may be subject to preliminary consideration by the relevant University Department under Fitness to Practice procedures and may also be considered by that Department after the completion of a disciplinary procedure in College. The Department may impose precautionary measures pending the outcome of investigation under this procedure.

Other College Policies

1.2. Where this Procedure applies, and the subject’s situation also constitutes a proper basis for steps to be taken under another policy or procedure of the College (for example the College’s fitness to study procedure), and the responsible person in College for that other procedure confirms that a report has been made about the student under the other procedure or that steps under that other policy or procedure are anticipated or have been proposed or initiated, the responsible College officers under each policy or procedure will together determine, in consultation with the
subject, whether all steps should be consolidated so that they are taken under a single policy or procedure, provided that such a consolidation may not have the effect of depriving the subject of an avenue of appeal that they would otherwise have enjoyed. In the event of disagreement as to the appropriateness of a consolidation, the final determination is to be made by the Vice-President. The responsible officer of the College for the purpose of this procedure is the Dean.

University Policies

1.3. Where this Procedure applies and the subject’s situation also constitutes a proper basis for disciplinary steps to be taken by the University Proctors, and such steps have been proposed or initiated, any steps proposed or initiated under this procedure may be stayed until the conclusion of Proctorial proceedings. Disciplinary steps may subsequently be taken under this Procedure notwithstanding that Proctorial proceedings have been discontinued or that Proctorial charges have been dismissed, and no finding of fact by the Proctors or absence of any such finding will bind the College.

Behaviour which could constitute a criminal offence

1.4. Where this Procedure applies and the subject’s situation also constitutes a proper basis for investigation by the police or by any other public authority, or for any other steps to be taken towards prosecution in the criminal courts, and such steps have been proposed or initiated (or their imminent proposal or initiation can reasonably be foreseen), any steps proposed or initiated under this Procedure will usually be stayed until the conclusion or abandonment of the investigation or prosecution.

1.5. Where the alleged victim of an alleged criminal offence is a member of the College, the College will provide that person with necessary support, including supporting them in their decision about reporting the matter to police.

1.6. Disciplinary steps may subsequently be taken under this Procedure notwithstanding that criminal proceedings have not been commenced or have been discontinued or that criminal charges have been dismissed. The College will not treat discontinuance or dismissal of such proceedings as evidence that the subject did not breach the Code of Discipline in the manner alleged.

1.7. The fact that proceedings under this Procedure are stayed pending the outcome of criminal investigation or prosecution will not prevent the Dean from taking safeguarding and/or precautionary measures referred to in paragraphs 6) and 26) of this Procedure.

1.8. Where a student is found guilty of a breach of University regulations or a criminal offence, the College may subsequently pursue the same matter under this procedure and attach its own penalty to the same breach or offence, making due allowance for any penalty or other measure already imposed by the Proctors or by the courts. The College also retains the right, following any Proctorial finding against or criminal conviction of the Student as well as in any other circumstances, to take steps to
ensure the peace of the College and the safety of its members, which are not regulated by this Procedure.

APPENDIX C
DEFINITIONS

“College’ means Corpus Christi College;

“Member of the College” for the purpose of this procedure includes the current President, and any other College office-holder, current Fellow, current student and employee of the College;

“President” means the President of Corpus Christi College;

“Vice-President” means the Vice-President of Corpus Christi College;

‘Disciplinary Panel’ means a panel convened in accordance with section A9.6;

‘Appeal Committee’ means a Non-Academic Disciplinary Appeal Committee convened in accordance with section A9.7;

‘Procedure’ means this Non-Academic Disciplinary Procedure;

‘breach of discipline’ means a breach of the rules set out Breach of Discipline” refers to a breach of one or more of the provisions of the rules and regulations as laid out in the Junior Member Handbook;

“reporter” means a person who submits a report under paragraph 23);

“subject” means a student who is alleged to have breached the College Code of Discipline.
Annexe 10. Complaints Procedure

A10.1. 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 7.14) or complaints with the University (see the University Student Handbook). In addition, some complaints may more appropriately be dealt with by the police.

A10.2. 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.

A10.3. 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, Tutor for Graduates, Dean, Dean of Welfare): 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.

A10.4. 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.

A10.5. 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 11. 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 https://unioxfordnexus.sharepoint.com/sites/DIGITAL-HUB/SitePages/Rules-and-regulations.aspx.

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.

A11.1. 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.

A11.2. Use of Ethernet Connections in Junior Members’ Rooms

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

4) 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.

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

6) 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.

7) 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.

8) Users are required to have up-to-date anti-virus software installed on any computer connected to the network.
9) Users are required to keep the operating system installed on any computer connected to the network up-to-date with security patches.

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

11) 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.

12) 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.

13) Wasteful or frivolous excessive use of network bandwidth is not permitted.

A11.3. Miscellaneous

14) 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.

15) 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.

16) 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.

A11.4. 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 12. 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.

A12.1. 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 fob or card. It is considered a breach of the security system to use another reader’s fob or for more than one person to enter or exit on the same 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 who may only stay for a short tour.

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.

A12.2. Security alarms and borrowing material

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

7) Books and other lending materials may only be removed from the Library after they have issued through the authorised borrowing procedure (i.e. by production of a university card to 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).

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.

A12.3. Behaviour (these rules apply from the quad door)

10) 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

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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.

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

12) 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.

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

A12.4. Using the Library

14) 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.

15) Readers may not reserve a place for themselves in the Library by encumbering a desk with their personal possessions.

16) Desks must be cleared daily.

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

A12.5. Use of computers, photocopier and printer

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

19) WiFi is available throughout the library. Readers with laptops have no special claim on seats near mains or Ethernet points.

20) All electronic sounds should be disabled.

21) The University’s and College’s terms of use for IT facilities apply to the library computers, as well as personal devices. Anyone guilty of misuse of these resources may forfeit their right to use the College Library, as well as be referred to other authorities.
Annexe 13. 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; In awarding the prize, tutors will consider:
- Highest mean score on philosophy papers
- Number of philosophy papers sat
- Consistency of performance across all philosophy papers

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, national book tokens are issued electronically. Blackwells Bookshop 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 14. 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.

*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.
Annexe 15. Gratiarum Actiones – The College Grace

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

Ante Prandium

Nos miseri et egentes homines pro hoc cibo, quem in alimonium corporis nostri sanctificatum es largitus, ut eo recte utamur, Tibi, Deus omnipotens, Pater caelestis, reverenter gratias agimus; simul obsecrantes, ut cibum angelorum, panem verum caelestem, Dei Verbum aeternum, Iesum Christum Dominum nostrum, nobis impertiaris, ut Eo mens nostra pascatur, et per carnem et sanguinem Eius 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 16. Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Battels</td>
<td>College charges for accommodation, meals in Hall, etc. Battels are collected at the start of each term.</td>
</tr>
<tr>
<td>Bod card</td>
<td>Your University ID card; also acts as your meal card in College.</td>
</tr>
<tr>
<td>Buttery</td>
<td>The SCR &amp; Hall Manager and his staff’s work area.</td>
</tr>
<tr>
<td>Collections</td>
<td>This can refer to:</td>
</tr>
<tr>
<td></td>
<td>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;</td>
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<tr>
<td></td>
<td>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’);</td>
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<tr>
<td></td>
<td>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’).</td>
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<tr>
<td></td>
<td>See also ‘Special collections’.</td>
</tr>
<tr>
<td>Expulsion</td>
<td>The permanent loss of membership of the College and the University (also ‘sending down’).</td>
</tr>
<tr>
<td>Finals</td>
<td>Exams that count towards your final degree classification (not necessarily just those at the end of your last year).</td>
</tr>
<tr>
<td>Final Honours School (FHS)</td>
<td>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.</td>
</tr>
<tr>
<td>First Public Examination (FPE)</td>
<td>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.</td>
</tr>
<tr>
<td>Fresher</td>
<td>A first year student (undergraduate or graduate).</td>
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<tr>
<td>JCR</td>
<td>Short for Junior Common Room and can refer to:</td>
</tr>
<tr>
<td></td>
<td>the body of Junior Members of the College;</td>
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<tr>
<td></td>
<td>the actual rooms reserved for the use of those in (i).</td>
</tr>
<tr>
<td>Junior Member</td>
<td>Any person who is registered or enrolled as a student whether for a degree or diploma or otherwise.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<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 17. College map