



Jesus College
OXFORD

GRADUATE HANDBOOK

2016 - 2017

JESUS COLLEGE OXFORD



INFORMATION AND REGULATIONS FOR GRADUATE MEMBERS OF THE COLLEGE 2016 -17

This booklet is intended to give **Graduate Members** useful information about the College and summarise its academic and domestic regulations. When graduates are admitted to membership of the College, it is on condition that they undertake formally to obey its regulations. It is therefore important to read this booklet very carefully and to retain it for future reference; the College will assume that you are familiar with its contents.

If you are uncertain as to the meaning of any of the provisions or about how they will apply to you, you should talk or write to one of the main officers of the College listed on pages 2 to 4.

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I THE CONSTITUTION OF THE COLLEGE

Jesus College or, to give it its full name, “Jesus College within the University and City of Oxford, of Queen Elizabeth’s Foundation” was founded in 1571 by Queen Elizabeth I at the petition of Dr Hugh Price, Treasurer of St David’s Cathedral in Wales. The constitution of the College is defined in broad terms by its Statutes, which have the force of law and may only be altered with the consent of the Privy Council. The Statutes provide that the Principal and Fellows shall form the Governing Body of the College, which is ultimately responsible for framing bylaws and regulations and for reaching any other decisions for furthering the smooth running of the College on detailed matters not covered by the Statutes. The Governing Body may delegate powers to College Officers or to Committees.

The membership of the College currently consists of the Principal and some 46 Fellows who make up the Governing Body; some 40 Honorary and Emeritus Fellows; some 44 Professorial Fellows, Senior and Junior Research Fellows, and Hugh Price Fellows; and some 25 lecturers. These together are the “Senior Members”; and there are about 220 graduate students and 350 undergraduate students who together are the “Junior Members”.

II MAIN OFFICERS OF THE COLLEGE

The College officers with whom Junior Members are most likely to have contact are the following:

1. **The Principal** (Professor Sir Nigel Shadbolt) is Head of the College; he chairs the Governing Body, and the Statutes provide that he shall have “authority over all members of the College and all persons connected therewith, and shall exercise a general superintendence in all matters relating to education and discipline, and shall cause all the members of the College and persons connected therewith to perform the duties of their respective offices or positions”.
2. **The Academic Director** (Dr Alexandra Lumbers) has overall responsibility for the academic administration of the College. In this she is supported by a team of staff, headed by the Academic Services Manager (Mr Sailesh Vyas), who are located in the Academic Office on the first floor of Staircase III. The Academic Director and her Academic Office team deal with, for example, academic progress and welfare issues, changes of course, entry for university exams, any special support required by students during their studies or for exams, a range of student financial issues (student loans, support funds for student hardship, access bursaries, dealings with Local Authorities, vacation grants), the administration of College scholarships, prizes and grants, and academic discipline. The Academic Director is responsible for graduate matters in the College, assisted by the Graduate Administrator (Mrs Carole Thomas). She also oversees all undergraduate and graduate admissions to the College, including liaising with prospective applicants and outreach to schools and colleges, and is assisted in this by the Admissions Officer (Mr Geoff Anslow) and the Access & Career Development Fellow (Dr Matthew Williams). Students may call into the Academic Office in person during opening hours (Monday – Friday 9.00am – 1.00pm, and 2.00pm - 5.00pm). Students may also make an appointment to see either the Academic Director or the Academic Services Manager. The Academic Director is happy to see students about any matter concerning them. To find out more about the Academic Office, please see: <http://home.jesus.ox.ac.uk/academic-office.aspx>.

- 3. The Estates Bursar** (Mr Stuart Woodward) has overall responsibility for the College's finances and is supported by the College Accountant (Mr Rudi Makishti), who heads the Accounts Department. The primary contact within the department for students is the Fees and Battels Administrator. All electronic correspondence should be emailed to accounts@jesus.ox.ac.uk. The responsibilities of Fees and Battels Administrator include the production of annual Tuition Fee bills, including liaising with the Academic Office regarding payment of Bursaries and Scholarships. The production of College bills, known as battels, includes termly charges for items such as accommodation and food. Students are from time to time employed by the College; the Payroll Officer is responsible for payroll matters and, therefore, deals with these payments. The Accounts Department is situated on the first floor in Staircase IV and is open to students in person during office during regular office hours (Monday – Friday 9.00am – 1.00pm and 2.00pm - 5.00pm).
- 4. The Director of Accommodation, Catering & Conferences** (Mr Ruedi Baumann) has overall responsibility to lead and support the College in all areas of catering and accommodation services. It is the DACC's duty to focus on the domestic needs of Junior and Senior members of the College during their academic journey. In this he is assisted by the following Heads of Department:
- Karen Tarrant (Lodge Manager)
 - Debbie Kelly-Greaves (Operations Manager - Catering)
 - Tania Dandy-Minto (Accommodation Services Manager)
 - Simon Smith (Conference and Events Manager)

The DACC Office is headed up by the PA to DACC, (Mrs Marianne Milburn) who is supported by the DACC Administrator. Students may call into the DACC office in person during opening hours: (Monday – Friday: 9.30am – 1.00pm and 2.00pm – 4.30pm). Alternatively, you can make an appointment to see the Director of Accommodation, Catering & Conferences in person through his PA on (2) 79715.

The Director of Accommodation, Catering & Conferences is also the 'responsible' person in respect of Health & Safety legislation and Jesus College's Health & Safety Officer and under the terms of the Licensing Act, he is the College's Designated Premises Supervisor.

5. **The Dean** (Prof Armand D'Angour) has overall responsibility for the non-academic discipline of all Junior Members. The Dean is assisted on the College site by the resident Junior Dean (Mr Ola Akintola) who has all the powers and duties of the Dean during periods when the Dean shall be absent from the College. The Junior Dean is also normally the first person to turn to in cases of emergency at night. The Deputy Junior Dean acts when the Junior Dean is on leave.
6. **The Chaplain** (The Reverend Dr Megan Daffern) is ordained in the Church of England with responsibility for the conduct of religious services in the College Chapel. She offers pastoral support to students on secular matters as well as religious grounds. She welcomes students to make an appointment or to drop in to her room (14.2) when she is in College, and she can be contacted by email – megan.daffern@jesus.ox.ac.uk. She is available to give pastoral help of any kind to all students, regardless of religious affiliation. She is also one of the College's Harassment Advisers.
7. **The Welfare Fellow** (Prof Alexandra Gajda in Michaelmas Term) is a point of contact within College for any welfare problem a student might have (personal, academic, financial). She holds a weekly office hour on Monday, 10.00am – 11.00am, when any student may drop by and talk about any problem they are experiencing.
8. **The International Fellow** (Dr Anna Stoll-Knecht) is a point of contact within College for any non-UK student who wishes to discuss any matter with her. She may be contacted by email (anna.stoll-knecht@music.ox.ac.uk).
9. **The Senior Treasurer of Amalgamated Clubs** (the Director of Accommodation, Catering & Conferences) oversees the finance and general running of all the College's sports clubs and sporting facilities. He also advises on other non-academic clubs and societies whose focus is Drama, Economics, English, History, and Music and so on.

ALL COLLEGE OFFICERS ARE AVAILABLE TO JUNIOR MEMBERS FOR CONSULTATION AND ADVICE ON ANY ACADEMIC OR PERSONAL MATTER.

III COMMON ROOMS AND REPRESENTATION

Fellows and other Senior Members of the College belong to the Senior Common Room (SCR); all Junior Members, both undergraduate and graduate, belong to the Junior Common Room (JCR) and, in addition, graduate students have their own Middle Common Room (MCR).

I. Code of Practice

In accordance with the provisions of the Education Act 1994, Jesus College has adopted a Code of Practice encapsulating the purposes of and rules governing the management of the JCR and MCR. These are as follows:

The JCR is an association open to all Junior Members of the College. The MCR is a similar association open to all graduate students, as well as undergraduates over the age of 22 at the beginning of the academic year or in the fourth or fifth year of four or five year courses and a few supernumerary members. Their main objectives are to promote the interests and welfare of, and social activities among, their members and to represent the interests of students in the affairs of the College and of the University.

- a) The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the President of the JCR or MCR (as the case may be) and the Secretary of the Governing Body not later than the end of the 2nd Week of Michaelmas Term.
- b) Membership involves the payment of a modest subscription.
- c) Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR or MCR.
- d) The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting the funding of groups and clubs, affiliation to external organisations (including OUSU), and the handling of complaints. The implementation of these arrangements is supervised by the Governing Body of the College through the Internal Committee.

The College provides certain social, recreational and welfare facilities for all its Junior Members, including the use of common rooms. It allows the JCR and MCR as associations to participate in the management and provision of these services and from time to time provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all Junior Members on equal terms whether or not they are members of their respective association. The MCR produces a Freshers' Guidebook page on their website:

<http://mcr.jesus.ox.ac.uk/arrival-checklist>

with useful tips for freshers.

For more information on the MCR in general, please see the MCR homepage at <http://mcr.jesus.ox.ac.uk>.

- e) Complaints about the management of the JCR or MCR should in the first place be made to the President in question. If dissatisfied with the resolution of any complaint, the complainant may refer the complaint to the Secretary of the Governing Body under procedures provided for in the respective constitutions of the JCR and MCR.
- f) Copies of the constitutions of the JCR and MCR may be inspected in the Principal's Secretary's office.

2. Formal Contacts between Senior and Junior Members

Whilst there is a good deal of informal contact between College officers and Junior Member representatives, contact takes place more formally through College Committees on which JCR, MCR and Governing Body members sit. Junior Members are represented on the Governing Body and major College committees for non-restricted items on the agenda by the JCR and MCR Presidents.

IV ACADEMIC MATTERS

I. Terms

At Oxford the three terms that make up the academic year are called Michaelmas (Autumn), Hilary (Spring) and Trinity (Summer). Each is a period of 8 weeks, known as Full Term. The College assembles normally by the Thursday immediately before the first day of Full Term, which ends on a Saturday. However, new graduates (“freshers”) need to come up to College either in time for the start of their course (only if earlier than the 30th September), or on Friday, 30th September by 4pm. There is a University-run orientation scheme for overseas postgraduates on 30th September for Social Science students and 29th September for all other students. The MCR will be running welcome events for new graduates (known as “Freshers”) from late September. Graduates coming up to College for the first time **must attend** the College welcome ceremony with the Principal and induction session at 9.00am – 10.15am on Wednesday, 5th October 2016. Students reading for a second undergraduate degree may also be required to attend induction programmes at their department/faculty during the week beginning 3rd October 2016. Notification will be sent by the relevant department/faculty.

The dates of the beginning and ending of Full Term for the academic year 2016/17 are given below. These dates represent the minimum periods for which all students should expect to be resident in Oxford (unless undertaking fieldwork), but many graduates will find their work requires them to reside in Oxford through much of the year.

Please consult the relevant department/faculty for further guidance.

Michaelmas Term 2016: 10th October – 2nd December 2016

Hilary Term 2017: 16th January – 10th March 2017

Trinity Term 2017: 24th April – 16th June 2017

2. Residence Requirements

The University imposes residence requirements on Junior Members reading for a degree since a number of terms of residence, for example six in the case of a second undergraduate degree with senior status, are required by the University as a condition of admission to a degree. No person shall be reckoned as having completed the required terms without having resided

within the University for at least six weeks of each term, and failure to observe this may result in having to postpone the taking of a degree. Junior Members who choose not to live in College accommodation must reside during term in accommodation normally within 25 miles of Carfax in the centre of the city.

3. Academic Dress

Full academic dress (“sub-fusc”) must be worn at the University’s matriculation ceremony and degree ceremonies, and when sitting University examinations and attending vivas.

This consists of:

- I. one of:
 - dark suit with dark socks, or
 - dark skirt with black tights or stockings, or
 - dark trousers with dark socks
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.

All items of academic dress are readily available in Oxford, new and second-hand.

Scholars wear a long Scholar’s Gown. Graduates of Oxford University wear an Advanced Student’s Gown. Graduates of other universities reading for an advanced degree or diploma or certificate may wear the gowns to which they are entitled in their own University, except if reading for the Oxford B.A.

4. Graduate Admissions

Decisions on admissions are made by departments, faculties and the College. Within the places available, decisions are based solely on the academic merit of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body), as assessed by the application of selection criteria appropriate to the course of study, and their 'academic fit' with the profile of the Fellowship. Preference will normally be given to students whose research interests overlap with those of Fellows of the College. Confirmation of an offer of a place is subject to the provision of a satisfactory financial declaration with supporting evidence that the candidate can meet his/her fee liability for the first year of his/her course. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. All selection for admission takes place without reference to the sex of the candidate, or the marital status, race, ethnic origin, colour, religion, sexual orientation, social background, disability or other irrelevant distinction.

5. University Matriculation

Junior Members who are reading for a degree or diploma of the University are normally required to be matriculated (that is, admitted formally to membership of the University) in person. This year's matriculation ceremony will take place on Saturday, 15th October 2016. Graduates who have not previously matriculated in the University of Oxford **must attend** this ceremony.

6. Registration

The University needs to register all its students (new and returning) on an annual basis. New students will receive registration information from the University by email to enable them to login to Student Self Service usually before their arrival in Oxford, to check and amend personal and academic details.

Continuing students will be sent an email by the University's Central Administration Office notifying them of when to re-register online.

All students must be registered. Registration (certifying that each student is on course and each student checking their course and personal details on a short form) will be co-ordinated by the Central University, the Academic Director and the Academic Office, and students must comply with the instructions given.

7. College Advisors

In general, prime responsibility for oversight of graduate students lies within the relevant University faculty or department, which appoints a Supervisor for each graduate student and arranges lectures and classes as appropriate. Any queries about course changes should be directed to University Supervisors in the first instance. After that, the graduate should consult the Academic Director, who may need to take the case to the College's Governing Body. Since the College takes its relationship with graduate students very seriously, every graduate student is also allocated a Senior Member in a cognate field as College Advisor, whose responsibility is to meet their new students in Michaelmas Term and be available for consultation on academic or other matters which the student would prefer not to discuss with the supervisor. College Advisors can view a copy of the termly report from the graduate's supervisor online.

Opportunities to meet your College Advisor during the year are provided at the Principal's Annual Progress Review and at various College dinners to which you will be invited. You may also request meetings to discuss any matter with your College Advisor.

The Academic Director, as Tutor for Graduates, is also available to assist graduate students on any matter.

8. University Examinations: for Graduates on Taught Courses or reading for a Second Undergraduate Degree

The courses and examinations taken by all students of the University of Oxford are defined and organised by the University rather than by the College and are set out in the University's Examination Regulations: a copy of the current edition is issued to each student on arrival in Oxford.

You should make sure that you are familiar with all relevant parts of it and keep it for reference in future years; a revised edition is issued annually and it

is important that, after your first year, you consult the current edition. This is available on the University website at: <https://www.admin.ox.ac.uk/examregs>.

– Entering for University Examinations

<https://www.ox.ac.uk/students/academic/exams/entry>

You will receive an email with an invitation to login to Student Self Service to complete your examination entry by the deadline. Entries can be checked on the Student Self-Service. You are responsible for entering the examination details accurately before the closing date. You are strongly advised to ascertain the correct dates of examinations that concern you from the Examination Regulations. Late entries are penalised, at least, by a fine imposed by the University and at worst by exclusion from the examination.

– Individual Requirements

Some Junior Members may require individual arrangements to be made to enable them to sit examination papers for University exams. Examples of arrangements which can be made include: extra time to sit papers for students with dyslexia; use of a word-processor in exams for injuries to the writing hand/specific learning difficulties; taking exams earlier or later than timetabled to allow students to observe religious festivals. Since making these arrangements involve a number of staff and resources, and, for University exams, permission from the University, it is imperative that students let the Academic Services Manager in the Academic Office know as soon as possible if they think their circumstances will require special arrangements to be made. Students are strongly encouraged to talk to their tutors/supervisor and to come to the Academic Office to discuss options with the Academic Services Manager as soon as possible in Michaelmas Term.

– Illness affecting Examinations

If your work during a University examination is adversely affected by illness or some other exceptional circumstance, you should make sure that the Academic Director is informed so that arrangements can be put in hand to notify the Junior Proctor who, if appropriate, will advise the examiners. Medical certificates (obtainable from the College doctors) or other

appropriate supporting evidence are required. Please note that the Junior Proctor will not accept evidence relating to the disruption of revision time.

- Illegible Scripts in University Examinations

If the examiners consider a script illegible, the student who produced the script will have to dictate the script to an approved typist, in the presence of an invigilator. The costs of the typist and invigilator plus an administration fee are borne by the student. Students are advised to check carefully that their handwriting will be legible, and to practise writing to time in advance. Please note that should there be reason for dispute about whether a script is legible, the University provides a mechanism for arbitration.

9. Academic Work

There are many dimensions to the College but it is, above all, an academic institution devoted to the pursuit of education, learning and research. Members must not put these aims in jeopardy, and Junior Members are expected to devote the greater part of their time to academic study. Pursuance of their academic work constitutes the central obligation upon Junior Members during their Oxford career; these commitments must always be given priority over all other activities, and the Governing Body will take a serious view of any student who fails in this commitment.

10. Academic Progress

The academic progress of graduates is primarily the responsibility of the University Supervisor and the department/faculty. The College receives termly reports on the graduate's progress, and the graduate's College Advisor monitors these. Particularly excellent or poor performance may be reported upon each term by College Advisors at Governing Body.

Once a year, the Principal and Academic Director meet each graduate individually, with his/her College Advisor, for an Annual Progress Review. The College is concerned to assess the progress made by its graduates, and to respond to any matters of concern. To assist with this, the Academic Director organises two questionnaires each year. The first is issued in the early part of Michaelmas Term to new graduates, to discover their views on the induction process and how it can be improved. The second questionnaire

is issued in Hilary Term to all graduates, and covers academic matters at University and College level, as well as such issues as accommodation.

11. Plagiarism

Cases of suspected plagiarism in assessed work are investigated under the University's disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the University. Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form is covered under this definition. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work. It is not tolerated either within College or the University as a whole. The University regulations on plagiarism can be found in the Conduct in Examinations section of the 'Essential Information for Students (Proctors' and Assessor's Memorandum)' provided to every student. Spare copies are available in the Academic Office. There is also advice under the Study Skills and Training section for students on the University website:

<http://www.ox.ac.uk/students/academic/guidance/skills>.

12. Academic Disciplinary Procedures

The College regularly updates its procedures for addressing unsatisfactory academic work by Junior Members, in the light of experience, changes to the College's governance procedures and legal advice. The following paragraphs describe the current regulations. The College retains the right to make further revisions, which will be communicated to Junior Members by the Secretary to the Governing Body and be placed on the Academic Office section of the intranet at: <http://home.jesus.ox.ac.uk/academic-regulations-and-discipline-and-exam-regulations.aspx>.

The College's Academic Disciplinary Procedures applicable to graduates are set out in the College's Bylaw 13: an extract from that Bylaw is given here below. A complete copy of the current Bylaws may be viewed in the Fellows' Secretary's office.

13.22 Graduate Members – General

Every member of the College admitted to undertake a graduate course of studies (hereinafter, “graduate member”) shall be subject to the academic authority of the College as set out in Bylaws 13.21 – 13.24.

13.23 Annual Progress Review – Graduate Members

Annual Progress Reviews shall be held for graduate members each term, in such manner and in accordance with such regulations as the Governing Body may from time to time determine. Every graduate member shall attend such Annual Progress Reviews unless the member has either obtained special leave from the Principal or been informed by the Academic Director that such member’s presence is not required.

13.24 Graduate Members – Unsatisfactory Work

Cases of unsatisfactory work shall be drawn to the attention of the graduate member by the Academic Director, in collaboration with the member’s College Advisor or, as the case may be, the person or persons appointed by the Governing Body to supervise such a member. Where appropriate, the Academic Director will report to the Governing Body the case of any such member whose work gives cause for concern. The provisions of 13.10 and 13.12 shall apply, mutatis mutandis*.

13.25 Academic Discipline Procedure – Graduate Members

The provisions of Bylaw 13.13 shall apply, mutatis mutandis*, to graduate members.

13.26 Graduate Members – Deprivation of Status by the University

The provisions of Bylaw 15.4 shall apply no less to graduate members who are deprived by the University of their status as graduate students of the University than to undergraduate members expelled by the University.

13.27 Appeals to the Conference of Colleges Appeal Tribunal

If a junior member is dissatisfied with the outcome of an academic discipline process, the member may appeal to the Conference of Colleges Appeal Tribunal. Information as to the procedure for appealing to the Tribunal is available from the Academic Director. The procedures of the Tribunal require that an appeal is lodged within 7 days of the College’s final decision.

13.28 Complaint to the Office of the Independent Adjudicator

If a junior member is dissatisfied either with the decision of the College, or with the outcome of any appeal to the Conference of Colleges Appeal Tribunal, the junior member may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA), provided that the matter falls within the jurisdiction of the OIA. Details relating to the procedure for taking a matter to the OIA are to be found in the College's Complaints Procedure and further information may be obtained from the OIA website: www.oiahe.org.uk.

* "mutatis mutandis" means "with the appropriate changes"

13. Scholarships, Prizes and Awards

The College offers a number of scholarships to graduate students after their entrance to the College.

Up to two Meyricke Scholarships are awarded each year in Michaelmas Term, to those who have taken or become qualified to take a degree from a university in Wales. Up to four Graduate Scholarships are awarded each year in Trinity Term to present graduate members of the College (PGCE and Second Undergraduate Degree students are not eligible).

Scholarship applicants will be judged on their academic merit. For the Graduate Scholarships, the spread of short listed candidates across the different disciplines may be taken into account and preference may be given to applicants in later years of study. Please note that the scholarships are not awarded on the basis of contribution to general College life or to assist in cases of financial need (those in financial need should consult the Academic Services Manager about applying for Hardship Funds). The scholarships comprise £900 per annum, certain dining rights at High Table and eligibility to wear a free Scholar's gown. The scholarships are tenable in the first instance for one year from 1 October and are renewable annually for a period equivalent to the relevant research board award, subject to the satisfactory performance of the scholar.

College prizes are usually awarded to graduates who achieve distinction in their University exams or are awarded a University prize.

Other prizes and awards are advertised at different times throughout the year on the notice boards in the Lodge and MCR. They are also permanently listed (showing subject, value and method of application) and advertised on the College's website at:

<http://www.jesus.ox.ac.uk/current-students/graduate-scholarships-prizes-awards>.

14. Grant Scheme for Books, Photocopying, Printing and Academic Support

The College is prepared to make grants to Junior Members for books purchased, articles photocopied and/or approved items of academic support required for their course of study and which are purchased during the academic year 2016/17 (that is, from the last day of Trinity Full Term 2016, 18th June, to the last day of Trinity Full Term 2017, 16th June). Graduates within fee liability or in the final year of a recognised 1 year plus 3 year or 2 year plus 2 year course are eligible.

Application forms for a grant can be obtained from the College's website <http://home.jesus.ox.ac.uk/grants-and-forms.aspx>, and should be submitted to the Accountant by noon on the last day of Trinity Full Term 2017. They will not be considered before this date. Late applications will not be accepted. Payment will be made by way of credit against battels for Trinity Full Term.

All applications, including applications for books or items of academic support that are purchased before coming into residence, must be supported by clear evidence of purchase (preferably receipts) and must be certified by the supervisors or tutors concerned with the course of studies involved. You must ensure that the necessary evidence of purchase is obtained and retained when purchases are made.

The amount of these grants is subject to an overall limit in any one academic year; this limit is reviewed annually. In 2016/17 the grant to each applicant will be 75% of the cost of books or £180, whichever is the smaller, the grant being reduced proportionately if the accepted claims exceed the total funding available for the grant scheme. The minimum claim allowable is £25. Part-time students are eligible for half this grant.

15. Research Allowance

Graduates within fee liability or in the final year of a recognised 1 year plus 3 year or 2 year plus 2 year course are entitled to apply each year for up to £800 (in 2016/17 terms) to assist with the costs of research, such as field trip or conference expenses. A letter or e-mail of application should be written to

the Academic Director, setting out the purpose for which the funds are requested, and giving a full breakdown of costs along with details of any other funding secured. The graduate must also arrange for his/her Supervisor to send a letter/email of support for the application to the Academic Director. Applications must be prospective, (i.e., in good time before the costs are incurred) and not retrospective. The allowance is made per financial year (1 August – 31 July), and applications may not be made for unspent portions of previous years' allowances. Graduates may not claim the research allowance once their course is finished, e.g. in the Long Vacation after completing an MPhil, unless they are continuing their research at College on a further course. Please note that the research allowance may not be used for the purchase of computers. Part-time students are eligible for half this allowance.

16. Writing-Up Scholarship

The College awards a minimum of four Writing-Up Scholarships tenable at Jesus College. Applications will be judged on their academic merit.

Applications are invited from present third year graduate members of the College anticipating going in to an unfunded 4th year. It is expected that those who receive this College funding will normally be resident in Oxford and they will not be undertaking outside paid employment (beyond limited University or College teaching duties).

The Scholarships will be to the value of £1,500 and will be tenable for three months from the start of the relevant writing up term. Please see below for further information:

<http://www.jesus.ox.ac.uk/current-students/jesus-college-writing-up-scholarships>.

17. Feedback from Graduates

The College welcomes feedback from its graduates on their experience of College life, and their wider academic life in the University. The Academic Director conducts a questionnaire of new graduates in the early part of Michaelmas Term, with a particular focus on capturing thoughts on the induction process, and any suggestions for improvement. In late Hilary Term, she surveys all graduates on their College and University experiences. A report is sent to the Academic Committee (which has undergraduate and graduate representatives on it) for discussion and any action that is required.

Feedback outside the formal questionnaires may also be provided directly to the Academic Director.

18. Use of University Email Address

Students are required to use their official University email address, in the format first-name.last-name@jesus.ox.ac.uk for communication with the College. The use of any other personal email addresses is not acceptable in this context. Students must ensure they check their University email account frequently, as the College will use this address for communication with students.

19. Emergency/Next of Kin Contact Details and Dietary Requirements

It is very important that the College holds a comprehensive set of contact details for each student that includes emergency/next of kin contact details. Keeping this information up to date is a serious responsibility of each student. This can be done using the online form at <http://home.jesus.ox.ac.uk/online-services.aspx>, click 'emergency contacts', enter usual College user name and password, and complete 'personal' and 'emergency contacts' section.

There is also a section for completing details of dietary requirements such as food allergies or religious faith dietary restrictions which will be passed to the catering staff. This is not to be used for food likes and dislikes.

20. College Migration Policy

All students are formally admitted to the College upon their arrival. Requests to migrate from or to the College will only be considered and permitted in exceptional circumstances.

21. Graduation

The University sends automated e-mails to students in the Michaelmas Term of their final year inviting them to book a graduation ceremony for soon after the Trinity Term of their final year. It should be noted that students may find it very difficult to book onto an alternative graduate ceremony date if they decline the ceremony dates they are initially offered. Enquiries regarding

graduation should be directed to the Events Manager in the Development Office: degree_day@jesus.ox.ac.uk

22. Language Courses

The Oxford University Programme in Languages – The OPAL programme

OPAL is a fee-paying, late afternoon/early evening programme of courses in Arabic, Chinese (Mandarin), French, German, Italian, Japanese, Russian and Spanish offering a Certificate of Achievement on successful completion. The programme lasts the whole academic year.

Registration takes place early October, in Michaelmas Term and students will need to complete the online OPAL registration form:

http://www.lang.ox.ac.uk/courses/opal_guide.html#register

On successful completion of an OPAL course, students will be awarded an Oxford University Language Centre certificate at the appropriate level. The certificate can be presented to a member of staff in the Academic Office to request a refund of 50% of the course fees.

Languages for Study and Research – The LASR programme

The programme consists of about 50 courses at different levels in ten languages (French, German, Georgian, Italian, Chinese, Modern Greek, Portuguese, Russian, Spanish and Welsh) intended primarily but not exclusively for students and staff who require foreign language skills for their study or research.

Courses begin in October and continue throughout the academic year. LASR courses are not formally assessed (though there may be periodic progress tests). Students may request a Certificate of Attendance.

Students must pay a registration fee of £65 per term once they have accepted a place on a LASR course.

If the LASR course applied for is needed for study or research purposes then students can make a priority application. The LASR priority form must be signed by a tutor/supervisor, confirming the student's academic need for the course. Priority forms must also be counter-signed by an authorised signatory in the Academic Office, agreeing to pay the £65 termly registration fee on behalf of the priority applicant (the student pays the tuition fees).

V DOMESTIC ARRANGEMENTS

I. Accommodation

Jesus College provides some of the best student accommodation in Oxford and has a continuing programme of improvement. The College complies with the Universities UK (UUK) Approved Code of Practice (ACOP) for the Management of Student Accommodation, the full terms of which can be accessed electronically via the UUK website:

<http://www.universitiesuk.ac.uk/acop>.

The ACOP requires subscribing organisations to meet certain levels of provision and safety standards with respect to its student accommodation and the management of that accommodation, and to afford to its occupants access to associated risk assessments and safety and maintenance records. An index of those risk assessments and records is available from the DACC.

Information about the College's obligations and the student occupant's obligations as required by the Approved Code of Practice are available on the College's internal website. Whenever it is appropriate, these are referred to in the College's accommodation licences for rooms and leases for flats that students have to sign before occupation.

Graduates have their full share of dedicated College accommodation in the College, in the College houses in Ship Street immediately adjacent to the College or in 3 and 4 bedroom flats at the outlying College sites in North and East Oxford (subject to availability). The flats in North Oxford (Stevens Close and 121 Woodstock Road) are less than one mile from the main site, and those at Herbert Close in East Oxford (Hugh Price House, Leoline Jenkins House and Hazel Court) are approximately two miles from the College, adjacent to the College Sports Ground.

There is also a block of one-bedroom flats at Herbert Close (Thelwall House) intended primarily for those undergraduates (after their first year) or graduates, who are married or in civil partnerships.

College and Ship Street rooms are available to graduates from Saturday before 0th Week to Saturday of 8th Week in Trinity Term, although extensions to this period can be agreed, subject to accommodation being available, with the Accommodation Office. Rent is mandatory throughout the period from Monday of 0th Week to Saturday of 8th Week in each term.

Outside of these periods, rent is not charged if the room is fully vacated and available for re-letting. Confirmation of when the rooms are to be vacated must be made to the Accommodation Office by Monday of 4th Week each term.

The flats are let on joint leases for a minimum duration of 40 weeks (from Saturday 24th September 2016). However, with the agreement of the College, flexible start/end dates can be arranged. The leases require the joint tenants to pay the full rent for the period of the lease regardless of occupation, including electives and other periods of study away from College.

Some rooms in 121 Woodstock Road can be rented by licence, again subject to availability. Rent is charged daily.

Most dedicated graduate accommodation is provided with cooking facilities, in a shared kitchen for College and Ship Street rooms and in the flats, and in a private kitchen in the Thelwall House flats. In graduate accommodation where there is no access to kitchen facilities, graduate residents will have use of a kitchen in the MCR. All residents of College property are issued with a room/flat inventory at the start of their lease/licence period. These should be carefully checked, signed and returned to the Accommodation Office within seven days of the start of the lease/licence. These need to be as detailed as possible in order to avoid any charges at the end of the lease/licence. Any omissions, errors or damage to the room/flat or its contents should be noted on the inventory before returning it. Residents become responsible for any damage to the room/flat or its contents that have not been notified. Smoking is not permitted in any College or Ship Street rooms or in the flats. Smoking is only permitted in designated smoking areas outside the building.

All College accommodation is furnished. College furniture should not be removed from rooms/flats. Students wishing to bring their own furniture and flammable soft furnishings, such as curtains, must first obtain permission from the Accommodation Office and must comply with fire safety regulations. An application form can be found at <http://home.jesus.ox.ac.uk/download-forms.aspx>.

The College is able to accommodate most of its graduates. Priority is given to those in the final year of a (2 + 2) year or (1 + 3) year course.

DPhil graduates out of fee liability, and not on a recognised (2 + 2) year or (1 + 3) year course, may apply for any accommodation that might be unoccupied after all those who have priority have been allocated accommodation.

A request from a graduate on a part-time course for accommodation will be met if possible, once all the demand from eligible full-time graduates has been satisfied.

Accommodation charges are determined by the Governing Body each year following discussion with JCR and MCR representatives.

Accommodation charges have increased by 1.81% for the academic year 2016-2017.

More information about Jesus College accommodation, including the Accommodation Policy, sample licences and leases, property descriptions and general information and advice can be found on the College's internal web site at <http://home.jesus.ox.ac.uk/accommodation.aspx>.

2. Meals

Meal Service Times for Hall

Term time (1st Week - 8th Week)

Breakfast	Monday - Sunday	8.00am - 9.00am
Lunch	Monday - Friday	12.15pm - 1.30pm
Lunch	Saturday - Sunday	12.15pm - 1.00pm
Dinner Cafeteria	Sunday - Friday	5.45pm - 6.30pm
Dinner 2 nd Hall/Formal (sign-up required for 2 nd Hall/Formals only)	Sunday Tuesday-Friday	7.15pm prompt

2nd Hall is not available on Mondays.

Dinner service is not available on Saturday evenings.

Outside of term time

Breakfast	Monday - Sunday	8.00am - 9.00am
Lunch	Monday - Friday	12.15pm - 1.30pm
Lunch	Saturday - Sunday	12.15pm - 12.45pm*
Dinner	Monday- Friday	6.00pm - 6.30pm*

All meals outside of term time must be signed up for on the online system.

Dinner service is not available on Saturdays and Sundays outside of term time.

* Meal services may be cancelled if there are insufficient numbers for meals or if College events are taking place.

Cancellations will be made known via email or a notice on the Hall noticeboard.

2.1 Lunch

A cafeteria-style lunch is available. All members of College, whether living in or not, are welcome to take lunch. If you wish to bring one or two guests to lunch during term time you may do so, but there is a charge of £2.50 per guest in addition to the cost of their meal. If you wish to bring more than two guests at any one time you must seek the permission of the Catering Department at catering@jesus.ox.ac.uk.

2.2 Dinner

SECOND HALL (7.15pm) is a served 3-course meal that must be booked in advance using the online system. Junior Members wishing to dine in 2nd Hall must register for themselves and their guests no later than 10.00am on the day concerned. Two guests are allowed at any one time: permission for more than two must be obtained from the Catering Department at catering@jesus.ox.ac.uk. There is a charge of £10.00 per guest.

2.3 Individual Dietary Requirements

Vegetarians or others with special individual requirements should confirm their requirements when booking their meal using the online system. Any

severe allergies should be brought to the attention of the Operations Manager (Debbie Kelly-Greaves) at deborah.kelly-greaves@jesus.ox.ac.uk.

2.4 Hall Charge

Dining in the Jesus College Hall is an integral part of College life and the College strongly encourages members to partake in this convivial tradition.

Hall charges apply to all students and are designed to encourage collegial behaviour. The charges are batted in the first week of each term.

Hall charges in 2016/17 are as follows:

Students living in College & Ship Street	£71.34 per term
Students living in other accommodation	£35.68 per term

3. College Bar

The College Bar is managed by qualified College employees (who have Personal Licences to supply alcohol) and is subject in every respect to the licensing regulations. The Bar Manager and his assistants have full authority for the Bar under the terms of the Licensing Act.

Opening times are as follows:

Sunday:	8.15pm to 10.30pm
Monday to Friday	8.15pm to 11.00pm
Saturday	Closed

4. The JCR Hatch

The JCR Hatch will be open for the sale of coffee, tea, hot snacks, cookies and confectionery at the following times:

Monday to Friday 10.30am to 12.00pm and 12.30pm to 4.00pm.

5. University Card

Junior Members must use their University Card to purchase all meals in Hall and for purchases from the JCR Hatch or Stores (purchases in the College

Bar may be made by cash only). Lost or damaged cards must be reported immediately to the Administrative Assistant (Academic Office); a charge will be made by the University for the replacement of a lost or damaged card.

6. Battels

Termly College bills known as “battels” are sent to Junior Members as soon as possible after the beginning of each term, normally Wednesday of 1st Week and are due for payment by Monday of 3rd Week (see Section VI, Fees and Charges). All card expenditure plus accommodation charges and charges for special functions will be debited to battels.

The University and College fee bills will be issued in Michaelmas Term for the full year’s charge, which are payable in full in Michaelmas Term. Any subsequent fee adjustments will be processed regularly, as soon as full criteria are met and that the University has approved the adjustment.

A fourth battels bill is raised as soon as practicable after Trinity Term, but no later than 3rd week of July. This bill is due for payment immediately for Finalists. Should the bill result in a credit balance for Finalists, this will be refunded immediately, provided valid bank account details are available.

7. Postal Arrangements

Students are strongly advised to have all mail delivered to the College for collection from the Lodge.

All incoming post addressed to the College is delivered to the Lodge. Non-registered items are placed in students’ pigeonholes in the Lodge. Recorded, special delivery and signed-for parcels are held in the Lodge for collection. Students will receive an email notification to their Jesus account when a parcel arrives for them.

8. Personal Electrical Equipment

To comply with Health and Safety regulations, all electrical equipment (including electric kettles) used in College must have been checked for safety

and must be registered. Please complete and return the relevant registration form by mid-September proceeding each academic year that you will be resident in Jesus College accommodation, paying particular attention to the regulations on the back of the form. Any additional electrical equipment brought onto College property after the initial registration must also be registered with the Accommodation Services Manager. Online copies of the form can be found at <http://home.jesus.ox.ac.uk/download-forms.aspx>.

Any unregistered electrical items found in Jesus College accommodation will be removed without seeking the owner's consent, a receipt will be given and the item will only be returned to its owner once its electrical safety has been checked.

Students should check that all personal electrical equipment used on College premises has the correct UK plug and that the voltage is compatible to UK supplies (220/240V). The use of voltage transformers and plug adaptors must be avoided.

Apart from the use of electric kettles and approved sandwich-makers, cooking of food in any room other than purpose built dedicated kitchens is strictly forbidden. **Please note that microwave ovens and toasters are specifically forbidden in bedrooms and studies.** Charges will be made to students should they set the fire alarms off using the banned items and they will be confiscated and the person/s reported to the Dean for further action.

Shared refrigerators are provided in most College staircases and shared houses. All College flats are provided with refrigerators and freezers. Personal refrigerators should not, therefore, be brought to College unless there is a specific reason for doing so, such as medical reasons. Permission to bring a personal refrigerator to College should be sought from the Accommodation Office.

No additions or alterations to lighting or heating can be made without the Accommodation Office's prior permission.

The reason for the above stringent rules is to reduce the risk of fire and to ensure that the College's fire insurance policy is not invalidated. Any infringement of the rules may incur a charge and confiscation of the unregistered appliance.

9. Television

Anyone using a television is personally responsible for obtaining a television licence to cover the use of the set. The same requirement to obtain a licence holds for laptops or personal computers that have the capability to stream live content.

10. Room Defects and Accommodation Faults

Any room defects or accommodation faults should be reported on the online fault reporting system at <http://home.jesus.ox.ac.uk/room-defects-and-accommodation-faults.aspx>. College staff will undertake the necessary maintenance.

The following service response times apply:

- Emergencies (e.g. loss of electricity, water, heating, broken windows): College will respond within two hours to assess the fault. A course of action will be agreed. Students will be informed and updated regularly until the issue is resolved.
- Non-emergencies: College will respond within 24 - 48 hours to assess the fault. If necessary, a course of action will be agreed. Students will be informed and updated regularly until the issue is resolved.

College staff reserve the right to access rooms without prior notice, in order to inspect any reported faults.

College staff members check rooms regularly; any damage found which is deemed to be beyond wear and tear may be charged to the occupants.

11. Linen

As the College does not provide linen, you will require at least two pairs of sheets, two pillowcases and towels. Blankets and pillows are provided. You may wish to bring your own duvet and duvet cover.

All rooms in College and on her annex sites are provided with a single bed (standard 3ft), with the exception of:

- All rooms in the Ship Street Centre are furnished with small double beds (4ft), except for Rooms 2, 12, 21, 23 and 31, which have a standard double bed (4.6ft).
- Room 1 in Staircase VIII is furnished with a standard double bed (4.6ft).
- All rooms in Staircase XVIII are furnished with small double beds (4ft), except for Rooms 13, 20 and 27, which have a standard single bed (3ft).

12. Laundries

Washing machines and tumble dryers are available in the basement of Staircase XVI, at Stevens Close and at Herbert Close. A laundry card can be obtained from the machine in the Lodge for £5, which will include one wash and one dry. A replacement card for a lost or damaged card can be obtained in the same way. These cards can be topped up at the top-up machine in the pigeonhole area.

13. Loading/unloading vehicles and Parking

Jesus College is right in the centre of Oxford and has no space for car parking. For those living in College and Ship Street, cars have to be parked temporarily on double yellow lines outside the College while loading/unloading takes place at the beginning and end of term. Provided stopping times do not exceed 30 minutes, the police and traffic wardens do not object and a permit (obtained on arrival from the Lodge) can be displayed in the car. A four-wheeled flat trolley is available for movement of belongings within the College. There is no on-site parking for residents on the main College site or in Ship Street accommodation.

Access to the remote sites for loading/unloading is via the electronic key fob which you will be issued with at the College Lodge on arrival. There is no limit on the loading/unloading times but as period at the start and end of the lease periods are busy it would be appreciated if residents could keep the time that vehicles are parked for loading/unloading to a minimum.

Parking at the remote sites is available only to flat residents, according to the term of the lease. As space is limited, 'first-come, first-served' is the rule. All vehicles parked on College property must display a valid permit, which is available from the Lodge Manager.

14. Vehicular access and egress to the College

The only vehicular access to Turl Street and to the College is now via South Parks Road into Broad Street from the east end. Drivers will normally have to return to Broad Street and South Parks Road. At particularly busy times at the beginning and end of term, however, the City Council has agreed to lower the Turl Street barrier and thus permit use of Turl Street to the south, followed by a right turn into High Street. Further details are available from the College Lodge.

15. Keys to College

As well as their room keys, Junior Members are entitled to a card or fob which gives access to many doors in College. Some bedrooms and flats are now accessible with a fob or card rather than a key. Loss of a card, fob or key must be reported to the Lodge Manager immediately and will be replaced at a charge of £25 per card/fob or £10 per key.

All keys must be collected from the College Lodge in Turl Street at the start of each period of residence.

College and Ship Street room keys must be returned to the Lodge at the end of each period of residence.

Flat keys must be returned to the Caretaker at the end of the lease period.

Electronic key cards or fobs must be returned at the end of your time as a graduate student at Jesus College.

16. Notices and Posters

Notices and posters should only be displayed on official notice boards. Unofficial notices and posters displayed elsewhere on College property will be removed; any damage caused to decoration or fittings will be charged for.

17. End of Term/End of Lease Agreements

When vacating College rooms or flats, all occupants must leave these in a clean and tidy state, with all personal belongings removed and all rubbish disposed of. You are expected to leave the room/flat clean so the next person can move straight in. College provided mattress covers, blankets and pillows should be left on the bed. A charge will be made for any additional cleaning service that is required to ensure the room/flat can be made ready

for the next occupant(s) and any missing/damaged items. You will be given advice about what is expected before you leave. This can also be found on the College internal website <http://home.jesus.ox.ac.uk/accommodation.aspx>.

18. Storage of Personal Belongings

Graduates with rooms in College or Ship Street must completely empty their rooms of personal belongings at the end of their licence period, and if they choose to vacate their rooms and not pay rent during vacations. Graduates living in College flats must remove all of their personal belongings from the flat at the end of the tenancy period.

There is very limited storage on College premises. What is available is reserved for students who would have difficulty (either physical or financial) in transporting their belongings home. In practice, this means that access to storage is limited to those whose home is overseas (this is not guaranteed).

Eligible graduates must apply to the Accommodation Office for permission to use the College storage facilities. A maximum of three small items is allowed 60cmx60cmx60cm. Items stored must be in sealed or locked containers. The College does not provide boxes. Items are left at the owners own risk.

Storage is available from Wednesday of 8th Week to Wednesday of 1st Week the following term. All items must be removed from College storage by the Wednesday of 1st Week of the following term. Should items not be collected or labelled they will be disposed of.

At times there may be no storage available students will need to use external companies to store their items.

A list of commercial removal and storage companies is available from the Lodge.

19. General

Junior Members are responsible for their own expenditure. They often find their first academic year the most expensive and need to watch carefully what expenditure they incur in their first term. In particular it is important to remember that the total amount of money available, including maintenance grant (if any) and student loan (if any), for any one term is meant to cover all the expenses in that term, including the battels bill which will be received in the following vacation for payment at the beginning of the next term. After the first term, it will be easier to determine what can be afforded.

VI FEES AND CHARGES

Members of the College are personally liable for all fees and charges that they incur, unless the liability is accepted and discharged by some other person or body and the College has accepted that person or body as a source of funds.

Payment of Fees and Charges

A detailed statement of charges, known as Battels, is sent to every student separately as soon as possible after the beginning of each term, normally Wednesday of 1st Week. Payment is due by Monday of 3rd Week.

A statement of University and College fees for the academic year will be sent as soon as available in Michaelmas Term. This is payable in full in Michaelmas Term.

A fourth Battels bill is raised as soon as practicable at the end of Trinity Term, but no later than 3rd week of July. This bill is due for payment immediately for Finalists. Should the bill result in a credit balance for Finalists, this will be refunded immediately provided valid bank account details are available.

Our preferred method of payment is by bank transfer (details below) or you may submit a cheque payable to Jesus College.

The College Bank details are as follows:

Account Name:	Jesus College, Oxford
Account Number:	50544574
Sort Code:	20-65-18
IBAN:	GB96 BARC 2065 1850 5445 74
Swift:	BARCGB22

Please quote the Surname and Initial of the student with your Remittance.

There are alternative payment options, which will be detailed when the actual invoice is emailed to the student.

I. University and College Tuition Fees

At Oxford, tuition fees are payable both to the University and to the College. Both are collected by the College. It is essential that all students make provision for paying these fees (and of course, additionally, for covering their maintenance costs) well in advance of starting their course. Graduate students are liable to pay tuition fees to the University and to the College for each term in which they are working for a degree, diploma or certificate up to a fixed maximum. Details can be obtained from the Academic Office.

Confirmation of graduate fee rates are available on the University of Oxford website: <http://www.ox.ac.uk/feesandfunding/fees/information/>

Any University Fee queries should be addressed to the University Fees Clerk: fees.clerk@admin.ox.ac.uk.

The College will require all students to certify in advance that they have sufficient financial resources to cover their period of study at Oxford, and to provide evidence of the availability of sufficient funds to cover their first year. Non-payment of the University Tuition Fee and/or the College Graduate Fee where applicable may lead to sanctions being imposed by the College as well as the University. The sanctions are, first, withdrawal of the right to use University and College facilities and, second, removal of University and College membership.

Most graduates pay the College Graduate Fee, which will, in 2016/17, be £2,933 for the year. However, some graduates take an undergraduate course, typically the BA, whether with Senior Status or otherwise. Those graduates pay the College Undergraduate Fee, which will, in 2016/17, be £7,135 for the year. There may be other cases where a non-standard fee, i.e. above £2,933, is payable.

As regards University Fees, the fee payable will be dependent both on the course being undertaken and upon the status of the graduate student (Home/EU or Overseas). University literature provides details of University fees payable, though the Estates Bursar may be contacted in case of difficulty.

The University levies a continuation charge for graduates whose fee liability has ceased, but who continue as a registered student of the University, using its facilities after it has ceased. That charge, £440 per term in 2016/17, will be payable direct to the University and only by graduates who have joined the University from 2011/12 onwards. For further information please see the

Graduate Continuation Charge at:

<http://www.ox.ac.uk/feesandfunding/fees/information/maxlib/pgrcfaq>.

The College levies a continuation charge for graduates whose fee liability has ceased, but who continue as a registered student at the College, using its facilities after it has ceased. That charge, currently £100 per term, will be payable only by graduates who have joined the College from 2006/07 onwards.

2. Charges (known as Battels)

Charges are personal expenditure incurred by Junior Members for the payment of such items as rent or its equivalent, food (in Hall) and drinks and snacks (in the Stores). The mechanism for billing Junior Members is known as Battels (see Section V, Domestic Arrangements, Item 6).

Battels are sent out Wednesday of 1st Week for payment by Monday of 3rd Week each term and include licence fees, hall charges or rent in advance and other costs in arrears, such as meals, printing and utility charges. Students who have been allocated accommodation should note that they are required to pay for the full period of time for which they are committed under the terms of their lease or licence. It should be noted that all charges, but accommodation and food charges in particular, have, in recent years, risen at a rate substantially in excess of publicly stated inflation figures.

Charges for items purchased in Hall and Stores are paid for by using the University Card and are charged against battels. Hall charges are waived only for Junior Members whose courses require them to be formally out of residence. Junior Members are informed periodically of the amount debited on battels and are able to track their expenditure via battels online at <http://home.jesus.ox.ac.uk/online-services.aspx>. At the beginning of each term, after payment of battels bills, students are allowed to charge up to a maximum of £300 on their battels account for food (this is known as the College's credit limit and is meant to ensure that Junior Members do not fall too far into debt).

Amounts due for the term in respect of a College Scholarship or book grant are credited to battels and if the account is in credit, a cheque or BACS payment will either accompany the statement or be dispatched very soon thereafter.

3. Caution Money

A caution money charge of £250 will be levied on each graduate in their first battels bill. The money will be held by the College until the graduate finishes his or her course at which point, provided all debts to the College have been fully paid, the graduate will be repaid £275, if the course length is at least three years, or £250 for shorter courses. Otherwise, if all debts to the College have not been fully paid the money will be used to pay off debts up to £275 or £250 respectively, or failing that, to pay interest on amounts outstanding until all debts are fully discharged.

4. Late Payment of Rent, Licence Fee or Battels

If a fees or battels bill is not paid by the due date, credit is immediately suspended (the University Card may not be used for meals, etc.) and interest is charged fortnightly at a commercial rate (20% APR at October 2016). This rate of interest is deliberately set very high to discourage students from being in debt to the College because the College is not staffed to administer student debt. Much lower interest rates are available from banks, credit-card companies and other commercial sources. Members whose bills remain unpaid at the end of the term in which they become due are reported to the Governing Body. A member whose bill is unpaid will not normally be permitted back into residence for the following term. Junior Members who run into financial difficulties are advised to see the Director of Accommodation, Catering & Conferences as soon as possible as, in special circumstances; arrangements can be made to defer payment without loss of credit. Junior Members may also be eligible for assistance from Hardship and other student support funds that the College can provide (see Bursaries and Funds for Student Support).

VII BURSARIES AND FUNDS FOR STUDENT SUPPORT

The University has certain hardship funds. In addition, the College also provides Hardship Funds from its own sources; these are intended to assist Junior Members who experience financial difficulties during the course of their period in residence. The College scheme is flexible in operation and can be used to provide grants or (interest-free) loans.

The College has established a Hardship Committee that decides what grants or loans should be made. In cases of emergency, the Committee can deal with cases at times other than the normal meeting. The Vice- Principal chairs the Committee. Applications should be made via the Academic Services Manager. The forms and guidance notes for the University Fund are available on the web at: <http://home.jesus.ox.ac.uk/bursaries-and-hardship-funds.aspx> and also in hard copy from the Academic Office.

The Academic Services Manager can provide advice on applying for the various hardship funds and bursaries, and students are recommended to contact him in good time before the termly deadline. If students wish to appeal against decisions made by the Hardship Committee, they must appeal in writing to the Academic Services Manager within four weeks of the date of the letter notifying them of the outcome of their application. Appeals are heard by Governing Body and their decision will be final.

Students are reminded that the College has available a very wide range of scholarships and prizes which can recognise achievement and assist with all sorts of projects. To find out more, please visit the College website at <http://www.jesus.ox.ac.uk/current-students/prizes-and-grants> or speak to the Academic Services Manager or the Graduate Administrator. Since, as noted earlier, guarantees are required from graduate applicants that they have sufficient financial resources, as a condition of being accepted for admission by the College, hardship grants or loans are available to graduates only in the case of some special and unexpected financial difficulty or change of circumstances.

VIII DECANAL MATTERS

For our life and work whether in College or College accommodation to be tolerable, we need in general to be sensitive to other members of the College community so that all members of the community may live and study without disturbance in a secure, safe and pleasant environment. All students are expected to respect College property and the rights of other members to live and work in harmony. It must be emphasised that members of College are subject to the ordinary law of the land, both criminal and civil. They are not exempt from the ordinary criminal law – including theft, damage to property, personal violence and so on. Breaches of the law are viewed seriously by the College authorities and, apart from any action which may be taken by the police and the courts, may result in College disciplinary sanctions being imposed, up to and including expulsion.

Likewise certain forms of conduct (e.g. harassment) give the victim rights to sue the wrongdoer in the civil courts, and remedies such as injunctions may be obtained. The fact that such conduct takes place in College or College accommodation does not exempt the wrongdoer from the processes of the civil law.

It is customary in Jesus College for the Junior Members, both as a body and as individuals, to co-operate with the Dean and other College authorities in maintaining the quality of life for all in the College. Junior Members who realise that they have caused damage, disturbance or offence are expected to come forward and accept responsibility. The Dean places reliance upon Junior Members' good will and sense of responsibility. Nevertheless, in a densely populated site such as our own, individuals are bound to impinge upon each other and therefore some regulation and constraint are necessary. The details are to be found in the Dean's Regulations.

The Dean's Regulations

1. Visitors in College

All visitors must leave the College and Ship Street properties before 2.00am. No overnight guests are allowed. Students are responsible for the behaviour of their guests and must accompany them at all times. Visitors found without a host/s will be asked to leave college.

2. College Gate

For security reasons, the College main gate is closed from 8.00pm to 8.00am daily.

An electronic card or fob operating the wicket gates in the Turl Street and Ship Street entrances may be obtained from the Lodge for personal use only. The Turl Street gate is always open, but the Ship Street gate is closed at midnight each night.

3. Meetings of College and other Societies in College

Society Secretaries or other representatives must obtain the prior permission of the Dean for all meetings of College and other societies in College. Organisers of such meetings must also familiarise themselves with the College's and University's Codes of Practice on Freedom of Speech, available respectively on the College's website at:

<http://www.jesus.ox.ac.uk/about/public-documents>

and on the Oxford University website at:

http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2014-15/Code_of_Practice_on_Freedom_of_Speech_-_%281%29_to_No_5092.pdf

with the obligation on organisers to notify the Dean immediately of any indication that the meeting may be improperly delayed or disrupted.

4. Noise

Junior Members must ensure that their activities do not cause any disturbance to others through noise. Junior Members who intend to play

music or musical instruments should be proactive in ensuring in advance that this does not cause disturbance to others. Unless played through headphones, music may only be played within the specified Music Hours and within those hours must not cause disturbance to other members of the College. If a Junior Member is disturbed by noise, the first response should be to speak to the offending party directly. If this proves unsuccessful or impossible, students should contact the Lodge or Junior Dean on the main college site, and at Stevens Close and Herbert Close, the respective caretakers during the working hours (8.30am – 5.00pm, Monday – Friday): in the case of Herbert Close: Mr Keiron Bannellick 07580318839, and in the case of Stevens Close: Mr Mark Hancock 0779299704.

5. General Music Hours

Weekdays	1.00pm – 8.00pm
Saturdays	1.00pm – 11.00pm
Sundays	10.00am – 11.00pm

6. Chapel Music Hours

The Chapel is available as a venue for concerts with the permission of the Chaplain, and for music practice and tuition for the Organ Scholars and other Jesus College students reading music. Unless specifically approved otherwise by the Principal, the authorised music hours in the Chapel are:

Weekdays	9.30am – 9pm
Weekends	10.30am – 9pm

Saturday from 12noon to 2pm is reserved specifically for Organ Scholars.

Thursday from 4.30pm to 6pm and Sunday 4pm to 5.15pm are reserved specifically for Choir practice, the latter is followed by Evensong, usually at 5.45pm.

A Junior Member may book the Chapel for music practice at any of the available times through the Chapel Diary which is kept in the Lodge.

7. Music in the Old Members' Building (Staircase XVIII)

In the interests of those Junior Members occupying rooms on Staircase XVIII, the Music Room may be used only between 1.00pm and 9.00pm on weekdays except with the express permission of the Dean. Weekdays from 4.00pm – 6.00pm are set aside for booking by Music students (with priority to 1st year Music students), but this slot may also be used by non-Music students if no Music student has taken it. Also, during 6th Week of Trinity Term, priority will be given to 1st year students reading music. Bookings should be made in the Lodge. Amplification equipment of any type is not allowed.

8. Firearms and Offensive Weapons

Firearms, ammunition or other offensive weapons may, in no circumstances, be brought into College-controlled accommodation. Any possible need for such items in the University should be raised, in writing, with the Dean before any such item is brought to Oxford.

9. Fire Alarms and Fire Extinguishers

Tampering with or misuse of the fire alarm or fire-fighting equipment in College-controlled accommodation is **strictly forbidden**. Junior Members should not hesitate to report to the Dean anyone who puts the lives of his or her colleagues at risk in this way. Anyone found to be in breach of this rule is liable to a heavy penalty. Any disabling of equipment intended to detect smoke or fire is deemed to be putting lives at risk. **Needless to say that the actual causing of fires or reckless behaviour likely to cause a fire are serious disciplinary offences, one consequence of which may be expulsion from the College.**

10. Smoking

The College strictly enforces regulations concerning smoking on its premises. Junior Members are advised to familiarise themselves with the relevant section of the Bylaws (Section 15) relating to penalties imposed in the case of breaches. Potential penalties include work for the College, heavy fines, and ejection from College or College-controlled accommodation.

11. Bicycles

Lockable bicycle sheds, accessed by the electronic card or fob, are provided at the main College site and both remote sites.

At the main site all bicycles should be kept in the bicycle shed in Turl Street. Bicycles should not be left against stonework outside College or in either the Turl Street or Ship Street entrances. Leaving bicycles against the walls obstructs the pavement for pedestrians, and causes particular problems for people with mobility difficulties. Bicycles must not be brought into or ridden within the main College site. At the outlying sites bicycles should be kept in either the bicycle sheds or the bicycle racks provided. They should not be left in walkways and landings or inside or outside of flats.

Under no circumstances are Junior Members allowed to keep bicycles in their rooms or flats.

All bicycles must be registered with the University bicycle registration scheme and carry a related identification sticker. Any bicycles found on College property not carrying a University security registration number are liable to be removed and disposed of. Registration forms and suitable stickers may be obtained from the Lodge Reception.

12. Use of Quadrangles

It is not permitted to walk across the lawns or to eat, drink or play ball or other games in the quadrangles or engage in any other activity liable to cause disturbance to members of the College or damage to College property. The quadrangles are not to be used for socialising after 11.00pm at night. In Trinity Term, however, subject to responsible use, permission is usually given for Junior Members to sit, eat and drink on the lawn in the 2nd quadrangle until 7.00pm but not to use it as a thoroughfare, providing the lawn remains in a tidy state. However, it is not permitted to use the lawn in the 2nd quadrangle after the 9th Week of Trinity Term 2016 until the 1st Week of Trinity Term 2017. Smoking on the lawn is not permitted at any time. It should be stressed that such use is a privilege and not a right, and may be withdrawn if abused.

It is not permitted to gain access to any College roofs, for any purpose. The Dean may impose a penalty, the severity of which can include rustication, on anyone found to have accessed a roof of College property.

13. Examination Celebrations

Junior Members celebrating the end of examinations may do so within the College in the 2nd quadrangle only, between 12.30pm and 1.15pm and between 5.30pm and 6.15pm, but must not create excessive noise. Those celebrating must not create a nuisance for other members of the College or the staff and must ensure that the quadrangle is left in a tidy state after celebrations. Only liquids such as water or white wine may be used.

14. Parties in College and College Flats

Permission of the Dean must be obtained on each occasion for MCR parties and for private parties in College accommodation. If any party or function is subject to the licensing regulations, the approval of the Director of Accommodation, Catering & Conferences must also be sought. This approval should be sought as early as possible, and normally at least one week in advance. Permission will not be given for parties or events on College premises after the end of 4th Week in Trinity Term. Alcohol may be served at Junior Members' parties only with the permission of the Dean and the Director of Accommodation, Catering & Conferences (as Designated Premises Supervisor under the Licensing Act) and may be sold only by means of tickets in advance. All parties in College and College-owned accommodation are also subject to the Dean's party rules, which are appended to these regulations.

15. Club/Society Dinners in College

In the case of Club/Society dinners in College, the Director of Accommodation, Catering & Conferences' permission is required to ensure that a suitable room is available; a Senior Member must be present. The Dean's permission is not then required for the dinner, but must be obtained for any party afterwards. The Director of Accommodation, Catering & Conferences will assist in the planning of dinners.

16. Animals

No animals may be kept, or brought, within the College or College-owned or College-controlled accommodation.

17. Thefts

Any suspected theft should be reported to the College Lodge at once and if appropriate to the Police. Rooms should be kept locked at all times when not occupied.

18. Personal Safety

Personal safety is a matter of being aware of your surroundings and avoiding situations that you believe may become confrontational. Oxford is generally a safe place to study and socialise in, and with a few simple precautions, you can significantly reduce your risk of becoming a victim of crime. For more advice, please see <http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml> and the College's safety leaflet "Keeping safe in and around Oxford" available on the College's intranet <http://home.jesus.ox.ac.uk/welfare.aspx>.

19. Sickness

The Lodge Receptionist on duty, the Junior Dean or the College Nurse (when she is here), should be informed as soon as possible of cases of sickness or injury.

A number of members of the College staff are trained in First Aid; their names and availability are recorded in the College Lodge.

20. Absence Overnight

Junior Members residing in College are reminded that they are required by Bylaw of the College to inform the Director of Accommodation, Catering & Conferences, through the Lodge Reception, if they intend to be absent overnight by making an entry in the Exeat Book.

21. College Bar

Drunken customers in the college bar will not be served, and it is forbidden to obtain alcohol for a drunken person. A drunken person will be told to stop drinking and/or leave the bar. Students will be held responsible for any mess that they create. Persistent, inconsiderate behaviour may lead to a student being banned from the bar for a period.

22. Misbehaviour outside of College

Where a Jesus graduate has committed an offence in another college or against a member of another college, the Dean will normally administer any sanctions requested by the appropriate authorities at the other college. Graduates should also be aware that in addition, the Dean may impose a further penalty for damaging the reputation of Jesus College.

23. Dean's Hours

The Dean (Prof Armand D'Angour) will be pleased to see Junior Members during the normal working day – please email him at senior.dean@jesus.ox.ac.uk to arrange an appointment. The Junior Dean or Deputy Junior Dean can be contacted through the College Lodge in the event of an emergency between 10.30pm and 8.00am.

24. Appendix – Student Meeting/Party Regulations

1. If you wish to hold a meeting or party in College or College-owned accommodation, you must seek the Dean's permission at least **one week beforehand**. (For Club/Society dinner and non-University events, then please contact the Conferences and Events Manager, Simon Smith on (2) 79730.
2. Ensure that you have appropriate permission to use the room **BEFORE** seeing the Dean.
3. You must take responsibility for all non-Jesus guests and ensure that they are accompanied by a member of Jesus College at all times.

4. Organisers of meetings in College must familiarise themselves with the Codes of Practice on Freedom of Speech below. You must also notify the Dean immediately of any indication that the meeting may be improperly delayed or disrupted.

<http://www.jesus.ox.ac.uk/about/public-documents>

and

http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2014-15/Code_of_Practice_on_Freedom_of_Speech_-_%281%29_to_No_5092.pdf.

5. Permission will not be given for parties on Staircase V over the Hall or in Ship Street.
6. Permission will not normally be given for more than two parties on any one night.
7. If you are organizing a meeting or party, it is **your** responsibility to ensure that no damage is done, that it does not disturb others and that the flat/room and its environment are left tidy afterwards. The following rules may help you to ensure this.
8. All parties shall be by written invitation in advance only, and all persons invited shall be known to you personally. Parties in College rooms are limited to 20 people and parties in College flats are limited to 50 people.
9. All meetings should be limited to members of bona fide College or University Clubs or Societies and their accompanied guests.
10. You must consider the potential threat posed by people of opposing views (in the case of meetings) or gate crasher and drunks (in the case of parties) and inform the Dean of your plans.
11. At no time should your meeting or party create an unreasonable disturbance to others: the Dean, or her deputy should not be required to adjudicate on this.
12. All music and meetings shall cease by 11.00 pm, all parties shall disperse by 11.30pm.
13. You will be held responsible for any damage or disturbance arising from your meeting or party.

14. You should apply for permission to hold a meeting or a party by e-mail to senior.dean@jesus.ox.ac.uk, indicating that you have read and agree to abide by these rules and include the following information:
- a. date, time and location
 - b. maximum number and % that will be members of Jesus College
 - c. names(s) of organizer(s)

Events may only proceed when the Dean's consent has been received.

IX ACADEMIC FACILITIES

I. College Library

The College's main library for Junior Members, the Meyricke Library, is on Staircase XVII in Third Quad. There are three reading rooms, open to all:

- the Lower Library, containing law, science, English literature and handbooks on study skills
- the Upper Library, containing books in the humanities and social sciences and the JCR/MCR film collection
- the Periodicals Room on the ground floor, containing journals, theology books, and books on the history of Oxford.

There is also a dedicated Graduate Study Room in College.

The library is open 24 hours a day. It is self-service, with help always available:

- online at <http://libguides.bodleian.ox.ac.uk/jesus>
- by email to library@jesus.ox.ac.uk
- in person at the library office on the first floor
- by telephone on (2)79704.

Graduate students are invited to attend an induction session at any time.

To find books, journals, and online material, use SOLO, the library catalogue covering the majority of library collections of the University of Oxford: <http://solo.bodleian.ox.ac.uk/>. You can use SOLO anywhere without logging in.

Books can be borrowed until the end of each term or for a vacation. There is no limit on the number of books which may be borrowed. You will receive an automatic reminder when books are due for return or renewal.

If the book you want is on loan to another student, you can recall it through SOLO or by asking staff. The Librarian encourages recommendations for additions to the collection, especially from reading lists.

Wi-Fi and Ethernet points are available throughout the Meyricke Library. There is a networked printer and copier in the Lower Library.

– Students with disabilities

Library staff can arrange for books to be delivered to the Lodge or directly to student rooms for Junior Members who cannot access the Meyricke Library. Students with disabilities may also nominate another member of College, or a support worker approved by the University's Disability Advisory Service, to accompany them and borrow books on their behalf. Please contact the Librarian to discuss other ways in which the College can support your study.

– Behaviour in the Library

The Meyricke Library is open only to current members of Jesus College. In particular, you may not bring members of other colleges into the Meyricke Library. Equally, you may not use the libraries of other colleges without prior arrangement.

The library runs on trust. Junior Members are expected to acknowledge their responsibilities towards the library and towards other readers. Specifically, the library must be kept clean and tidy, and noise must be kept to a minimum.

All books borrowed must be registered on the self-issue system. Note that if you pass a book to another reader, you remain responsible for its return. The Librarian reserves the right to charge for the cost of replacing lost, damaged, or marked books. If you do not return a book on time, especially if it has been recalled by another student, you will be deemed to have lost it, and batted for its replacement together with an administration charge.

The College can neither store nor insure possessions in the reading rooms. We recommend that individuals do not leave laptops or other valuables unattended as the College cannot take responsibility for any loss. All personal possessions will be discarded each vacation.

– Other libraries in College

The Celtic Library is open to all members of the University studying Celtic. Junior Members on other courses may apply to the Librarian for access.

The historic Fellows' Library is normally reserved for the use of Fellows, but open days for Junior Members are held throughout the year. If you require access to an early printed book, please contact the Academic Services Manager.

2. Computing Facilities

The College maintains a purpose-built computing centre for the use of graduates and undergraduates (but not supernumerary members of the MCR). This room, located in the basement of Staircase XV and open at all times, is well equipped with PC workstations, multi-function photocopiers and other IT resources. Printing facilities are also provided in the library. All PC workstations are installed with current versions of software including Microsoft Office (word processor, spreadsheet, etc.), Internet access and a selection of more specialised software. Two full time members of staff maintain the equipment and also provide support for all aspects of college IT.

Internet access via wireless and Ethernet cable is available from all College rooms, including the flats in North Oxford and East Oxford. This provides a network connection to the web; secure file storage, printing and a range of other College, departmental and University services. Of particular note are OXAM, which provides access to past examination papers; SOLO, the University's online library catalogue; and the highly developed library resource OxLIP+ which includes bibliographical, reference and full text electronic resources. All members of the College are provided with a richly featured Oxford email account which can be accessed from anywhere in the world using standard email software or via a web browser.

In addition to the 'public' website at <http://www.jesus.ox.ac.uk>, we maintain an internal website at <http://home.jesus.ox.ac.uk> that contains a great deal of information relevant to junior members.

Use of College IT and network facilities is subject to rules imposed by Jesus College and those organisations on which it depends, including the university IT Services, Oxford University and UKERNA. Any breach or attempted breach of these rules may result in the termination of access to IT facilities and/or disciplinary action.

3. Computer and Internet Use

Use of any computing facilities at Jesus College is subject to authorisation, and must be consistent with the IT Acceptable Use Policy. Full details are published on the internal web site, and will be explained during your College induction programmes. Agreement to the IT Acceptable Usage Policy is a prerequisite of registering personal devices on the College network. All PCs running Windows or Mac OS/X must be installed with an up-to-date anti-virus product before they can be registered on the College network. Sophos

Anti-Virus software is available free of charge to all members of the University.

4. Photocopying

The College is bound by the Copyright Designs and Patents Acts 1988, and all users of the copying machines on College premises must comply with the licensed copying user guidelines displayed adjacent to photocopiers; this is a statutory obligation which requires disciplinary action to be taken against any member of College failing to comply with the rules.

X THE COLLEGE CHAPEL

The Chapel is an integral part of College life in many different ways. Although most of the services are Anglican, members of all denominations and all faiths are welcome to attend and participate fully. The main services of the week are the College Evensong on Sundays during Term, with guest preachers, and an informal College Communion on Thursdays during term. The Chaplain offers baptisms, weddings, confession, anointing, and so on (according to the rites of the Church of England). The Chapel is open all the time and provides for all College members one of the few places in College where quietness and the chance for peaceful reflection can be found.

The Chaplain is also active in nurturing those of every faith or who are questioning their beliefs in deepening their spirituality and articulating their faith journeys. There are opportunities in College for meditation sessions inspired by different faith traditions, events to celebrate all faiths, and activities where College members of different faiths can come alongside one another. A very wide range of faith traditions and communities are found in Oxford; the Chaplain can assist in making contact with them.

The Chapel is also a hub for the arts in College and is central to the annual Turl Street Arts Festival. The Chapel Choir is integral to the musical life of the College. A non-auditioning Choir, it combines a high standard of musical performance with a very friendly atmosphere. It offers a generous amount of free vocal tuition to all members as well as tours both abroad and around the UK. The Senior Organ Scholar (Miss Alexandra Middleditch) is pleased to hear from anyone who is interested in joining the choir whether as a regular or occasional commitment. An excellent organ, piano, and harpsichord are available in Chapel for instrumentalists, and the Chapel can be booked for concerts and artistic events by discussion with the Chaplain.

The Chapel also encourages other activities beyond its walls. A yearly retreat in early Spring is open to all faiths and none. Social justice activities are integrated into the life of the Chapel and the Chaplain welcomes students' ideas and interests in such areas. Charity collections are organised regularly to support local, national, and international funds, which may be suggested by students.

When you arrive you will be given the Chapel card with further details, and details of services and events can always be found on the College website at: <http://www.jesus.ox.ac.uk/about/events-services>.

The Chaplain, The Reverend Dr Megan Daffern, offers pastoral support to all students of the College, irrespective of religious commitment, for help and advice on any matter during their time at College.

XI WELFARE

Information about the College's welfare arrangements can be found on the College intranet at <http://home.jesus.ox.ac.uk/welfare.aspx>. This includes the College's 2016/17 Welfare Leaflet, which has the names of the welfare staff, contact details, surgery times, etc.

I. Medical Arrangements

The College retains a qualified nurse who attends on weekdays during term at the regular times displayed on the College Surgery door, Staircase XV, Room 2. She visits those who are confined to their rooms by illness, deals with minor ailments and carries out any treatment that may be prescribed. She also arranges to call one of the College doctors when necessary. A College doctor holds surgery in College twice a week during term in Staircase XV, Room 2.

The College strongly encourages all students either to register under the National Health Service or to make a private arrangement with an Oxford doctor and to notify the College of the name of this doctor. The choice of doctor is, of course, unrestricted, but the College doctors have agreed to accept any member of the College as a patient. Students who choose to register with another doctor in Oxford should check that he or she is willing to visit them in College if necessary. Those coming into residence in October from the United Kingdom are asked to bring their National Health Service medical card with them so that they can re-register. Those coming from abroad need not. All Fresher students have an opportunity for a brief meeting with a College doctor or the Nurse on the Wednesday before the start of Michaelmas Term.

The College doctors and Nurse are bound by the normal rules of medical confidentiality and will not divulge any information about patients to the College without their consent.

Overseas students are advised to inform themselves of their (and any dependants') entitlement to free NHS hospital treatment by consulting:

<http://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare/National-Health-Service-NHS-who-is-entitled> .

The College Doctors are:

Dr Christopher Hornby and Dr Catherine McDonnell

172 Banbury Road, Oxford

Telephone: Oxford (01865) 515731

Surgery website: <http://www.banburyroadmc.nhs.uk/>

Please note you may see any of the doctors at the surgery if you wish.

The College Nurse is Carolyn Ruhle.

Telephone: Oxford (01865) 279705

Email: nurse@jesus.ox.ac.uk

College students may use the NHS dental service called Studental, which is run by Oxford Brookes University:

Helena Kennedy Centre

Oxford Brookes University

Headington Hill Campus

Telephone: (01865) 484608

Studental website: <http://www.studental.co.uk>

2. Personal Problems

From time to time students may experience problems of one kind or another, whether study-related problems or concerning an aspect of life outside study. It is possible for anyone to be affected by tensions in personal relationships; financial or legal difficulties; eating, drinking or drugs problems; bereavements or illnesses; or stress and anxiety in general. If this is true of you, do not hesitate to turn to someone for advice, whatever the problem is. The experience of others can often help to resolve, or at least provide a way of coming to terms with, problems that might appear quite intractable when

kept to yourself. Taking responsibility for yourself will often mean seeking the right help at the right time and responding to sources of support.

The College therefore aims to provide a range of alternative sources of support to help you face whatever difficulties may arise:

Graduates are assigned to a College Advisor who will be a Senior Member of the College and, as far as possible, working in the same or a related field. The College Advisor provides a personal contact with the College. The Academic Director acts as the Tutor for Graduates and is available to discuss problems confidentially and will try to provide guidance and make the necessary contacts on behalf of any student who may require such assistance. The Estates Bursar, the Director of Accommodation, Catering & Conferences, the Dean, the Welfare Fellow and the Chaplain, as well as the College Doctors and the College Nurse, are also available to offer advice, and a Student Welfare Committee meets once a term to consider general welfare issues.

Outside Full Term, less welfare support may be available in the College itself due to the availability of members of the Welfare Team. The College Welfare Team cannot take on responsibility for caring for individuals at risk and may need a student to engage in specialist support for their own wellbeing and the wellbeing of those around them. Further resources are available outside the College, in the University and beyond.

A leaflet on welfare provision offered by the College will be distributed to all students on arrival. There is also a welfare website at:

<http://home.jesus.ox.ac.uk/welfare.aspx>.

3. Counselling outside College

Outside the College there are a number of valuable sources of counsel and advice that operate completely independently of the College. The **University Counselling Service** is a professionally staffed confidential counselling service for help with personal, social and academic problems. The Service is available free of charge to both undergraduate and graduate students. The Service will not divulge information to Colleges or parents without prior permission and can also act where appropriate to refer to other therapeutic facilities. Appointments may be made by telephone at 11 Wellington Square (Oxford (01865) 270300), by emailing reception@counserv.ox.ac.uk or by a personal visit. From October 2016, a University Counsellor (Dr Tim

Knowlson) will also be available in College on Thursday afternoons weeks 0-9. His contact details may be found in the College Welfare Leaflet.

There is also much useful information on their website at:

<http://www.ox.ac.uk/students/welfare/counselling>.

Samaritans provide a 24-hour confidential listening service, especially for those who are lonely, despairing or suicidal. Ring Oxford (01865) 722122 at any time.

Nightline is a help line run for students by trained student volunteers. You may telephone or call in at the Centre. There are always two people in the office, one male and one female, and strict confidentiality is assured. The Nightline Centre is at 8 Wellington Square (Oxford (01865) 270270), and is open from 8.00pm until 8.00am every night during term and during the week immediately before and after each term.

The **OUSU Welfare Centre** (Oxford (01865) 270777) offers general help and advice on student welfare problems.

4. Harassment

Jesus College is committed to do all it can to provide a fair and humane environment for students and staff and, as part of this, encourages all members of the College to respect each other's personal feelings, with regard to issues such as religious and political beliefs, sexual matters, and ethnic or cultural background.

Harassment of any kind is unacceptable, and in all these matters we expect every member of the College to aim at the highest standards of behaviour.

The College's harassment policy and guidance may be found at:

<http://www.jesus.ox.ac.uk/about-jesus-college/public-documents>.

The University Rule on harassment complements any College rules or codes of practice and relates to all Junior Members of the University and may be found at:

<http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure>.

5. Jesus College policy on privacy and confidentiality in student health, welfare and finance

The College's Policy on privacy and confidentiality in student health welfare and finance may be found at:

<http://www.jesus.ox.ac.uk/about-jesus-college/public-documents>.

6. Sources of advice in College on health, welfare and financial matters

There is a section on the College website dedicated to Welfare at <http://home.jesus.ox.ac.uk/welfare.aspx> . The College's Undergraduate and Postgraduate Handbooks also set out the arrangements for advice on health, welfare and financial matters in College in the sections on Bursaries and Funds for Student Support, and Welfare. These handbooks are available in hard copy and on the College website at <http://home.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>.

The JCR has a section on welfare on its website at <http://jcr.jesus.ox.ac.uk/>, as does the MCR at <http://mcr.jesus.ox.ac.uk>. Both the JCR and MCR have welfare representatives on their committees.

XII COMPLAINTS PROCEDURE

1. This document lays out procedures for students (and former students) who wish the College to consider and, if necessary, respond to serious dissatisfaction with their tuition, or other aspects of college life, in cases that do not involve harassment as defined in the College's Code of Practice Relating to Harassment (for which the procedures are similar: see section XI above).
2. Complaints may be discussed initially with any Fellow or Lecturer, including in particular the College welfare advisors (the Academic Director, the Chaplain, and the Welfare Fellow). For a complaint to be registered formally, a College Officer will need to be approached.
3. The relevant College Officers are as follows:

for academic matters	the Academic Director
for issues involving security, College accommodation, food and related financial matters or College staff	the Director of Accommodation, Catering & Conferences
for other financial matters	the Estates Bursar
for behavioural or non-academic disciplinary matters	the Dean
for complaints about a College Officer	the Principal (or Vice-Principal)

4. The College Officer will (a) seek to offer sympathetic and confidential advice; and/or (b) try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course).
5. On the advice of the College Officer the student may decide that it would be best to drop the complaint and that the matter be dealt with informally. To indicate the moment at which the procedure becomes formal, complainants will have to sign a statement indicating their wish formally to register a complaint.

6. Complainants may at any stage be accompanied by a friend or an adviser (e.g. an officer of the JCR or MCR).
7. If the complainant does not wish to be identified, the initial approach may be made through another student (e.g. an officer of the JCR or MCR) or through a Fellow, a Lecturer or the Chaplain. However, it must be understood that certain kinds of complaint will not be easy to make or sustain anonymously. Any initial approach to a College Officer will be in confidence, and the complainant will be advised of how far further action will involve others knowing his or her identity. Complaints may be withdrawn; but in some circumstances investigation will have to carry on to allow someone complained about to have the opportunity to clear their name, or so that the College can be satisfied that nothing improper has occurred.
8. If the College Officer approached is unable to resolve the problem to the satisfaction of the complainant, the complainant may approach the Principal (or Vice-Principal, or, for a complaint that involves both, the senior Fellow, not being the Vice-Principal). He or she will consider what remedy is desirable, and if necessary convene a Panel to consider the case, this Panel to consist of three Fellows drawn from the members of the Complaints and Disciplinary Panel who, so far as practicable, shall have not previously been involved in the case, and two students, who likewise are independent of the case. These students will be chosen by lot by the senior Fellow on the Panel from a list of eight names submitted by the President of the JCR and four names submitted by the President of the MCR. All those chosen will be bound by requirements of confidentiality.
9. The College will provide the complainant with a written outcome to the complaint. If the complainant is dissatisfied, the student may appeal to the Conference of Colleges Tribunal. Information as to the procedure for applying to the Tribunal is available from the Jesus College Academic Office. On completing consideration of a complaint, the Tribunal will issue its decision. The issuing of this decision will conclude the College procedures for the formal examination of a complaint.
10. When the College procedures for the formal examination of a complaint are concluded, whether or not by consideration by a Panel or the Tribunal, the complainant will receive a formal Completion of Procedures letter from the College. That letter will make clear that

the complainant, if dissatisfied with the outcome, may be able to complain further to the Office of the Independent Adjudicator for Higher Education (OIA) within three months of the date of the Completion of Procedures letter. This same process will apply to complaints raised in relation to procedures under the Harassment Code, and under the College's academic and non-academic disciplinary procedures. The right to take a complaint to the OIA only arises once all the available appeal procedures have been concluded. The OIA will not entertain appeals in certain areas, most notably on matters of academic judgment or admissions. Leaflets and other material relating to the OIA are available from the Principal's Secretary and in the JCR and MCR, as well as on the OIA website: <http://www.oiahe.org.uk>.

11. Each College Officer will keep a register of formal complaints made in an academic year, and a summary of numbers and outcomes will be collected by the Secretary of the Governing Body and submitted to Governing Body at the beginning of each Michaelmas Term. The registers will indicate how many formal complaints have been registered, and what stage they reached (resolved by the College Officer; taken on by the Principal (or Vice-Principal); taken to a Panel; taken to the Office of the Independent Adjudicator; still unresolved; withdrawn).

XIII STAFF-STUDENT RELATIONSHIPS

Any postgraduate student of the College who is also teaching any student at Jesus College should be aware of the College's policy on staff-student relationships. This may be found at:

<http://home.jesus.ox.ac.uk/Data/Sites/1/media/hr/staff-student-relationship-policy.pdf>

The University has its own policy at:

http://www.admin.ox.ac.uk/personnel/during/relationship/staff_student_policy.

XIV FREEDOM OF SPEECH

The Education (No 2) Act 1986, Section 43, imposes on the College the statutory duty to safeguard the lawful exercise of freedom of speech on its premises. The policy may be found at:

<http://www.jesus.ox.ac.uk/about/public-documents>.

Every member of the College shall comply with the provisions of the Code of Practice on Freedom of Speech adopted by the University and which is available at:

http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2014-15/Code_of_Practice_on_Freedom_of_Speech_-_%281%29_to_No_5092.pdf.

XV EQUALITY AND DIVERSITY

In accordance with the Equality Act 2010 it is the College's policy to promote freedom from discrimination and equality of opportunity.

The characteristics protected by the Equality Act are:

Age

Disability

Gender identity and gender reassignment

Marriage or civil partnership

Pregnancy and maternity

Race

Religion or belief/s

Sex

Sexual orientation

Equality matters are overseen and coordinated on behalf of the Governing Body by the Principal and Director of Accommodation, Catering & Conferences.

The University's policy and guidance on transgender and gender identity may be found at:

<http://www.admin.ox.ac.uk/eop/transgender>.

XVI SECURITY AND SAFETY

We all need to do everything we can to maintain the security and safety of each other and of the College; this can only be achieved with the cooperation of all members of the College.

I. Security

The College premises are open to a large number of people. Most are visitors calling on members of the College, some are tourists, but others may be thieves or intruders. Security measures have been increased in recent years: a College-owned closed-circuit television (CCTV) surveillance system operates at all times in College and at Herbert Close; and a University-sponsored system monitors some of the adjoining road accesses to the College. Nonetheless, it is impossible to secure the College against determined intruders, and College members must, unfortunately, be always on their guard against the possibility of theft. If suspicious activities are witnessed these should be immediately reported to the Lodge or to the Police.

Rooms should always be locked when left unoccupied even for a short time, and valuables should be kept under lock and key; there is a safe in the Lodge that may be used for storage of valuables. Similarly flat doors should be kept locked at all times and ground-floor windows secured when rooms are unoccupied. Bicycles should be secured within the bicycle sheds or racks provided and that bicycle sheds should be locked after use. All bicycles must be registered under the University Security bicycle registration scheme, and should display a registration number. Application forms and registration numbers are available from the Lodge. The College cannot accept liability for the loss of or damage to personal effects nor does the College insurance policy cover students against loss, theft or damage. You are strongly advised to take out personal insurance.

Incoming mail for Junior Members is held in pigeonholes in the Lodge. As these can be accessed openly, items of value should be sent by Recorded or Special Delivery, or marked 'Please hold in Lodge for collection'. Junior Members wishing to have their mail forwarded during vacations should inform the Lodge during 8th Week.

It is College policy not to divulge the home address of Junior Members. Junior Members who are content to have their College address and telephone number disclosed should inform the Lodge. The College holds emergency

contact details of its Junior Members and Junior Members are required to keep these up-to-date using an online form at <http://home.jesus.ox.ac.uk/online-services.aspx> (click on 'online services', then 'emergency contacts').

If a person is seen to be acting suspiciously, the Lodge should be informed immediately. Suspicious behaviour at Herbert Close or Stevens Close should be reported to the Police (using a 999 call) and subsequently to the respective caretakers during their working hours (8.30am – 4.30pm Monday – Friday): in the case of Herbert Close, Mr Keiron Bannellick (07807 597261), and in the case of Stevens Close, Mr Mark Hancock (07792 997041), and to the Assistant Wardens at all other times.

If you are using your College card or fob for access to or exit from the College by the Turl Street or Ship Street gates or the gates to the remote sites, you should in no circumstances admit strangers to College properties, nor should you hold the gate open for anyone who is not personally known to you (even at the risk of seeming rude to a fellow member of College).

Junior Members should exercise reasonable care when walking in the City late at night and ideally be in a group rather than alone. There have been a number of cases of assault on students by members of the public. If you are unfortunate enough to be involved in any such incident, it should be reported immediately to the Police and in the Incident Book in the Lodge. Further advice is provided in the College's leaflet on 'Keeping safe in and around Oxford', which is available online at <http://home.jesus.ox.ac.uk/welfare.aspx>.

2. Health & Safety

The Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) lay clear responsibilities upon the Governing Body (as employer) and the College's employees (the administrative and domestic staff) to do all that is reasonably practicable to ensure a safe working environment. As full compliance with the regulations requires the co-operation of everyone who works or resides on the College's premises, the Governing Body looks to all Senior and Junior Members to assist them in carrying out their obligations.

Specifically, this means that all Junior Members are expected to:

- a) follow instructions in the safety rules or notices displayed on College property

- b) comply with any code of practice that may apply within the College
- c) take reasonable care for their own health and safety as well as the health and safety of other persons who may be affected by their acts or omissions.
- d) promptly report any safety hazards.

3. Electrical Equipment and Regulations

The College has specific obligations, under current H&SW regulations in respect of electrical equipment. See page 25 for details.

4. Fire Precautions

The consequences of a fire in College accommodation could be very serious; it is therefore essential to keep risks of fire to a minimum, and it is incumbent upon all members of College to be vigilant in this respect. You should note in particular that the burning of incense and the use of candles and naked flames of any sort, including barbecues, is not permitted.

All members should familiarise themselves with the fire precaution instructions in their room and with the escape-route to any emergency exit. Following a scheduled fire drill in 0th Week of Michaelmas Term, random no-notice drills will be held later in the academic year; the positive co-operation of Junior Members is expected. The fire alarm system in College is tested weekly on Wednesday mornings and at the flats at times advised by the caretakers.

Further safety advice and a fire safety DVD can be found on the Jesus College internal website at <http://home.jesus.ox.ac.uk/fire-safety.aspx>.

At all times when the fire alarm sounds continuously, day or night, leave the building as quickly as possible and wait in your designated assembly area. Do not return until you are told by a person in authority that it is safe to do so.

XVII RESPONSIBLE USE OF RESOURCES

The College's policy is to foster the responsible use of resources. All staff, students and Fellows are encouraged to turn off lights and other electrical equipment when not in use. Light bulbs are being replaced by energy efficient substitutes. When it is available, the College purchases electricity from renewable sources. Radiators have been fitted with thermostatically controlled valves so that most rooms can be heated to an appropriate temperature when occupied and the heat reduced when not in use. Room thermometers are available from the Accommodation Officer.

We monitor water use in College. Showers are installed in the great majority of flats and wherever practicable are fitted in College and Ship Street bathrooms. Residents are regularly reminded not to overfill baths. 'Hippos' are being fitted into cisterns to reduce water use.

Recycling of waste has been taking place in College since 2003. Currently we recycle glass, cans, paper and cardboard. Recycling bins are situated in various locations in College, including the JCR and MCR. Junior Members are encouraged to put items for recycling in these bins, which are emptied by staff as required. The recycling bins in the Ship Street houses are collected weekly by the City Council.

Junior Members living in the flats are provided with information about the economical use of electricity and gas.

Environmentally friendly use of resources is a major consideration in the design of any new building undertaken by the College.

XVIII FACILITIES FOR SPORT, MUSIC & THE ARTS

I. Background

The College has a large number of facilities and sports clubs and it is hoped that you will derive a good deal of enjoyment from their use. The College sets aside a part of student fees to provide for Junior Members' social and sports facilities. The Governing Body provides a sum of money for the JCR to allocate for use by societies and for the arts. Funding for sport is overseen by two bodies; the **Committee of Amalgamated Clubs** (which is chaired by the Director of Accommodation, Catering & Conferences and includes representatives of the JCR, MCR and College sports clubs), and by the **Cultural Sporting and Travel Grants Committee** (chaired by the Academic Director).

Both these bodies have termly funding rounds.

A. The Amalgamated Clubs Fund also oversees the following:

(i) Amalgamated Clubs Funding

The purpose of the fund is to assist College members with any expenses incurred when representing the University in an approved sport. In recognition of this, a specific sum is set aside each term for the support of Jesus College sportsmen and women. A maximum limit of £60 for one sport per person per term is available for expenditure within the following categories:

- a) Subscription fees
- b) Travel expenses for competitions only
- c) Accommodation for competitions only
- d) Sports equipment (only compulsory equipment required for competitions. Sportswear is not eligible for funding)

The termly closing date for applications is 12pm on Wednesday of 6th Week. Further information is available from the PA to the DACC (marianne.milburn@jesus.ox.ac.uk).

B. The Cultural Sporting and Travel Grants Committee oversee various (mainly travel) scholarships, and also the following funds:

(i) The David Rhys Fund – this can provide limited grants to College clubs or societies to support sporting activities of a communal nature – (please note that it cannot be used for taking part in team activities where members of the team include students from other Colleges).

(ii) The Vaughan Thomas Fund – This is a College trust fund which exists to support musical activities by College members and which can provide grants towards music lessons and courses. Please note that funding is only for future activities which must take place after 8th Week of the term you are applying in – retrospective funding is not permitted. You can apply each term for any future term in the current academic year.

The termly closing date for all Cultural Sporting and Travel Grants Committee: 5pm on Wednesday of 5th Week (for more details see <http://www.jesus.ox.ac.uk/current-students/cultural-sporting-and-travel-funds>). Applications submitted after the deadline will not be considered.

2. College Sport Facilities

The **College Sports Ground** is situated just off Cowley Road in East Oxford, a little over a mile from the College. Besides a table-tennis room in the Old Sports Pavilion, there is a modern pavilion, an all-weather tennis/netball court, pitches for rugby, football and hockey and a cricket square. Three College squash courts are situated on St Cross Road; a key for access to the squash courts is available from the Lodge. The **College Boat House** is on the north bank of the Isis and can be reached (on foot only) via Christ Church Meadow. Jesus College students can use the University swimming pool and gym free of charge by registering their University cards at the swimming pool and gym reception. Many of our students join University sports clubs as well.

Junior members are strongly encouraged to take out their own personal accident insurance policies. Students are not insured by the College for sports they play in College, whether or not as part of a College club.

3. College Arts and Music Activities and Resources

The College has a number of music facilities. **The Music Room**, equipped with a grand piano, is at the top of staircase XVIII and may be booked through the Lodge. **The Chapel** contains a grand piano for recitals, a harpsichord, and a Drake organ that may also be booked through the Lodge with the authorisation of the Chaplain. For more information on the broad scope of Arts and Music in College please see above: section X “The College Chapel” and sections VIII.5-6 “Music Hours”.

Sporting, musical, dramatic, political and other cultural activities are organised by the Junior Members themselves through the various College clubs and societies. The College Music Society and the Choir will both have information available at the College Freshers’ Fair, which forms part of the induction programme for Freshers. Academic commitments must, nonetheless, always take priority over non-academic ones, and Junior Members must not allow excessive non-academic commitments to interfere with their academic work. Junior Members minded to take on a substantial non-academic commitment should consult their tutors.