



Jesus College  
OXFORD

UNDERGRADUATE HANDBOOK

2016 - 2017

# JESUS COLLEGE OXFORD



## INFORMATION AND REGULATIONS FOR UNDERGRADUATE MEMBERS OF THE COLLEGE 2016-17

This booklet is intended to give **Undergraduate Members** useful information about the College and summarise its academic and domestic regulations. When undergraduates 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 Access & Career Development Fellow (Dr Matthew Williams). Students may call into the Academic Office in person during regular office 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 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](mailto:accounts@jesus.ox.ac.uk). The responsibilities of the Fees and Battels Administrator include the production of annual Tuition and 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 (DACC)** (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. He is assisted by the following Heads of Department:
- Karen Tarrant (Lodge Manager)
  - Debbie Kelly-Greaves (Operations Manager)
  - Tania Dandy-Minto (Accommodation Services Manager)
  - Simon Smith (Conference and Events Manager)

The DACC Office is headed up by the PA to the 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](mailto: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 2016) 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 problems they are experiencing.
8. **The International Fellow** (Dr. Anna Stoll-Knecht) is a point of contact within College for any non-UK students who wish to discuss any matter with her. She may be contacted by email ([anna.stoll-knecht@music.ox.ac.uk](mailto: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.

**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 2<sup>nd</sup> 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.

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 Accommodation, Catering & Conference Committee.

- d) 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. For more information on the JCR in general, please see the JCR homepage at: <http://jcr.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 which involve JCR, MCR and Governing Body members. Junior Members are represented on the Governing Body and major College committees for non-restricted agenda items by the JCR and MCR Presidents or their nominees.

## **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 eight weeks, known as Full Term.

Students are required to return to College by the Thursday of the week before Full Term (0th Week). To return any later would require the permission of the Principal: please consult your tutor and then the Academic Director in the first instance. However, undergraduates coming up to the College for the first time (Freshers), are required to arrive by 5.00pm on the preceding Monday, 3<sup>rd</sup> October 2016, in order to be present for the College's Induction Programme for new undergraduates. Students reading for undergraduate degrees may also be required to attend induction programmes at their department/faculty during the week. Notification will be sent by the relevant department/faculty. The University's orientation programme for international undergraduate students will take place on the morning of Monday, 3<sup>rd</sup> October.

At the end of term, students are free to leave after 1.00pm on the last Friday of Full Term (8th Week). To leave any earlier would require the permission of the Principal: please consult your tutor and then the Academic Director in the first instance.

The dates of the beginning and ending of Full terms for the academic year 2016/17 are as follows:

Michaelmas Term 2016:                    10<sup>th</sup> October – 2<sup>nd</sup> December 2016

Hilary Term 2017:                        16<sup>th</sup> January – 10<sup>th</sup> March 2017

Trinity Term 2017:                        24<sup>th</sup> April – 16<sup>th</sup> June 2017

### **2. Residence Requirements**

The University imposes residence requirements on Junior Members reading for a degree since a number of terms of residence, nine in the case of the BA, six in the case of a second BA 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. Undergraduates who choose not to live in College accommodation after their first year must reside during term in accommodation within six miles of Carfax in the centre of the city.

### **3. Academic Dress**

Full academic dress, known as sub fusc (from the Latin sub fuscus meaning dark brown), must be worn at all formal University ceremonies including matriculation and degree ceremonies. Sub fusc is also required when sitting examinations (mortar boards and gowns may be removed during the examination).

You should wear the appropriate gown (your college/department can advise), a mortar board or soft-cap, and your preferred items from the following list:

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

In addition, students traditionally wear carnations for examinations: a white carnation for first examination, a red carnation for last examination and a pink carnation for all examinations in between.

### **4. Undergraduate Admissions**

Decisions on admissions are based solely on the academic merit and potential of each candidate, and are assessed according to the University selection criteria for their subject, within the number of places available. Admissions'

procedures are kept under regular review to ensure compliance with University-wide policies.

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, school/college attended, 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 15<sup>th</sup> October 2016. All Fresher Undergraduates **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 before they arrive 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-coordinated by the Central University, the Academic Director and the Academic Office, and students must comply with the instructions given.

## **7. Requests to Change Course**

Being granted permission to change course is unusual. Undergraduates are admitted specifically to read for a particular subject but a request to change course may occasionally be considered. Those wishing to change their course of study should initially consult their tutors and, in the light of that, make a formal application to the Academic Director. She will bring the application to the College's Academic Committee and then to the Governing Body which

may agree to the change *only* if suitable tuition is available and if the tutors concerned are satisfied that the applicant is sufficiently well qualified and strongly motivated to do well at the proposed subject.

As changes of course are not normally possible if a significant part of the new course or a necessary University examination has been missed, any undergraduate considering a change of course should consult the relevant tutors at the earliest opportunity. If the First Public Examination in the undergraduate's present subject has still to be taken, permission to change will normally depend upon doing well in it (achieving at least a 2.1 (Upper Second Class Degree) standard).

## **8. Requests to suspend study for a year or part-year**

Requests from Junior Members to suspend their course of study for a year or part-year will not normally be granted unless there are serious and compelling circumstances, such as severe illness (supported by medical evidence).

## **9. University Examinations**

Undergraduates read for an Honours School, as subjects are described at Oxford. 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. Refer to the Student Self Service screenshot gallery for a view of the new examination entry screens.

## **Check your core assessment units**

Your core assessment units will be displayed in Student Self Service. Inform your college or department if there are any errors. Refer to the Exams entry and provisional start dates spreadsheet on the right-hand side of this page for a list of these examinations.

Examination start dates are provisional and are listed as week commencing. This means the examination will be expected to start some time during the particular week. Although every effort will be made to adhere to these, you should bear in mind that the official start date for each examination will be found in the published timetables.

## **Complete your examination entry for optional assessment units**

Examination entry is via the online Student Self Service. You will receive an email invitation to login to Student Self Service to complete your optional examination entry assessment selections by a given date. Your selections will be validated and confirmed by a series of display screens within Student Self Service, and you will be able to log back in and change your choices within the examination entry window as many times as you wish.

For examination entry which includes a combination of core and optional assessment units, your core assessment units will also be listed alongside optional assessment units.

Entries that are completed late will be subject to a late entry fee.

## **Confirmation of your entry**

Your assessment entries will be confirmed in Student Self Service as soon as you have submitted them. Please notify any errors in your assessments to your college and to the Academic Records Office as soon as possible.

### **– Individual Requirements**

Some Junior Members may require arrangements to be made to enable them to sit examination papers, both in College (for “Collections”, see section 14) and for University exams. Examples of individual 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 individual arrangements to be made. Students are strongly encouraged to talk to their tutors 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, via the Exam Schools, who, if appropriate, will advise the examiners. Medical certificates (obtainable from the College doctors) or other appropriate supporting evidence are required.

### **- 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 cost of the typist and invigilator are borne by the student plus an administration fee. 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.

### **- The First Public Examination**

This is the first University examination that those reading for an undergraduate degree have to prepare for and pass, usually during or at the end of the first year. All undergraduates, apart from those with Senior Status, are required to pass it in order to stay in Oxford and go on to sit the Second Public Examination (“Schools” or “Finals”) at the end of their course. The First Public Examination is termed the Preliminary Examination (“Prelims”).

Although the First Public Examination is a crucial hurdle, failure is relatively unusual given our rigorous entrance standards.

Undergraduates are expected to pass the whole of the First Public Examination at the first attempt. The procedures governing failure in University exams are set out in the College’s Bylaw 13, which is quoted under heading 16 ‘Academic Disciplinary Procedures’.

## 10. 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 in both term and vacation to academic study. Punctual attendance at tutorials, classes, practicals, compulsory lectures and completion of work set constitutes the central obligation upon undergraduates 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. Advice for new students on preparing for tutorials and lectures, managing the workload and study support is available in the College's Freshers' Study Guide 2016, provided in hard copy to each Fresher in October 2016 and also available on the web at:

<http://home.jesus.ox.ac.uk/student-handbooks-and-study-guide.aspx>.

## 11. Tutorials and Classes

These are arranged at the beginning of each term by the Fellows or responsible tutors in each subject, and sometimes by the department or faculty. Undergraduates should expect to be called to see their tutors to discuss these arrangements usually on the Friday before the first week of Full Term, i.e. Friday of 0<sup>th</sup> Week (for new undergraduates on the Wednesday before the 1<sup>st</sup> Week of Michaelmas Term, thereafter on the Friday in subsequent terms) and should consult the notice board and/or pigeon holes in the Lodge and/or read their emails for times of appointments.

**Attendance at such appointments takes priority over all other engagements.**

The College attaches the greatest importance to the need for proper and punctual preparation for each tutorial, class etc. It follows that undergraduates minded to become involved in a non-academic activity that could affect the quality of their work should consult their tutors before committing themselves to any such activity. University requirements, such as practical work, must also be fulfilled punctually. In the event of illness or other pressing impediment, an explanation should be given or sent to the tutor concerned, if at all possible in advance of the tutorial or class.

## **12. Academic Progress**

Students whose work demonstrates a sustained improvement, whether in termly work or in exam Collections or both, may be awarded a Progress Prize of £60 in books by Governing Body at the end of Trinity Term, on the recommendation of their tutor(s).

As undergraduates are chosen in strong competition for their academic potential, it follows that the College expects a correspondingly high standard of work throughout their time here. This is a condition of continued membership of the College. Tutors monitor the academic progress of every undergraduate regularly, in weekly tutorials and termly examinations. The Governing Body receives tutors' reports on both praiseworthy and unsatisfactory work.

In the event of unsatisfactory work or failures to attend tutorials and classes, the Governing Body may bring to bear a range of sanctions extending from a requirement to make up any backlog of work by a certain date, the setting of Penal Collections (see page 18) with specified minimum levels of achievement, temporary suspension ("Rustication"), or expulsion from the College.

## **13. 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 a student's 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>.

## **14. Collections**

A Collection is a term used for two distinct exercises:

- a) termly College examinations and
- b) an annual progress meeting with the Principal, Academic Director and tutors

### **a) Examination Collections**

Undergraduates may be set one or more internal College written examinations by their tutors, usually on the Friday and/or Saturday of 0<sup>th</sup> Week (i.e. the week before the first week of Full Term). Details of time, place and work to be tested are placed on the notice boards in the Lodge and JCR, and on the Academic Office website.

The purpose of exam Collections is to test the academic standard of students and to ensure that proper progress is being maintained. Sitting papers under examination conditions is also a useful training in exam technique. Students are normally tested on work covered in the previous term as a guarantee that this has been mastered. A Collection Prize of £60 in books may be recommended at a tutor's discretion, for award by Governing Body in Trinity Term, if a student performs at or above the level needed for a borderline First/Upper 2.1 in University exams.

Since practice will vary between subjects, students will be advised at the beginning of their course of the nature and frequency of Collections. As a general rule, papers will be taken at the beginning of each term unless it is the term immediately following a university examination.

Unsatisfactory performance in a College Collection will be identified quickly and appropriate remedial action will be taken.

Students may expect to have some discussion with their tutors and, if underperformance is linked to inadequate preparation, the student may be required to re-sit the Collection. The Academic Director will be informed of any student whose performance in Collections is unsatisfactory.

Special Collections, and Penal Collections (internal College examinations of a disciplinary kind), may be set at any time if the Governing Body so determines.

## **b) Principal's Collections**

An annual formal discussion with the Principal and tutors at the end of one of the three Full Terms allows the Principal and Academic Director to meet undergraduates with their tutors for a report on their progress. Gowns are worn. Permission to be absent from the end of term Principal's Collections will only be granted in exceptional circumstances. Subject tutors generally also arrange more informal meetings with their students at the end of term in order to discuss their progress and reports.

## **15. Feedback on Teaching**

The College is interested in receiving feedback on the teaching provided by its Fellows and lecturers to its undergraduates. Towards the end of each term, undergraduates are invited to complete a short, anonymous web-based questionnaire on the teaching they have received that term. The replies are read by the Academic Director, and a report is written for the College's Academic Committee and the Governing Body. This feedback is very valuable in ensuring the College continues to provide high-quality teaching to its undergraduates.

## **16. 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>.

**Extract from Bylaw 13 on academic regulations and discipline. A complete copy of the current Bylaws may be viewed in the Fellows' Secretary's office.**

### **13.5 Reports of Unsatisfactory Work**

Cases of unsatisfactory academic work shall formally be dealt with by the Governing Body. A report shall be made to the Governing Body at its

meetings in 4<sup>th</sup> Week and 8<sup>th</sup> Week each term on any undergraduate member whose work gives cause for concern: such a report may also be made at other Governing Body meetings.

### **13.6 Action by Supervising Person(s)**

The first, informal, step before the commencement of the Academic Discipline Procedure shall be that the person or persons supervising the undergraduate member will draw the attention of the member to any inadequacies in the member's work. This may occur before any meeting of the Governing Body at which concern over the work may be reported. The supervising person or persons may report the inadequacies to the Academic Director who may then meet with the member to discuss their unsatisfactory work. A record of the informal warning may be kept.

### **13.7 Academic Discipline Procedure**

For the purposes of the succeeding Bylaws in this section, the Academic Discipline Procedure of the College comprises any or all stages of action starting with the First Formal Warning.

### **13.8 Action by Academic Director (including First Formal Warnings and Special Collections)**

Early indications of unsatisfactory work may be reported in the first instance to the Academic Director. The Academic Director may interview the member. The interview may also involve one or more of the persons supervising the member, at the discretion of the Academic Director. At the interview, the member may be accompanied by another person and shall be notified in writing of that right. At the interview, the undergraduate member's progress will be considered, the reasons for the underperformance examined and possible remedies considered. Where appropriate, the Academic Director will set down in writing future action for the member, as a first formal warning, and report on the interview and (where this has occurred) any future action set down in writing, to the Governing Body. The Governing Body will then decide what, if any, further course of action should be taken (including, if appropriate, the setting of a Special Collection or Special Collections), and this will be communicated to the undergraduate member in writing by the Academic Director. If the Governing Body shall determine that a Special Collection or Special Collections shall be set, it shall normally determine what mark or marks shall be achieved; that mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. A Special

Collection will not normally be independently marked. The Academic Director will write to inform the student, reminding them of the academic discipline procedure and of sources of support.

### **13.9 Action by Academic Director (Second Formal Warning)**

If the undergraduate member fails to comply with the conditions set out in the first formal warning, the Academic Director may issue a further written formal warning. There is no obligation on the Academic Director to issue a further formal warning before proceeding to future stages in the academic discipline procedure; and the failure to issue such a warning shall not in any way invalidate any subsequent action.

### **13.10 Penal Collections**

Penal Collections will normally be set for (i) junior members who fail Special Collections; (ii) junior members who are otherwise in serious neglect of their studies. The power of the Governing Body to require an undergraduate member to take Penal Collections shall be without prejudice to its power to take other appropriate steps, whether in addition to, or instead of, setting such collections, in relation to such member's academic underperformance. They normally consist of one or more papers, which will be marked by two assessors external to the College. The members will be expected to achieve such marks as determined by the Governing Body on the advice of the person or persons supervising the undergraduate member and by the Academic Director. The mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. The mark returned shall normally be the mean of the assessors' marks. Where the assessors' marks are on either side of a classification border and the mean is below the pass mark, the assessors will be asked to resolve their marks; if they are unable to do so, a third assessor will mark the Penal Collections. It will be made clear to the member at this stage that failure in these Penal Collections is likely to result in the consideration of the member's case by an Academic Discipline Board, the outcome of which may be expulsion from the College.

### **13.11 Passing Penal Collections**

If the undergraduate member achieves the marks set in each Penal Collection, the marks will be reported to the Governing Body and the Academic Director will inform them that s/he has passed.

### **13.12 Report of Failure in Penal Collections to Governing Body**

If the undergraduate member fails to achieve the required marks in the Penal Collections, this will be reported to the Governing Body.

### **13.13 Academic Discipline Board and Action by the Governing Body**

- (a) If the Principal considers, whether because of academic underperformance culminating in failure in Penal Collections, or for some other reason, that an undergraduate member is in such serious neglect of the member's studies that the question of the member's expulsion from the College should be considered, the Principal shall appoint an Academic Discipline Board consisting of at least four members of the Governing Body to investigate and to make recommendations to the Governing Body in a written report. The senior Fellow who is a member of the Board shall act as Chair and Secretary of the Board.
- (b) The Board shall not include the Principal, the Academic Director, the Director of Accommodation, Catering & Conferences, the Chaplain, the Dean or the Junior Dean, or any member of the Governing Body who is or has been a tutor of the undergraduate member concerned.
- (c) The Board shall meet, in the absence of the undergraduate member concerned, to consider the member's academic record and any other factors it deems relevant. In particular, the member's Tutor or Tutors shall be invited to provide the Board with written material relevant to the case. If it shall decide, on the basis of the evidence in its possession, that there is a case to answer, in terms of neglect of studies, for expulsion or rustication of the undergraduate member, or for some lesser action being taken against the member, it shall notify the member in writing of the grounds therefor, as well as of the date, time and place of the next meeting of the Board at which the case will be further considered. The member shall be provided with a copy of any document that the Board has taken into account in forming its view, as well as of any other document that it proposes to consider when it meets further to consider the case. It shall invite the member, if the latter wishes, to bring to its attention any medical factors or other material considerations and/or mitigating circumstances to be taken into account. Any medical factors shall normally be supported by a medical certificate.

- (d) The Board may, for good reason (for example, obtaining a medical certificate), at any stage, adjourn a meeting.
- (e) Should the Chair and Secretary of the Board come to believe that a junior member whose conduct that Board is investigating may be suffering from a serious problem arising from ill-health, the Chair and Secretary of the Board shall refer the matter to the Principal.
- (f) If disciplinary procedures have already commenced before the Chair and Secretary of the board comes to believe that a junior member whose conduct that board is investigating may be suffering from a serious problem arising from ill-health, those procedures shall be adjourned pending a determination under the procedures in Section 16 of these Bylaws.
- (g) The undergraduate member shall be entitled to appear before the Board to speak on his or her own behalf and shall be entitled, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral and/or written representations on the member's behalf. The member shall be notified in writing of these rights.
- (h) At the meeting of the Board at which the undergraduate member is entitled to be present, the Board shall consider any written submission from the member, shall, if the member is present, invite the member present, any person accompanying the member, or both, to make any oral submission, and, in particular, shall ask the member whether or not the member wishes the Board to take into account any medical factors or other material considerations and/or mitigating circumstances in formulating its report and recommendations to the Governing Body.

Medical factors will normally be supported by a medical certificate. The Board shall prepare a written report of the proceedings, as well as its written recommendations, for the Governing Body.

- (i) The undergraduate member shall be notified in writing of the date, time and place of the meeting of the Governing Body at which the member's case will be considered. Should the Governing Body

propose to consider any document or other evidence that was not considered by the Board, the member shall be provided with a copy thereof or, as the case may be, details thereof. In particular, the member shall be provided with a copy of the Board's report to the Governing Body.

- (j) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case will be considered. The member shall be entitled to speak on his or her own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf.

The member shall be notified in writing of these rights.

- (k) All such notifications and documents as are referred to in (c), (d), (f) and (g) above shall be sent to the member no less than 120 hours before the further meeting of the Board, or, as the case may be, the relevant meeting of the Governing Body.
- (l) The Governing Body shall consider the report and recommendations of the Academic Discipline Board. It shall consider any written submission from the undergraduate member and/or from any person accompanying the member. It shall, if the member is present, invite him or her to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member shall be asked whether or not the member accepts the findings of fact made by the Board and whether or not the member wishes the Governing Body to take into account any medical factors (which will normally be supported by a medical certificate) or other material considerations, or mitigating circumstances, or both.
- (m) The Governing Body shall decide what academic disciplinary action, if any, to take, as regards the undergraduate member in question, whether that action be expulsion, rustication or some other appropriate disciplinary step. The members of the Academic Discipline Board may be present for the consideration of the report

of the Board, but they shall absent themselves before any vote is taken.

- (n) Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause I. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

### **13.14 University Examinations**

All undergraduates take two sets of University Examinations. The First Public Examination is usually taken during the first year; at the end of either two or three terms (five terms in Classics) and is known as the Preliminary Examination. First Public Examinations must be passed for continued membership. The Second Public Examination is the final examination on which the degree is awarded. In some subjects there are two or more parts to these examinations. It is the junior members' responsibility to ensure that they enter for examinations at the right time.

### **13.15 Unsatisfactory Performance in a First Public Examination**

The Academic Director shall bring to the attention of the Governing Body the name of any undergraduate member the weakness of whose performance in a First Public Examination gives cause for concern. Unsatisfactory performance is defined as a student who achieves overall a Third classification or under 50% in unclassified First Public Examinations. The Governing Body will normally require that a student who performs unsatisfactorily in First Public Examinations will have their next scheduled Collection(s) set as a Special Collection(s). The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

### **13.16 Failure in a First Public Examination**

- (a) Subject to (b) below, a junior member who does not achieve a pass mark or grade in the member's first attempt at any paper or papers in the First Public Examination may take that paper or those papers a second time.
- (b) An undergraduate member who fails one or more papers in his or her initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further

occasion (in accordance with the regulations governing the re-sit in that subject). The sole exception to this shall be where College academic discipline procedures are already in process at the time of the first attempt, and the member has received a written warning at least four weeks before the first examination which explicitly provides that a specified number of failures or other elements of the Public Examination at the first attempt will lead to his expulsion.”

### **13.17 Failure after Two Attempts at a First Public Examination**

- (a) The Academic Director will inform in writing any undergraduate member of the College who does not pass the whole of any First Public Examination in no more than two attempts that, under the University’s Examination Regulations, they will not be permitted to re-enter for that examination unless the University’s Education Committee permits a third and final attempt. The Academic Director will also inform the member that, in consequence, unless application is successfully made to that Committee to be allowed a third and final attempt, they will cease to be a member of the University, and will, under the provision of Bylaw 13.17 (m) below, also cease to be a member of the College. The Academic Director will attach for the member a copy of the whole of Bylaw 13.17.
- (b) It will be for the undergraduate member to decide if he or she wishes to apply to the University’s Education Committee to be permitted a third and final attempt. If the member does decide so to apply, he or she may invite the Governing Body to support that application. Any such invitation shall be made, in writing, through the Academic Director.
- (c) On receipt of any such invitation, the Academic Director shall consult the undergraduate member concerned and the person or persons supervising the member, as to the arguments for and against the Governing Body supporting the member’s application to the University’s Education Committee.
- (d) The Academic Director shall prepare a written report to the Governing Body relating to the undergraduate member concerned. Such report shall refer to any relevant features of the member’s career at the College and, in particular, shall report upon the consultations under (c) above.

- (e) The undergraduate member shall be notified by the Secretary of the Governing Body in writing of the date, time and place of the meeting of the Governing Body at which the member's case for support will be considered. The member shall be sent a copy of the report prepared under (d) above, together with copies of any other documents which the Academic Director proposes to bring to the attention of the Governing Body.
- (f) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case for support will be considered. The member shall be entitled to speak on their own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf. The member shall be notified in writing of these rights.
- (g) All such notifications and documents as are referred to in (e) and (f) above shall be sent to the member not less than 48 hours before the relevant meeting of the Governing Body.
- (h) The Governing Body shall consider the report prepared under (d) above. It shall consider any written submission from the undergraduate member in question and/or from any person accompanying the member. It shall, if the member is present, invite the member to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member should be asked whether or not the member wishes the Governing Body to take into account any medical factors, normally supported by a medical certificate.
- (i) The Governing Body shall decide whether or not to support the undergraduate member's application to the University's Education Committee. The Academic Director shall inform the member in writing of that decision within 48 hours of conclusion of the Governing Body meeting.
- (j) Should the Governing Body decide to give its support, the Academic Director shall prepare a draft note of support for approval by the

Governing Body, which approval may be given at a meeting of the Governing Body, or informally, after circulation of the draft note to all members of the Governing Body. As approved, the note of support shall be forwarded both to that Committee and to the member. The Academic Director will be responsible for any further communications with both that Committee and the member.

- (k) Should the Governing Body decide not to support the undergraduate member's application, the member shall be provided by the Academic Director with a brief, written statement of reasons for that decision, as approved by the Governing Body, in either of the ways referred to in Bylaw 13.17(j).
- (l) Once notified that an undergraduate member has not passed the whole of any First Public Examinations, after two attempts to pass it, the Governing Body shall normally suspend that member pending any decision as to whether or not he or she shall be allowed a third and final attempt at the First Public Examination.
- (m) Any undergraduate member that does not make a third and final attempt at a First Public Examination, whether because the member has made no application to the University's Education Committee to be allowed to do so, or because any such application was turned down by the Committee, shall, once it is clear that there will be no such attempt, cease to be a member of the College.
- (n) Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause I. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

### **13.18 Failure at a Third and Final Attempt at a First Public Examination**

An undergraduate member who fails their third and final attempt at a First Public Examination, after having been permitted that attempt by the University's Education Committee, shall cease to be a member of the College.

### **13.19 Failure or Unsatisfactory Performance in a Non-final Part of a Second Public Examination**

- (a) Where an undergraduate member takes a Second Public Examination in more than one part and fails any such part that is not the final part of that Examination, or fails any sub-part thereof or performs in that examination in a way that gives cause for concern, the Academic Director shall bring the name of that member to the attention of the Governing Body.
- (b) The Governing Body may, in the case of any such undergraduate member, take any action under Bylaws 13.7 to 13.13 that it considers appropriate, but it shall not expel that member solely by reason of that failure unless required to do so by Bylaw 15.4(a).
- (c) The Academic Director shall bring to the attention of the tutors and the Governing Body the name of any undergraduate member whose performance in a Second Public Examination gives cause for concern. Unsatisfactory performance in any Public Examination is defined as a student who achieves only Third class marks. The Governing Body will normally require that a student who performs unsatisfactorily in Non-Final Second Public Examinations will have their next Collection(s) set as a Special Collection(s). The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

### **13.20 Failure in the Final Part of a Second Public Examination**

Any undergraduate member who fails the final part of a Second Public Examination shall cease to be a member of the College.

*[Bylaws 13.21-13.25 refer to Graduate Members]*

### **13.26 Complaints**

Any junior member with a serious concern about their course or tuition should raise this with their College tutor. If this is not appropriate, the Academic Director should be approached. If a junior member believes their complaint has not been dealt with satisfactorily, they should refer the complaint to the Principal.

### **13.27 Appeals to 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: <http://www.oiahe.org.uk>.

## **17. Scholarships, Exhibitions and Prizes**

College Scholarships and Exhibitions are awarded in recognition of meritorious work, including the results of any University examinations. These awards are made by the Governing Body at the end of each academic year and are tenable for one year at a time. They may be withdrawn or not renewed if the Governing Body judges the standard of a recipient's work to be unworthy of a Scholar or Exhibitioner, as the case may be. The Governing Body will usually expect exam Collections to be at a good 2.1 level for a student to retain his/her award. The current annual value of a Scholarship is £360 and of an Exhibition £275. Scholars also receive a free Scholar's gown and both Scholars and Exhibitioners have an entitlement to certain free meals.

**Scholarship:** Students achieving a clear First or equivalent in the preceding year, including performance in any University examinations, will normally be awarded a Scholarship by Governing Body, on the recommendation of their tutor(s).

**Exhibition:** Students achieving at least a borderline First/Upper 2.1 in their work in the preceding year, including performance in any University examinations, will normally be awarded an Exhibition by Governing Body, on the recommendation of their tutor(s).

College Prizes are usually awarded to undergraduates who achieve First Classes or Distinctions in their formal University examinations. Each Trinity term, Collection prizes worth £60 in books are awarded for excellent performance over the year in these start-of-term College exams. In addition, the Governing Body awards a very wide range of subject-specific prizes annually, either by competition or on the recommendation of tutors to reward outstanding progress and achievement.

Scholarships, prizes and grants are advertised at different times throughout the year on the notice boards in the Lodge and JCR. 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/undergraduate-scholarships-prizes-awards>.

## **18. Grant Scheme for Books, Photocopying, and Academic Support**

The College is prepared to make grants to Junior Members for books purchased, articles photocopied and/or approved items of academic approved 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, 16<sup>th</sup> June).

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 weekday 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 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 was 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.

## **19. Paid Employment of Undergraduates during Term Time**

The College understands that undergraduates may need to take a small amount of paid employment during term time. Undergraduates seeking employment must follow these regulations.

- a) receive the written permission of their tutor
- b) seek the prior written approval of the Academic Director who will monitor their hours and their academic work
- c) restrict the hours to a maximum of 6 per week.

The Academic Director may withdraw her approval at any time if she considers that a student's academic work is being adversely affected.

## **20. Vacation Study and Vacation Grants**

Study in the vacations is an integral part of Oxford undergraduate courses that are structured upon an assumption that, while work set during term will cover a substantial part of the syllabus, it will not by any means cover all of it. Proper use of vacation time will enhance both the intellectual rewards of the course and ensure the achievement of satisfactory results in both College and University examinations. Tutors will give guidance at the end of each term about the vacation work that they expect from their pupils. The work will normally be of two kinds:

- a) consolidation of the ground covered in the previous term; and
- b) preparation for the coming term.

Beginning of term exam Collections provide a focus for the consolidation of the previous term's work.

During vacation, as during term, it is extremely important that a balance be struck between academic and non-academic commitments, and undergraduates should think carefully about the apportionment of their time.

**Vacation Grants:** Undergraduates may apply for Vacation Grants to assist with the costs of their remaining in Oxford to pursue their academic work and/or take university exams in the forthcoming vacation. Each eligible student may apply for up to 17 days' Vacation Grant in any one financial year (1 August – 31 July). The value of one day's grant is the cost of one day's room rent in College. However, each subject has an allocation of days

directly proportional to the number of its students, and it may be that the allocation will be exhausted if each student in the subject wishes to claim for 17 days. Cases of exceptional need will still be able to be dealt with even if the subject allocation has been exhausted.

All applications for such grants must be made through the Academic Director, who regularly each term posts notices giving details of how and when to apply, both on the Lodge and JCR notice boards and at: <http://home.jesus.ox.ac.uk/grants-and-forms.aspx>.

Advance approval for a vacation grant must be obtained by Friday of 8th Week at the end of the term before the vacation (form Part A); actual claims must be submitted by Wednesday of 1st Week of the term following the vacation (form Part B). It is essential to meet these deadlines.

The vacation grant will be paid by credit to the student's battels account only.

## **21. Financial Costs of Field Trips**

The College will not automatically meet the costs of compulsory field trips or other compulsory academic activities associated with a student's course. It is the clear responsibility of the department or faculty to flag these costs to potential applicants in their publicity material and in their course handbooks. However, should any student consider he or she is in financial difficulty through needing to meet such cost/s, he/she is welcome to submit a hardship application for assistance from College and/or public funds. In cases where the field work or other academic activity is compulsory but the scale of it is within the control of a student (e.g. it could be done in a student's home area or more expensively further afield), a student who believes he/she will face hardship in meeting the costs of his/her proposed work must apply to the Hardship Committee prospectively rather than retrospectively, so that the Committee can let the student know how much, if any, financial help could be made available, and the student can then make an informed choice about resources.

## **22. 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 email 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.

### 23. Joint Schools College Course Coordinators

<b>The College nominates one tutor to be in charge of each joint course. For 2016-17 the coordinators are as follows:Subject</b>	<b>Michaelmas 2016</b>	<b>Hilary 2017</b>	<b>Trinity 2017</b>
Ancient and Modern History	Prof Gajda	Dr Brodie	Dr Brodie
Classics and English	Prof D'Angour	Prof D'Angour	Prof D'Angour
Classics and Modern Languages	Prof D'Angour	Prof D'Angour	Prof D'Angour
Economics and Management	Dr Barron	Dr Barron	Dr Barron
EEM	Prof Morris	Prof Morris	Prof Morris
English and Modern Languages	Dr Warman	Dr Warman	Dr Warman
History and Economics	Prof Gajda	Dr Brodie	Dr Brodie
History and Modern Languages	Prof Gajda	Dr Brodie	Dr Brodie
History and English	Prof Kewes	Prof Kewes	Prof Kewes
History and Politics	Prof Gajda	Dr Brodie	Dr Brodie
Mathematics and Philosophy	Prof Dancer	Prof Dancer	Prof Dancer
Mathematics and Statistics	Prof Dancer	Prof Dancer	Prof Dancer
Modern Languages and Linguistics	Dr Warman	Dr Warman	Dr Warman

Philosophy and Modern Languages	Prof Morgensen	Prof Morgensen	Prof Morgensen
Philosophy and Theology	Prof Morgensen	Prof Morgensen	Prof Morgensen
PPE	Prof White	Prof White	Prof White
PPP	Dr Crockett	Dr Crockett	Dr Crockett

## 24. Emergency/Next of Kin Contact Details

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 [home.jesus.ox.ac.uk](http://home.jesus.ox.ac.uk), click 'Online Services', click 'My Details', enter usual college user name and password, and complete 'personal' and 'emergency contacts' sections.

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.

## 25. 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.

## 26. Graduation

The University sends automated e-mails to students the year before their graduation date inviting them to a specific graduation ceremony the following 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 date they are initially offered. Enquiries regarding graduation should be directed to the Events Manager in the Development Office:  
[degree\\_day@jesus.ox.ac.uk](mailto:degree_day@jesus.ox.ac.uk).

## **27. 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](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 charge for 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) Accommodation 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 office of the Director of Accommodation, Catering & Conferences (DACC).

Information about the College's obligations and the student occupant's obligations as required by the Accommodation 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.

All undergraduates are able to live in College or in accommodation provided by the College for the whole of their time in Oxford if they wish to do so. First-year undergraduates live on the main site and are allocated a room either within the College or in the Ship Street Centre immediately adjacent to the College. Residence in the Ship Street Centre counts as residence in College, and those living in the Ship Street Centre take meals in College. In the second year of their studies, undergraduates are expected to move out to one of the flats provided by the College, although those who prefer to find their own accommodation are free to do so.

Two locations of the College's flats (Stevens Close and 121 Woodstock Road) are in North Oxford, less than a mile from the College. The other (Herbert Close) is adjacent to the College's Sports Ground in East Oxford, about two miles from the College. This location has three blocks of flats (Hazel Court, Hugh Price House and Leoline Jenkins House) for the use of graduates and undergraduates. All of these modern flats, arranged as self-contained units of three or four bedrooms with a kitchen, living room and bathroom, have proven to be extremely popular. In addition there is a block

of 12 one-bedroom flats at Herbert Close intended primarily for those undergraduates (after their first year) or graduates, who are married or in civil partnerships.

Undergraduates should note that, if they are allocated a room in College or the Ship Street Centre or houses, **they may only occupy the room** as follows:

- **between 2.00pm on Monday of 0<sup>th</sup> Week and 10.00am on Saturday of 8<sup>th</sup> Week of each term**
- unless they are specifically authorised to the contrary.

Applications to reside in College accommodation outside these periods should be made on the appropriate application form to the Accommodation Services Manager, by the end of 5<sup>th</sup> Week each term. Each application must be accompanied by the written approval of the appropriate tutor and be for academic reasons only. In the case of rooms in the Ship Street Centre and some rooms in College it is likely that if permission is given, it will necessitate a move to accommodation normally used by graduate students.

The flat leases are for a period of 40 weeks, from the Saturday before 0<sup>th</sup> week of Michaelmas Term to the Saturday of 11<sup>th</sup> Week of Trinity Term. The leases require the joint tenants to pay the full rent and utilities charges for the period of the lease regardless of occupation, including electives and other periods of study away from College.

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 Services Manager within seven days of the start 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, and these need to be as detailed as possible in order to avoid any charges at the end of the lease/licence. Residents become responsible for any damage to the room/flat or its contents that has not been reported. Smoking is not permitted in any College or Ship Street Centre rooms or in the flats. Smoking is only permitted in designated smoking areas outside the buildings.

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

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

Accommodation charges have increased in most cases 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>.

## 2. Meals

### Meal Service Times for Hall

Term time (1<sup>st</sup> Week - 8<sup>th</sup> 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 <sup>nd</sup> Hall/Formal (sign-up required for 2 <sup>nd</sup> Hall/Formals only)	Sunday Tuesday-Friday	7.15pm prompt

2<sup>nd</sup> 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](mailto:catering@jesus.ox.ac.uk).

### 2.2 Dinner

A cafeteria-style dinner is available in **FIRST HALL** from 5.45pm to 6.30pm. If you wish to bring one or two guests to First Hall 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.

**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](mailto:catering@jesus.ox.ac.uk). There is a charge of £10.00 per guest.

## 2.3 Individual Dietary Requirements

Vegetarians or others with individual dietary 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](mailto: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 hold a Personal Licence to supply alcohol) and is subject in every respect to the licensing regulations. The Bar Supervisor and his assistants have full authority for the Bar under the terms of the Licensing Act. Any guests must be accompanied by a Jesus College student at all times and College students are responsible for the behaviour of their guests.

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 (purchases in the College Bar are 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 is payable in full in Week 3 of 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 3<sup>rd</sup> 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 the due date in September preceding 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. There will be a charge for this of £5.00 per item.

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-toasters, cooking of food in any room other than purpose built kitchens is not allowed. Please note that microwave ovens and toasters are specifically forbidden in bedrooms and studies.

Shared refrigerators are provided in most College staircases and all shared houses. All College flats are provided with refrigerators and freezers and these need to be defrosted and cleaned regularly and are the responsibility of the tenants. Personal refrigerators should not, therefore, be brought to College unless there is a specific reason for doing so, such as a medical reason. Permission to bring a personal refrigerator to College should be sought from the Accommodation Services Manager.

No additions or alterations to lighting or heating can be made without the Accommodation Services Manager's prior permission. No additional furniture may be brought in to any College accommodation or common areas without the Accommodation Services Manager's 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 or furniture.

## **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 the beginning 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, and entitlement is detailed in the flat lease. As space is limited, 'first-come, first-served' is the rule. All vehicles parked on College property must display a valid permit available from the Lodge Manager.

#### **14. Vehicular access and egress to the College**

The only vehicular access into Turl Street is via South Parks Road into Broad Street from the east. 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 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 Arrangements

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. College provided mattress covers, blankets and pillows should be left on the bed. **You are expected to leave the room/flat clean so the next person could move straight in.** Charges will be made for any additional cleaning service that is required to ensure that the room/flat can be made ready for the next occupant(s) and for any missing/damaged items. You will be given advice on what is expected before you leave. This information can also be found on the College's internal website at: <http://home.jesus.ox.ac.uk/download-forms.aspx>.

## 18. Storage of Personal Belongings

Undergraduates with rooms in College or the Ship Street Centre must completely empty their rooms of personal belongings at the end of each term. Undergraduates 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.

Eligible undergraduates must apply to the Accommodation Services Manager for permission to use the College storage facilities. A maximum of 3 small items (no larger than 60cmx60cmx60cm) are allowed. Items stored must be in sealed or locked containers. The College does not provide boxes.

Storage is available from Wednesday of 8<sup>th</sup> Week to Wednesday of 1<sup>st</sup> Week the following term. All items must be removed from College storage by the Wednesday of 1<sup>st</sup> Week of the following term. Items are left at the owner's own risk. Should items not be collected or labelled they will be disposed of.

As space is limited, an offer of storage is not guaranteed. 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 bursaries (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. Junior Members are recommended to read the financial guide that the College has prepared. A copy is also available at:

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

## **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. 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 1<sup>st</sup> Week. Payment is due by Monday of 3<sup>rd</sup> Week. A statement of fees will be sent as soon as available in Michaelmas Term.

In a student's final year, an additional battels bill is raised as soon as practicable after the student has completed the course. This bill is due for payment immediately. Should the bill result in a credit balance this will be refunded immediately provided valid bank account details are available.

### **Payment of Fees and Charges**

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 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 1<sup>st</sup> Week. Payment is due by Monday of 3<sup>rd</sup> Week.

A fourth battels bill is raised as soon as practicable at the end of Trinity Term, but no later than 3<sup>rd</sup> 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 collected by the College on behalf of the University. 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.

### **- Undergraduate University Tuition Fee**

A University fee of £9,000 will be payable in 2016/17 by Home/EU undergraduates. Students will be eligible to apply for a loan up to the full value of the fee for the given academic year. Application must be made to Student Finance. Provided the College has evidence that an application has been made, no charge will be levied on students. It is therefore vital to contact Student Finance as soon as possible. Helpful advice, both for you and your parents or guardians, may be found at:

<https://www.gov.uk/student-finance>.

You must submit one copy of this form to the College Academic Office at the beginning of each year of your undergraduate course. If you fail to submit the student support notification the university fee will be charged to your account.

**It is necessary to re-apply for loans each year.** Once your application has been processed, Student Finance will send paperwork to you. It is important that you retain this and bring it with you to Oxford.

For overseas undergraduates, the University charges a range of fees, depending on the type and subject of the course to be taken. For details, please consult the University's website:

<http://www.ox.ac.uk/students/fees-funding/fees>.

Any University Fees related queries may be sent to the University's Fees Clerk, fees.clerk@admin.ox.ac.uk - **Undergraduate College Fee**

Overseas undergraduates are also required to pay a College Fee, which in 2016/17 will be £7,135. In any case where a Home/EU undergraduate has not been able to establish eligibility for payment of University and College fees through a loan made through Student Finance, the same College Fee will also be payable.

## **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 JCR). The mechanism for billing Junior Members is known as Battels (see section V – Domestic Arrangements).

Battels are sent out each term on Wednesday of 1st Week for payment by Monday of 3rd Week 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.

Charges for items in Hall and the JCR are paid for by using your University Card and are debited against the termly battels account. Hall charges are waived only for Junior Members whose courses require them to be formally out of residence. Junior Members 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 have charges up to a maximum of £300 on their battels account (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 Exhibition or any vacation grant 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 fresher undergraduate, in their first battels bill. The money will be held by the College until the undergraduate finishes his or her 3 or 4 year course. At that point, if all debts to the College have been fully paid, £275 will be repaid. Otherwise the money will be used to pay off debts of £275 or less, or, failing that, to pay interest on amounts outstanding until all debts are fully discharged. If the course is shorter or an undergraduate leaves before completing the full 3 or 4 years, £250 will be repaid.

### 4. Maintenance Loans (Home Students only)

Loans for maintenance are available to all Home Students through Student Finance.

You may have to give details of your household income. The loan is paid directly by the loan company into your bank account at the start of term. You have to pay the loan back.

The amounts available to 2016/17 Home Freshers is as follows:

<b>Full-time student</b>	<b>Loan available for the 2016 to 2017 academic year</b>
Living at home	Up to £6,904
Living away from home, outside London	Up to £8,200
Living away from home, in London	Up to £10,702
If you spend a year of a UK course studying abroad	Up to £9,391

Maintenance loan applications are dealt with by the same process as for University fees. As a reminder, helpful advice is to be found on the YouGov web site:

<https://www.gov.uk/student-finance/new-fulltime-students>

EU students are not entitled to support towards living costs.

### **Receipt of Public Funds (Maintenance Grants and Loans)**

Maintenance grant and loan money will, in the ordinary course of events, be transferred to undergraduates by direct credit to a bank account. This will happen three times a year, but, in the Michaelmas Term, only once it has been confirmed to the authorities that you have come into, or, as the case may be, back, into residence.

### **5. Bursaries**

For some students, bursaries will be available, some being Oxford University Bursaries and Tuition Fee Reductions, which are funded from public money coming to the University and the colleges, others Jesus College Access Bursaries. These are dealt with in detail in Section VII.

### **6. Late Payment of Fees, 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 the Government Student Loan Scheme and 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 Estates Bursar or Accountant 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**

### **1. Oxford University Bursaries**

The Oxford University Bursaries Scheme operates for UK undergraduates studying for a first undergraduate degree and who are eligible for UK Government Maintenance Support through Student Finance (this scheme is funded partly by the College and partly by the University). If a student's residual household income is below £42,875, a bursary (calculated on a sliding scale) will be paid. The maximum for new students starting in 2016/17 is £3,700.

Please see: <http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support> for more details.

### **2. Jesus College Access Bursaries**

The Jesus College Access Bursaries Scheme is available in addition to the Oxford Opportunity Bursaries for those with a residual household income of £42,875 or less. The maximum payment is £700 per year to assist with course-related costs. See: <http://www.jesus.ox.ac.uk/study-here/undergraduate/finance#undergradbursaries> .

### **3. Hardship Funds**

Some undergraduates may qualify for extra Government support (eg disabled students, care-leavers, mature students with family commitments). In addition, the University has certain other hardship funds of its own. 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 can be used to provide grants or (interest-free) loans. The College has 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 Hardship Fund are available on the web at:

<http://home.jesus.ox.ac.uk/bursaries-and-hardship-funds.aspx> or via the Academic Office direct.

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. Governing Body hears appeals 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.

## 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' goodwill 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 that follow.

# The Dean's Regulations

## 1. Visitors in College

All visitors must leave the College and Ship Street properties before 2.00am. Students are responsible for the behaviour of their guests and must accompany them at all times. Visitors found without a host will be asked to leave college.

## 2. College Gate

For security reasons, the wicket gate in Turl Street is closed daily from 8.00pm to 8.00am and the wicket gate in Ship Street is locked at midnight each night and opened again at 6.00am.

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. These give access at any time.

## 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 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/www.ox.ac.uk/local/sites/gazette/documents/supplements2014-15/Code\\_of\\_Practice\\_on\\_Freedom\\_of\\_Speech\\_-\\_%281%29\\_to\\_No\\_5092.pdf](http://www.ox.ac.uk/media/global/www.ox.ac.uk/local/sites/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 Bennellick on 07580318839, and in the case of Stevens Close, Mr Mark Hancock on 07792997041.

#### **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 am – 7pm.

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

Thursday from 4.30pm to 6.00pm and Sunday 4.00pm 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 8.00pm 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 1<sup>st</sup> 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 alarms, fire-fighting equipment, or smoke alarms 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 of 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 2<sup>nd</sup> quadrangle after the 9<sup>th</sup> Week of Trinity Term 2016 until the 1<sup>st</sup> 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. It should be stressed that celebrations in second quad are a privilege and not a right and that this permission can be withdrawn if abused.

### **14. Parties in College and College Flats**

Permission of the Dean must be obtained on each occasion for JCR bops and 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 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. Theft**

Any suspected theft should be reported to the College Lodge at once and if appropriate to the Police. Rooms and flats should be kept locked at all times, and windows closed, 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://www.jesus.ox.ac.uk/current-students/keeping-safe-in-oxford>.

## **19. Sickness**

The Lodge Receptionist on duty, the Junior Dean, the Director of Accommodation, Catering & Conferences or the 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 Academic Director, 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 undergraduate 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.

Undergraduates 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](mailto: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 Conference 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.

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](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).

4. Permission will not be given for parties on Staircase V over the Hall or in Ship Street.

5. Permission will not normally be given for more than two parties on any one night.
6. If you are organising 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.
7. 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.
8. All meetings should be limited to members of bona fide College or University Clubs or Societies and their accompanied guests.
9. You must consider the potential threat posed by people of opposing views (in the case of meetings) or gatecrasher and drunks (in the case of parties) and inform the Dean of your plans.
10. 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.
11. All music and meetings shall cease by 11.00 pm, all parties shall disperse by 11.30pm.
12. You will be held responsible for any damage or disturbance arising from your meeting or party.
13. You should apply for permission to hold a meeting or a party by e-mail to [senior.dean@jesus.ox.ac.uk](mailto: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 organiser(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.

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](mailto:library@jesus.ox.ac.uk)
- in person at the library office on the first floor
- by telephone on (2)79704.

New undergraduates are required to attend a subject induction session during Freshers' Week.

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, to accompany them and borrow books on their behalf. Please contact the Academic Services Manager 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 Librarian.

## **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' web site at <http://www.jesus.ox.ac.uk>, we maintain an internal web site 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 Act 1988, and all users of the copying machines on College premises must comply with the licenced 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 welfare 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. The Welfare Leaflet will also be in your College pigeon on arrival.

### **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 will have the opportunity for a brief meeting with a College doctor or Nurse on the Tuesday before the start of Michaelmas Term.

The College doctor is 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 that 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](mailto: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:

1. Academic tutors are always willing to help students with their personal problems.
2. The Welfare Team comprises the Academic Director, Academic Services Manager, the Chaplain, and the College Nurse. Members of the Team are available for advice on all matters and may give advice on further support.
3. The College has an assigned Counsellor (Dr Tim Knowlson) from the University's Counselling Service who offers appointments in College one afternoon per week in weeks 0-9 of term.
4. Various College officers have special responsibility for different areas of student welfare: the Estates Bursar can help with financial matters and the Director of Accommodation, Catering & Conferences with domestic matters.
5. The College Doctors and the College Nurse are also available to offer advice.
6. The Student Welfare Consultative Committee meets each 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 is 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), or by emailing [reception@counserv.ox.ac.uk](mailto:reception@counserv.ox.ac.uk) or by a personal visit.

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** offers general help and advice on student welfare problems. It has a website at <http://ousu.org/advice/life-welfare> and advice can be sought from a number of different contacts to be found at <http://ousu.org/advice/student-advice-service>.

#### **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, wishes to encourage 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. It 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 above).
2. Complaints may be discussed initially with any Fellow or Lecturer, including in particular the College welfare advisers (the Academic Director, the Welfare Fellow, and the Chaplain). 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	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 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\\_-\\_28129\\_to\\_No\\_5092.pdf](http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2014-15/Code_of_Practice_on_Freedom_of_Speech_-_28129_to_No_5092.pdf).

## **XIV    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

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>.

## **XV 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 pigeon holes 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 contact').

If a person is seen to be acting suspiciously, the Police and Lodge should be informed immediately. Suspicious behaviour at Herbert Close or Stevens Close should also be reported to the Police (using a 999 call) and to the Lodge and subsequently should also be reported to the respective caretakers during their working hours (8.30am – 5.00pm Monday – Friday): in the case of Herbert Close, Mr. Keiron Bennellick (07580 318839), and in the case of Stevens Close, Mr. Mark Hancock (07792 997041).

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 the College's 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 is 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 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 & 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 40 for details).

### **4. Fire Precautions**

The consequences of a fire in College accommodation could be catastrophic; 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 may 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 fire 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.**

The fire alarm system is activated by break-glass switches and by smoke or heat detectors.

## **XVI 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 any new building undertaken by the College.

## **XVII 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 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 6<sup>th</sup> Week. Further information is available from the PA to the DACC ([marianne.milburn@jesus.ox.ac.uk](mailto:marianne.milburn@jesus.ox.ac.uk)).

**B. The Cultural Sporting and Travel Grants Committee oversee various (mainly travel) scholarship funds, 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 8<sup>th</sup> 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 5<sup>th</sup> 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 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 desk. 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.