



**Jesus College**  
**OXFORD**

**INFORMATION AND REGULATIONS FOR JUNIOR  
MEMBERS OF THE COLLEGE  
2025-26**

To be read in conjunction with the College Bylaws  
and the University Student Handbook



|          |  |           |
|----------|--|-----------|
| <b>I</b> | <b>INTRODUCTION .....</b>                              | <b>8</b>  |
| 1.1      | ABOUT THE COLLEGE HANDBOOK .....                       | 8         |
| 1.2      | ABOUT THE COLLEGE .....                                | 8         |
| 1.3      | WHO'S WHO: MAIN COLLEGE OFFICERS .....                 | 8         |
| 1.4      | COMMON ROOMS AND REPRESENTATION.....                   | 10        |
| 1.4.1    | Code of Practice .....                                 | 10        |
| 1.4.2    | Formal Contacts between Senior and Junior Members..... | 11        |
| <b>2</b> | <b>ACADEMIC MATTERS .....</b>                          | <b>11</b> |
| 2.1      | GENERAL INFORMATION .....                              | 11        |
| 2.1.1    | Terms.....   | 11        |
| 2.1.2    | Residence Requirements .....                           | 11        |
| 2.1.3    | College Arrivals and Departures .....                  | 12        |
| 2.1.4    | Academic Dress .....                                   | 12        |
| 2.1.5    | University Matriculation .....                         | 12        |
| 2.1.6    | Registration .....                                     | 12        |
| 2.1.7    | Emergency/Next of Kin Contact Details .....            | 12        |
| 2.1.8    | Use of University Email Address .....                  | 12        |
| 2.1.9    | College Migration Policy.....                          | 12        |
| 2.1.10   | Graduation and leaving Oxford .....                    | 12        |
| 2.2      | ACADEMIC WORK AND STUDY SKILLS .....                   | 13        |
| 2.2.1    | Good Academic Standing .....                           | 13        |
| 2.2.2    | Paid Employment .....                                  | 13        |
| 2.2.3    | Undergraduate Members: Vacation Study.....             | 13        |
| 2.2.4    | Academic Skills Support and Training.....              | 13        |
| 2.2.5    | Use of AI .....  | 13        |
| 2.2.6    | Plagiarism .....                                       | 14        |
| 2.3      | UNDERGRADUATE MEMBERS: TEACHING AND SUPPORT .....      | 14        |
| 2.3.1    | Tutorials and Classes .....                            | 14        |
| 2.3.2    | Joint Schools College Course Coordinators .....        | 14        |
| 2.3.3    | Feedback on Teaching .....                             | 15        |
| 2.3.4    | College Exams, i.e. Collections.....                   | 15        |
| 2.3.5    | The First Public Examination.....                      | 15        |
| 2.3.6    | Academic Progress.....                                 | 16        |
| 2.3.7    | Annual Progress Reviews (APRs) .....                   | 16        |
| 2.3.8    | Academic Disciplinary Procedures .....                 | 16        |
| 2.3.9    | Requests to Change Course.....                         | 16        |
| 2.3.10   | Request to Suspend Study.....                          | 17        |
| 2.4      | POSTGRADUATE MEMBERS: SUPPORT .....                    | 17        |
| 2.4.1    | College Advisors .....                                 | 17        |
| 2.4.2    | Academic Progress.....                                 | 18        |
| 2.4.3    | Annual Progress Reviews.....                           | 18        |

|       |  |           |
|-------|--|-----------|
| 2.4.4 | Feedback from Graduates .....                                    | 18        |
| 2.5   | <b>UNIVERSITY EXAMINATIONS AND COURSE REQUIREMENTS .....</b>     | <b>18</b> |
| 2.5.1 | Regulations, policies and student guidance .....                 | 18        |
| 2.5.2 | Exam adjustments .....   | 18        |
| 2.5.3 | Problems completing an assessment or examination .....           | 19        |
| 2.6   | <b>ACADEMIC SUCCESS .....</b>                                    | <b>19</b> |
| 2.6.1 | Undergraduate Members: Scholarships, Exhibitions and Prizes..... | 19        |
| 2.6.2 | Graduate Members: Scholarships, Prizes and Awards.....           | 19        |
| 3     | <b>ACADEMIC FACILITIES.....</b>                                  | <b>20</b> |
| 3.1   | <b>LIBRARIES.....</b>  | <b>20</b> |
| 3.1.1 | Meyricke Library .....   | 20        |
| 3.1.2 | Support for Readers .....  | 20        |
| 3.1.3 | Additional Support for Readers with Disabilities .....           | 20        |
| 3.1.4 | Borrowing Books .....  | 20        |
| 3.1.5 | Other Libraries in College.....                                  | 21        |
| 3.2   | <b>OTHER STUDY SPACES.....</b>                                   | <b>21</b> |
| 3.2.1 | Study Room, First Floor Cheng.....                               | 21        |
| 3.2.2 | Graduate Study Room, Fourth Floor Cheng .....                    | 21        |
| 3.2.3 | Informal Study Space, Ground Floor Cheng.....                    | 21        |
| 3.2.4 | Note on events in Digital Hub .....                              | 21        |
| 3.3   | <b>RESPONSIBLE USE OF LIBRARY AND STUDY SPACES.....</b>          | <b>21</b> |
| 3.3.1 | Access.....  | 21        |
| 3.3.2 | Noise.....   | 22        |
| 3.3.3 | Food and Drink .....   | 22        |
| 3.3.4 | Possessions .....  | 22        |
| 3.3.5 | Respecting temporary closures .....                              | 22        |
| 3.4   | <b>INFORMATION TECHNOLOGY .....</b>                              | <b>22</b> |
| 3.4.1 | Computing Facilities .....                                       | 22        |
| 3.4.2 | IT Support .....   | 22        |
| 3.4.3 | Computer and Internet Use.....                                   | 23        |
| 3.4.4 | Information Security .....                                       | 23        |
| 3.4.5 | Photocopying.....  | 23        |
| 4     | <b>FINANCIAL MATTERS.....</b>                                    | <b>23</b> |
| 4.1   | <b>INTRODUCTION.....</b>   | <b>23</b> |
| 4.2   | <b>COURSE FEES AND BATTELS CHARGES.....</b>                      | <b>23</b> |
| 4.2.1 | Payment.....   | 23        |
| 4.2.2 | Course Fees.....   | 24        |
| 4.2.3 | Undergraduate Members: Tuition Fee Loans .....                   | 24        |
| 4.2.4 | Graduate Members: Continuation Charges.....                      | 24        |
| 4.2.5 | College Services Charge .....                                    | 25        |
| 4.2.6 | Caution Money .....  | 25        |
| 4.2.7 | Domestic Charges to Battels .....                                | 25        |
| 4.2.8 | Payment of grants, scholarships, prizes.....                     | 25        |
| 4.2.9 | Late Payment of Course Fees, Rent, or Battels .....              | 25        |

|        |   |           |
|--------|---|-----------|
| 4.2.10 | Non-payment of fees.....  | 26        |
| 4.3    | <b>UNDERGRADUATE MEMBERS: FUNDING .....</b>                     | <b>26</b> |
| 4.3.1  | Student Finance .....   | 26        |
| 4.3.2  | Oxford Bursaries for students with Home fee status .....        | 26        |
| 4.3.3  | Jesus College Access Bursaries .....                            | 26        |
| 4.4    | <b>COLLEGE FUNDS FOR ACADEMIC PURPOSES .....</b>                | <b>27</b> |
| 4.4.1  | Grant Scheme for Books, Photocopying, and Academic Support..... | 27        |
| 4.4.2  | Language Courses.....   | 27        |
| 4.4.3  | Academic English Courses .....                                  | 27        |
| 4.4.4  | Financial Cost of Field Trips.....                              | 27        |
| 4.4.5  | Development Funds .....   | 28        |
| 4.4.6  | Bylaw 6.3 Award .....   | 28        |
| 4.4.7  | Undergraduate Members: Vacation Grants.....                     | 29        |
| 4.4.8  | Graduate Members: Research Allowance .....                      | 29        |
| 4.4.9  | Graduate Members: Writing-Up Allowance.....                     | 29        |
| 4.5    | <b>FINANCIAL ASSISTANCE AND SUPPORT .....</b>                   | <b>30</b> |
| 4.5.1  | Government and University Funds .....                           | 30        |
| 4.5.2  | College Funds.....  | 30        |
| 4.5.3  | Applying to University and/or College funds .....               | 30        |
| 5      | <b>WELFARE .....</b>  | <b>30</b> |
| 5.1    | <b>INTRODUCTION.....</b>  | <b>30</b> |
| 5.2    | <b>MEDICAL ARRANGEMENTS .....</b>                               | <b>31</b> |
| 5.2.1  | College Nurse.....  | 31        |
| 5.2.2  | Registering with a Doctor.....                                  | 31        |
| 5.2.3  | College Doctors .....   | 31        |
| 5.2.4  | Dental Services .....   | 31        |
| 5.3    | <b>PERSONAL PROBLEMS .....</b>                                  | <b>31</b> |
| 5.3.1  | Support in College.....   | 31        |
| 5.3.2  | Counselling outside College.....                                | 32        |
| 5.4    | <b>HARASSMENT AND SEXUAL MISCONDUCT .....</b>                   | <b>32</b> |
| 5.5    | <b>PRIVACY AND CONFIDENTIALITY .....</b>                        | <b>33</b> |
| 6      | <b>DOMESTIC ARRANGEMENTS .....</b>                              | <b>33</b> |
| 6.1    | <b>ACCOMMODATION.....</b>                                       | <b>33</b> |
| 6.1.1  | Accommodation Policy and further information.....               | 33        |
| 6.1.2  | Accommodation Code of Practice (ACOP) .....                     | 33        |
| 6.1.3  | Undergraduate Members: Accommodation.....                       | 33        |
| 6.1.4  | Graduate members: Accommodation.....                            | 34        |
| 6.1.5  | Accommodation charges.....                                      | 35        |
| 6.1.6  | Room/Flat condition form .....                                  | 35        |
| 6.1.7  | Room Defects and Accommodation Faults .....                     | 35        |
| 6.1.8  | Furnishings.....  | 35        |
| 6.1.9  | Smoking .....   | 36        |
| 6.2    | <b>BELONGINGS .....</b>   | <b>36</b> |
| 6.2.1  | Insurance.....  | 36        |

|           |  |           |
|-----------|--|-----------|
| 6.2.2     | Linen and bedding.....                                     | 36        |
| 6.2.3     | Personal Electrical Equipment (PAT).....                   | 36        |
| 6.2.4     | Television and live streaming.....                         | 37        |
| 6.2.5     | Notices and posters.....                                   | 37        |
| 6.3       | <b>STORAGE OF PERSONAL BELONGINGS IN THE VACATION.....</b> | <b>37</b> |
| 6.3.1     | Applying for storage.....                                  | 37        |
| 6.3.2     | Making alternative arrangements .....                      | 38        |
| 6.4       | <b>END OF TERM/END OF LEASE ARRANGEMENTS .....</b>         | <b>38</b> |
| 6.5       | <b>KEYS TO COLLEGE .....</b>                               | <b>38</b> |
| 6.6       | <b>POSTAL ARRANGEMENTS.....</b>                            | <b>38</b> |
| 6.7       | <b>LAUNDRIES .....</b>                                     | <b>39</b> |
| 6.8       | <b>LOADING/UNLOADING VEHICLES AND PARKING .....</b>        | <b>39</b> |
| 6.8.1     | Vehicular access and egress to the College .....           | 39        |
| 6.8.2     | Zero Emissions Zone (ZEZ) .....                            | 39        |
| 6.9       | <b>OTHER, RESIDENCE-RELATED .....</b>                      | <b>39</b> |
| 6.9.1     | Council Tax .....  | 39        |
| 6.9.2     | Voting in Local, National, and European Elections.....     | 40        |
| 6.9.3     | Jury Service: what to do if summoned.....                  | 40        |
| 6.10      | <b>FOOD, DRINK ETC. ....</b>                               | <b>40</b> |
| 6.10.1    | Sign up, menus, costs .....                                | 40        |
| 6.10.2    | Meal Service Times for Hall.....                           | 40        |
| 6.10.3    | Lunch in Hall .....  | 41        |
| 6.10.4    | Dinner in Hall.....  | 41        |
| 6.10.5    | Individual Dietary Requirements.....                       | 42        |
| 6.10.6    | The Cheng Yu Tung Building Café.....                       | 42        |
| 6.10.7    | University Card.....                                       | 42        |
| 6.10.8    | College Bar .....  | 42        |
| <b>7</b>  | <b>SECURITY AND SAFETY.....</b>                            | <b>42</b> |
| 7.1       | SECURITY .....   | 42        |
| 7.2       | FIRE SAFETY .....  | 43        |
| 7.3       | FIRE ALARMS AND FIRE EXTINGUISHERS.....                    | 43        |
| 7.4       | PERSONAL SECURITY – FIREARMS OR WEAPONS ATTACK.....        | 43        |
| 7.5       | HEALTH & SAFETY .....                                      | 44        |
| <b>8</b>  | <b>RESPONSIBLE USE OF RESOURCES .....</b>                  | <b>44</b> |
| <b>9</b>  | <b>FACILITIES FOR SPORT, MUSIC &amp; THE ARTS .....</b>    | <b>45</b> |
| 9.1       | BACKGROUND.....  | 45        |
| 9.2       | THE AMALGAMATED CLUBS FUNDING.....                         | 45        |
| 9.3       | CULTURAL SPORTING AND TRAVEL GRANTS.....                   | 45        |
|           | (i) The David Rhys Fund.....                               | 45        |
|           | (ii) The Vaughan Thomas Fund.....                          | 45        |
| 9.4       | COLLEGE SPORT FACILITIES.....                              | 45        |
| 9.5       | COLLEGE ARTS AND MUSIC ACTIVITIES AND RESOURCES.....       | 46        |
| <b>10</b> | <b>COLLEGE CHAPEL AND MULTIFAITH ROOM .....</b>            | <b>46</b> |

|           |   |           |
|-----------|---|-----------|
| 10.1      | THE COLLEGE CHAPEL .....                                  | 46        |
| 10.1.1    | Choir, music and arts activities .....                    | 46        |
| 10.1.2    | Pastoral support .....                                    | 46        |
| 10.2      | MULTI-FAITH ROOM .....                                    | 47        |
| <b>11</b> | <b>DECANAL MATTERS .....</b>                              | <b>47</b> |
| 11.1      | THE DEAN'S REGULATIONS .....                              | 47        |
| 11.2      | VISITORS IN COLLEGE .....                                 | 47        |
| 11.3      | COLLEGE GATE .....  | 48        |
| 11.4      | MEETINGS OF COLLEGE AND OTHER SOCIETIES IN COLLEGE .....  | 48        |
| 11.5      | NOISE.....  | 48        |
| 11.5.1    | Chapel Music Hours .....                                  | 49        |
| 11.5.2    | Music in the Old Members' Building (Staircase XVIII)..... | 49        |
| 11.6      | FIREARMS AND OFFENSIVE WEAPONS .....                      | 49        |
| 11.7      | SMOKING .....   | 49        |
| 11.8      | BICYCLES.....   | 49        |
| 11.9      | USE OF QUADRANGLES.....                                   | 50        |
| 11.10     | COLLEGE ROOF INCURSION .....                              | 50        |
| 11.11     | EXAMINATION CELEBRATIONS.....                             | 50        |
| 11.12     | PARTIES IN COLLEGE AND COLLEGE FLATS .....                | 51        |
| 11.13     | CLUB/SOCIETY DINNERS IN COLLEGE.....                      | 51        |
| 11.14     | ANIMALS.....  | 51        |
| 11.15     | PERSONAL SAFETY .....                                     | 51        |
| 11.16     | SICKNESS.....   | 51        |
| 11.17     | COLLEGE BAR .....   | 51        |
| 11.18     | MISBEHAVIOUR OUTSIDE OF COLLEGE .....                     | 51        |
| 11.19     | SUBSTANCE ABUSE .....                                     | 52        |
| 11.20     | DEAN'S HOURS.....   | 52        |
| 11.21     | STUDENT REMINDER.....                                     | 52        |
|           | Appendix – Student Meeting/Party Regulations.....         | 52        |

# I INTRODUCTION

## I.1 ABOUT THE COLLEGE HANDBOOK

This Handbook is intended to give **Junior Members** useful information about the College and formal notification of its academic and domestic regulations. It must be read in conjunction with the relevant College Bylaws and the University Student Handbook

- <https://www.jesus.ox.ac.uk/public-documents/>
- <https://www.ox.ac.uk/students/academic/student-handbook>

When undergraduate and postgraduate students 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 the Handbook 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 in section I.3 'Who's Who: Main College Officers'.

## I.2 ABOUT 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 54 Fellows who make up the Governing Body; some 65 Honorary and Emeritus Fellows; some 50 Senior, Junior Research, Hugh Price and Supernumerary Fellows; and some 50 lecturers. These together are the "Senior Members"; and there are about 300 graduate students and 380 undergraduate students who together are the "Junior Members".

## I.3 WHO'S WHO: MAIN COLLEGE OFFICERS

All College Officers are available to Junior Members for consultation and advice. The College Officers with whom Junior Members are most likely to have contact are as follows:

**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".

**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 Registrar (Dr Lowri Jones), 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 students, access bursaries, dealings with Local Authorities, vacation grants), the administration of College scholarships, prizes and grants, and academic discipline.

The Administrative Assistant (Kaiya Collins) for the Office deals with day-to-day enquiries, Bod cards, and Collections amongst other things. The Academic Officer (Karen Tome) supports the Academic Registrar with the administration of undergraduate matters. The Academic Director is responsible for graduate matters in the College, assisted by the Graduate Administrator (Emily Huang). The Admissions Officer (Gemma Forster) oversees all undergraduate and graduate admissions to the College. The Student Support Officer (Katie Crabtree) supports students with disabilities and those seeking financial advice. The Access Fellow (Dr Matthew Williams) and the Access Officer (Leah Carvel) look after Access and Outreach.

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 Registrar.

**The Estates Bursar** (Ms Cait Winter) has overall responsibility for the College's finances including the stewardship of our endowment. The Estates Bursar also manages our ICT function. She is supported by the Head of Finance (Ms Melinda Mattu), who leads the Accounts Department.

The Accounts Department consists of:

- Sophie Roberts (Finance Manager)
- Mark Trafford (Sales Officer, Fees and Battels)
- Violeta Budreviciute (Accounts Officer)
- Anna Mosio-Swiech (Payroll and HR Administrator)
- Laura Jazbutiene (Accounts Officer, Banking and Donations)

The primary contact within the department for students is the Sales Officer, Fees and Battels, whose responsibilities include: i) the production of annual Tuition Fee bills; ii) liaising with the Academic Office regarding payment of Bursaries and Scholarships; and iii) the production of College bills, known as battels, inclusive of termly charges for accommodation and food. Students are from time to time employed by the College; the Payroll Officer is responsible for such payroll matters.

The Accounts Department is situated on the first floor in Staircase IV and is available to all students for assistance with financial matters. Opening hours are Monday – Friday: 9.30am – 12.30pm and 2.00pm – 4.30pm. Appointments can be made outside these hours or you can email the team on [accounts@jesus.ox.ac.uk](mailto:accounts@jesus.ox.ac.uk).

**The Director of Accommodation, Catering & Conferences (DACC)** (Angela Unsworth) 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. They are assisted by the following Heads of Department:

- Simon Smith (Conference and Events Manager)
- Ricardo Paulino (Lodge Manager)
- Tania Dandy-Minto (Accommodation Services Manager)
- Anand Dube (Head Chef)
- Bruno Mollier (Head of Food and Beverage Service)
- Michele Turner (Housekeeping Manager)

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 the Administrator on [cathy.lea@jesus.ox.ac.uk](mailto:cathy.lea@jesus.ox.ac.uk) or 01865 279764

The Director of Accommodation, Catering & Conferences is also the College's Data Protection Liaison and can be contacted at [angela.unsworth@jesus.ox.ac.uk](mailto:angela.unsworth@jesus.ox.ac.uk).

**The Dean** (Professor Suzanne Aspden) has overall responsibility for the non-academic discipline of Junior Members. Please email them at [dean@jesus.ox.ac.uk](mailto:dean@jesus.ox.ac.uk) to arrange an appointment. The Dean is assisted by the resident Junior Deans Natasha Ali, Nicole Mfofo-M'Carthy and Munib Mesinovic, who have all the powers and duties of the Dean during periods when the Dean shall be absent from the College. The Junior Deans are also normally the first people to turn to in cases of emergency at night.

**The Welfare Officer** (Ms Kirren Mahmood) is generally the first point of call for a student with any kind of welfare issue. She is available Mondays, Tuesdays and Fridays. Her office is on staircase I. The easiest way to make an appointment is to email ([welfare@jesus.ox.ac.uk](mailto:welfare@jesus.ox.ac.uk)).

**The Welfare Fellow** (Professor Caroline Warman) is responsible for helping the College develop its Welfare Policy. Students may contact the Fellow directly if they wish to discuss welfare support, including ideas for enhancing provision ([caroline.warman@jesus.ox.ac.uk](mailto:caroline.warman@jesus.ox.ac.uk)).

**The Equality, Diversity and Inclusion Fellow** (Professor Stuart White) is responsible for overseeing equality, equity, diversity and inclusion matters in the College and chairs the College's Equality, Diversity and Inclusion Committee.

**The Chaplain and Interfaith Coordinator** (Phillip Harbridge) is responsible for use of the College Chapel and Multi-faith Room, and is a point of contact for all faith communities within College. As a member of the Welfare Team, they are also available to talk to students, regardless of their beliefs, about any issues or concerns they might have, whether academic, pastoral or spiritual. Their role involves making College in general a space in which everyone can flourish. Please feel free to drop into the Chaplain's Office (I4.2) or email ([chaplain@jesus.ox.ac.uk](mailto:chaplain@jesus.ox.ac.uk)).

**The International Fellow** (Dr Marheen Khan) is a point of contact within College for any non-UK students who wish to discuss any matter with them ([mahreen.khan@oxfordmartin.ox.ac.uk](mailto:mahreen.khan@oxfordmartin.ox.ac.uk)).

**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.

## 1.4 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).

- JCR: <https://www.jesusoxfordjcr.com>
- MCR: <https://www.jesuscollegemcr.com/>

### 1.4.1 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.
- 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 DACC's office.

#### **1.4.2 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.

## **2 ACADEMIC MATTERS**

### **2.1 GENERAL INFORMATION**

#### **2.1.1 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. The dates of term are published on the University website:

- <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

#### **2.1.2 Residence Requirements**

For most degrees and other qualifications students are required to reside in or around Oxford for a proportion of each term to meet requirements set out in University regulations.

- <https://www.ox.ac.uk/students/academic/student-handbook>.

### 2.1.3 College Arrivals and Departures

The College normally assembles by the Wednesday immediately before the first day of Full Term, which ends on a Saturday.

**Undergraduate Members** are required to return by 12.00pm noon on the Wednesday of the week before Full Term (0<sup>th</sup> Week). At the end of term, students may leave after 1.00pm on the last Friday of Full Term (8<sup>th</sup> Week) provided they have no academic commitments nor an Annual Progress Review meeting. To return any later and/or leave any earlier would require the permission of the Principal; please consult your tutor and then the Academic Director in the first instance.

### 2.1.4 Academic Dress

Students are required to wear academic dress for matriculation, degree ceremonies and in-person examinations, as per the University Student Handbook. Guidance on academic dress is available on the University website.

- <https://www.ox.ac.uk/students/academic/dress>.

### 2.1.5 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. Further information is available on the University website.

- <https://www.ox.ac.uk/students/new/matriculation>.

### 2.1.6 Registration

An essential part of being a student of the University is the annual completion of registration via Student Self Service. Both new starters and continuing students will be sent an email when the registration period opens inviting you to register for the forthcoming academic year. You will receive this email at your University email address and must register before the Friday of Week 1 of term. When you log in to Student Self Service you will need to check your personal, contact, academic and other information, and confirm that you wish to be enrolled at the University of Oxford.

- <https://www.ox.ac.uk/students/registration>.

### 2.1.7 Emergency/Next of Kin Contact Details

It is essential that we have an accurate record of your emergency contact details, including the contact information for your designated next of kin. Please update this information via the Student Self Service web portal. Further information can be found at:

- <https://www.ox.ac.uk/students/selfservice>.

### 2.1.8 Use of University Email Address

Students are required to use their official University email address 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; during term-time, they should check it daily.

### 2.1.9 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.

### 2.1.10 Graduation and leaving Oxford

Guidance on booking degree ceremonies, ordering degree certificates and transcripts, and other practical information about preparing to leave Oxford is available on the University website. Practical arrangements

for graduation events in College are managed by the Development Office. Ceremony tickets for guests can either be paid direct to the College's bank account or added to your Battels accounts, subject to a maximum of three guests. It should be noted that students may find it difficult to book onto an alternative graduate ceremony if they decline the date initially offered.

- <https://www.ox.ac.uk/students/graduation>
- <https://www.jesus.ox.ac.uk/alumni-friends/information/graduations/>
- E-mail: [degree\\_day@jesus.ox.ac.uk](mailto:degree_day@jesus.ox.ac.uk)

## 2.2 ACADEMIC WORK AND STUDY SKILLS

### 2.2.1 Good Academic Standing

The College is, above all, an academic institution devoted to the pursuit of education, learning and research. Junior Members are expected to devote the greater part of their time in both term and vacation to academic study. Academic commitments must always be given priority over social or extra-curricular activities. Punctual attendance at tutorials, classes and lectures and completion of work, constitute the central obligation upon undergraduates and taught Master's students.

### 2.2.2 Paid Employment

The College understands that Junior Members may need to take a small amount of paid employment during their studies.

- a) **Undergraduate Members** seeking employment during term time must:
- Receive the written permission of their tutor;
  - Seek the prior written approval of the Academic Director who will monitor their hours and their academic work;
  - Restrict the hours to a maximum of 6 per week.

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

- b) **Graduate Members** seeking employment must comply with any regulations set by their funding body and their Faculty or Department.

### 2.2.3 Undergraduate Members: Vacation Study

Study in the vacations is an integral part of Oxford undergraduate courses. 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 expected. It will normally comprise consolidation of the ground covered in the previous term and preparation for the next.

### 2.2.4 Academic Skills Support and Training

The College provides dedicated skills support resources and training, coordinated by its Academic Skills Support Fellow, Dr Luisa Ostacchini. Luisa's office can be found in the Cheng Building, Staircase 26, Floor 3. During term-time she offers workshops, group sessions, and one-to-one support. The University also provides support and guidance for skills development.

- <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/academic-skills-support/>
- <https://www.ox.ac.uk/students/academic/guidance/skills>

### 2.2.5 Use of AI

Students are permitted to make use of Artificial Intelligence (AI) tools (e.g. ChatGPT, Claude, Bing Chat and Google Bard) in developing academic skills to support your studies. Before doing so,

however, you must familiarise yourself with key University guidance and the College's AI Code of Conduct. Misuse of AI may constitute plagiarism.

- <https://www.ox.ac.uk/students/life/it/gen-ai>
- <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>
- <https://www.jesus.ox.ac.uk/academic-matters/>

## 2.2.6 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. Information about what plagiarism is, and how you can avoid it, is detailed on the University website. The University regulations on plagiarism are detailed in the Proctors' Disciplinary Regulations for Candidates in Examinations, which fall under the University Code of Discipline in Statute XI. See the University's guidance on Student Conduct.

- <https://www.ox.ac.uk/students/academic/conduct>.

## 2.3 UNDERGRADUATE MEMBERS: TEACHING AND SUPPORT

### 2.3.1 Tutorials and Classes

Undergraduates should expect to meet their tutors to discuss the term's teaching arrangements in 0<sup>th</sup> week, either on Wednesday afternoon or to fit around Collections on Thursday or Friday. The College attaches the greatest importance to the need for proper and punctual preparation for each tutorial, class etc. In the event of illness or other acute personal circumstance, an explanation should be given or sent to the tutor concerned, if at all possible, in advance of the tutorial or class.

### 2.3.2 Joint Schools College Course Coordinators

|   | <b>Michaelmas<br/>2025</b> | <b>Hilary<br/>2026</b> | <b>Trinity<br/>2026</b> |
|---|----------------------------|------------------------|-------------------------|
| <b>Classics and English</b>                 | Prof D'Angour              | Prof D'Angour          | Prof D'Angour           |
| <b>Classics and Modern<br/>Languages</b>    | Prof D'Angour              | Prof D'Angour          | Prof D'Angour           |
| <b>Economics and<br/>Management</b>         | Prof Eso                   | Prof Eso               | Prof Eso                |
| <b>English and Modern<br/>Languages</b>     | Prof Warman                | Prof Warman            | Prof Kohl               |
| <b>History and Economics</b>                | Prof Gajda                 | Prof Gajda             | Prof Gajda              |
| <b>History and Modern<br/>Languages</b>     | Prof Gajda                 | Prof Gajda             | Prof Gajda              |
| <b>History and English</b>                  | Prof Kewes                 | Prof Kewes             | Prof Kewes              |
| <b>History and Politics</b>                 | Prof Gajda                 | Prof Gajda             | Prof Gajda              |
| <b>Mathematics and<br/>Computer Science</b> | Prof Flaxman               | Prof Flaxman           | Prof Flaxman            |

|   | <b>Michaelmas<br/>2025</b> | <b>Hilary<br/>2026</b> | <b>Trinity<br/>2026</b> |
|---|----------------------------|------------------------|-------------------------|
| <b>Mathematics and<br/>Philosophy</b>       | Prof Dancer                | Prof Dancer            | Prof Dancer             |
| <b>Mathematics and<br/>Statistics</b>       | Prof Dancer                | Prof Dancer            | Prof Dancer             |
| <b>Modern Languages and<br/>Linguistics</b> | Prof Warman                | Prof Warman            | Prof Kohl               |
| <b>Philosophy and<br/>Theology</b>          | Prof Baccelli              | Prof Baccelli          | Prof Baccelli           |
| <b>PPE</b>                                  | Prof White                 | Prof White             | Prof White              |
| <b>PPL</b>                                  | Prof Grabenhorst           | Prof Grabenhorst       | Prof Grabenhorst        |

### 2.3.3 Feedback on Teaching

Towards the end of each term, undergraduates are invited to provide feedback on that term's teaching, via a short online survey. Responses are read by the Academic Director, and a report with anonymised data 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.

### 2.3.4 College Exams, i.e. Collections

Collections are College examinations. As a general rule, Collections are set at the beginning of each term unless it is the term immediately following a University examination. Students will be advised by their tutors of the nature and frequency of Collections for their course. Testing work covered in the previous term(s), Collections support academic progress and provide useful exam practice.

Collections take place on the Thursday and Friday (morning) of 0<sup>th</sup> Week (i.e. the week before the first week of Full Term). Timetables will be circulated by the Academic Office in advance. Where a student has adjustments for University examinations, these will be replicated for Collections.

Students must sit Collections as timetabled, unless there is good reason to request a change to scheduling, for example, upholding religious observance. Such requests should be submitted to your tutors and to the Academic Office in advance.

Students should receive the marked papers back by the end of 4<sup>th</sup> week, if not before. Unsatisfactory performance in a College Collection will be reported to the Academic Director and may result in remedial action. If underperformance is linked to inadequate preparation, the student may be required to re-sit the Collection.

### 2.3.5 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").

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. Current Bylaws may be viewed on the College website.

➤ <https://www.jesus.ox.ac.uk/public-documents/>



### **2.3.6 Academic Progress**

Since 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.

### **2.3.7 Annual Progress Reviews (APRs)**

Once a year you will be invited to meet with the Principal, Academic Director and your tutors for a formal discussion of your academic progress. Gowns are worn. APRs are held over a number of days in 8<sup>th</sup> Week of each term, usually Monday afternoon and all-day Thursday and Friday. Timetables will be circulated in advance by the Academic Office. Permission to be absent from an APR will only be granted in exceptional circumstances.

### **2.3.8 Academic Disciplinary Procedures**

In the event of unsatisfactory work or failure 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 with specified minimum levels of achievement, temporary suspension ("Rustication"), or expulsion from the College.

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. These are outlined in the College's current Bylaws, specifically Bylaw 13 on academic regulations and discipline. The College retains the right to make further revisions, which will be communicated to Junior Members by the Secretary to the Governing Body. Current Bylaws may be viewed on the College website.

➤ <https://www.jesus.ox.ac.uk/public-documents/>

### **2.3.9 Requests to Change Course**

When you were offered a place at Jesus College and accepted that place, it was for a specific course. If you want to change to another degree course you will need the permission of the College. The scope for switching degree programme is limited since all students are admitted to the College in open competition, and have gained one of a limited number of places by demonstrating aptitude to study a particular subject. Consequently, there is no automatic entitlement to change degree programme. Changes of subject are rare and tend to be restricted to Joint Schools where a student requests, for example, to read for a particular subject rather than a combination of subjects. In most instances students transfer at the end of their first year, having passed the First Public Examination. Applications to transfer from students who have failed or performed poorly in the first Public Examination at the first or subsequent attempts will not be considered.

If you think you have academic grounds to request a change of subject, you should first discuss this possibility with your current Tutors and then the Academic Director. Subject to that discussion, you may discuss the possibility with the prospective Tutors. Permission of the College's Governing Body upon recommendation from the Academic Committee is required to be considered formally for a change of course and can be applied for by writing formally to the Academic Director. Consequently, requests should be made in good time prior to meetings of the Academic Committee on Wednesday of 0<sup>th</sup>, 3<sup>rd</sup> and 7<sup>th</sup> Weeks. In determining whether or not to grant a request, Academic Committee and Governing Body will attach importance to the recommendations of the current and prospective subject Tutors and the Academic Director. For guidance, the following factors may be taken into account, as appropriate:

- whether there is capacity in the prospective subject to teach an additional student;
- whether the intention to seek a transfer could reasonably have been signalled at a more appropriate time;



- whether the proposed transfer extends the length of the course, for example from three to four years, thereby impacting on student number planning;
- evidence of previous interest in and aptitude for the subject into which a transfer is sought;
- whether the student meets the entry requirement of the subject by virtue of school examination results and/or performance in the first year of University study;
- whether the student is in good academic standing and performing at least at an Upper Second level;
- other options, such as withdrawal and reapplication through UCAS (either a fresh Oxford application or an application to a different university);
- more than one transfer request per student will not normally be considered.

As a condition of being given permission to be considered for transfer you will usually be required to submit a new UCAS-style personal statement; undergo an admissions test; submit written work (if that would have been required at the application stage for the prospective subject; sit an admissions test; and attend interview(s). The interview(s) may pay particular focus not just to aptitudes but also to motivation to study the particular new subject sought. In addition it may be required to meet a specified standard in Collections or a University Examination. 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 an Upper Second Class Degree standard).

### **2.3.10 Request to Suspend Study**

Suspension of status 'stops the clock' for all elements of a student's degree, including residence, fees and terms for which a particular status may be held. During this period a Junior Member will not be considered on-course, and will not hold enrolled status.

A suspension of status may arise in one of two ways. Firstly, when a Junior Member wishes to suspend status on medical or other personal/welfare grounds and where continuing with studies is incompatible with their ongoing health and welfare. Secondly, on rare occasions, the College may decide it is necessary to suspend an undergraduate's status (i) if there are severe concerns about fitness to study or (ii) for disciplinary reasons (academic or non-academic).

In the first instance, a Junior Member should seek advice from their College Tutor(s), the Academic Director and/or a member of the College's Welfare team.

➤ <https://www.jesus.ox.ac.uk/academic-matters/>

## **2.4 POSTGRADUATE MEMBERS: SUPPORT**

### **2.4.1 College Advisors**

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

Opportunities to meet your College Advisor during the year are provided at the Principal's Annual Progress Review and at various College dinners to which you will be invited. You may also request meetings to discuss any matter with your College Advisor. The Academic Director, as Tutor for Graduates, is also available to assist graduate students on any matter. Please do contact her if there are any issues with your College Advisor.

### **2.4.2 Academic Progress**

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

### **2.4.3 Annual Progress Reviews**

Once a year, the Principal and Academic Director meet each graduate individually, with their College Advisor, for an Annual Progress Review. The College is concerned to assess the progress made by its graduates, and to respond to any matters of concern.

### **2.4.4 Feedback from Graduates**

The College welcomes feedback from its graduates on their experience of College life, and their wider academic life in the University. New graduates are invited by the Academic Office to complete a questionnaire concerning the induction process in the early part of Michaelmas Term. In late Hilary Term, all graduates are invited to submit feedback on their College and University experiences. A report is sent to the Academic Committee (which has undergraduate and graduate representatives on it) for discussion and any action that is required. Feedback outside the formal questionnaires may be provided directly to the Academic Director.

## **2.5 UNIVERSITY EXAMINATIONS AND COURSE REQUIREMENTS**

### **2.5.1 Regulations, policies and student guidance**

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. Students are expected to be familiar with the regulations, policy and guidance relating to University Examinations and Course Requirements. Please see the University Student Handbook for information.

Examination regulations and information about examinations and assessments processes at the University, from entering for examinations through to accessing your results, are available on the University's website

- <https://examregs.admin.ox.ac.uk/>
- <https://www.ox.ac.uk/students/academic/exams>

### **2.5.2 Exam adjustments**

Some Junior Members may require exam adjustments for College "Collections" and University exams. Examples of adjustments include: additional time for students with Specific Learning Differences (SpLDs) or physical disabilities/illnesses requiring extra exam time; scheduling of exams at a specific time of day or only one exam per day owing to fatigue effects caused by some disabilities, or for religious observances.

Applications for exam adjustments must be submitted to the University no later than Friday of 4<sup>th</sup> week in the term before the exam is due to take place; scheduling requests must be submitted by Friday of 4<sup>th</sup> week of Michaelmas Term. Adjustments on the basis of SpLDs, disabilities or long-term health conditions can only be made on the recommendation of the University's Disability Advisory Service, following registration and assessment. Consequently, it is imperative that students contact the Student Support Officer as soon as possible if they think they may require exam adjustments.

- <https://www.ox.ac.uk/students/academic/exams/examination-adjustments>.
- Email: [student.support@jesus.ox.ac.uk](mailto:student.support@jesus.ox.ac.uk)

### 2.5.3 Problems completing an assessment or examination

There are various University processes available to help if you find that illness or other acute personal circumstance affects your ability to attend exams or submit assignments. It is your responsibility to take action if you experience problems. The College Academic Office is available to advise and discuss any difficulties as they arise but students should familiarise themselves with the relevant processes in advance. Please read and bookmark the University guidance:

- <https://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment>.
- <https://www.ox.ac.uk/students/academic/exams/completing-an-exam/online-exams>
- <https://www.ox.ac.uk/students/academic/exams/submission>

## 2.6 ACADEMIC SUCCESS

### 2.6.1 Undergraduate Members: 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 their 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.

- a) **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).
- b) **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).
- c) **College Prizes** are usually awarded to undergraduates who achieve a First or Distinction in their formal University examinations. Each Trinity term, Academic Prizes worth £65 in books may be awarded for excellent performance and/or sustained improvement over the year in tutorial work and College Collections. In addition, the Governing Body awards a 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 by email. They are also permanently listed (showing subject, value and method of application) on the College website.

- <https://www.jesus.ox.ac.uk/study-here/undergraduate-admissions/finance/scholarships-prizes-and-awards/>

### 2.6.2 Graduate Members: Scholarships, Prizes and Awards

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

Scholarship applicants will be judged on their academic merit. For the Graduate Scholarships, the spread of short-listed candidates across the different disciplines may be taken into account and preference may be given to applicants in later years of study. Please note that the scholarships are not awarded on the basis of contribution to general College life or to assist in cases of financial need. (Those in financial need should consult the Student Support Officer about applying for Student Support Funds.) The scholarships comprise

£900 per annum, certain dining rights at High Table and eligibility to wear a free Scholar's gown. The scholarships are tenable in the first instance for one year from 1 October and are renewable annually for a period equivalent to the relevant research board award, subject to the satisfactory performance of the scholar.

College prizes are usually awarded to graduates who achieve distinction in their University exams or are awarded a University prize. Other prizes and awards are advertised at different times throughout the year by email. They are also permanently listed (showing subject, value and method of application) on the College website.

- <https://www.jesus.ox.ac.uk/study-here/graduate-admissions/finance/scholarships-prizes-and-awards/>

### **3 ACADEMIC FACILITIES**

#### **3.1 LIBRARIES**

##### **3.1.1 Meyricke 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 the Student Support collection; the Upper Library, containing books in the humanities and social sciences; the Chapman Room on the ground floor, containing books on geography, theology, and the history of Oxford. The Library is open 24 hours a day. It is self-service, with help available online on the College website, in person at the library office on the 2<sup>nd</sup> floor, and by telephone (279704) or email:

- <https://www.jesus.ox.ac.uk/about-jesus-college/history/libraries-and-archives/>
- Email: [library@jesus.ox.ac.uk](mailto:library@jesus.ox.ac.uk)

##### **3.1.2 Support for Readers**

New undergraduates are required to attend a subject induction session during Freshers' Week. Graduate students are invited to attend an induction session at any time.

To find books, journals, and online material, use SOLO, the library catalogue covering the majority of library collections of the University of Oxford. You can use SOLO anywhere without logging in. Books can be borrowed until the end of each term or for a vacation. 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.

- <https://solo.bodleian.ox.ac.uk/>

##### **3.1.3 Additional Support for Readers 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 Student Support Officer to discuss other ways in which the College can support your study.

##### **3.1.4 Borrowing Books**

All books borrowed must be registered on the self-issue system. 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 battelled for its replacement together with an administration charge.

### **3.1.5 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

## **3.2 OTHER STUDY SPACES**

The College provides Junior Members with dedicated Study Rooms in the Cheng Building. This is in addition to that provided via the Meyricke Library and via Study Bedrooms (for those with College accommodation). Junior Members may not use the Digital Hub or any other meeting or teaching room in College for the purpose of study or revision, and should not seek to access these spaces unless they have a tutorial, class and/or College event scheduled there.

### **3.2.1 Study Room, First Floor Cheng**

A Study Room is available on the first floor of the Cheng Building. This is open 24 hours/day to Junior Members of College via fob access. When not in use for teaching and/or other academic purposes, students may use the adjoining Philip Carey and/or AJ Dechet room for group study. Students do not need to book these rooms.

### **3.2.2 Graduate Study Room, Fourth Floor Cheng**

The Graduate Study Room on the fourth floor of the Cheng Building is for graduate members only and may not be used by undergraduates (including those who are members of the MCR).

### **3.2.3 Informal Study Space, Ground Floor Cheng**

When not closed for academic or other events in the Digital Hub, Junior Members may use the informal Jhonny Halife study space that is adjacent to the meetings rooms on the ground floor of the Cheng building. Offering desks and a large whiteboard, this is well-suited to group work. This does not extend to the adjacent meeting/teaching rooms or to the main 'Digital Hub', which may not be used by Junior Members for study purposes or for access to the Study Space. Junior Members should access the Study Space via the door to third quad or via the corridor that leads to the lift and staircase in Cheng.

### **3.2.4 Note on events in Digital Hub**

The Cheng Building provides College with a multi-use space. The basement Digital Hub and ground floor rooms are used for academic and other events and activities throughout the year. In term-time, College will seek to minimise noise and other disturbances to surrounding spaces, at least during normal working hours. If there are occasional events where this may not be the case, Junior Members will be notified, so that they may seek alternative study spaces (e.g. the library).

## **3.3 RESPONSIBLE USE OF LIBRARY AND STUDY SPACES**

### **3.3.1 Access**

The Meyricke Library and the Cheng Study Rooms are open only to current members of Jesus College. Access is via fob. You may not bring members of other colleges into these rooms.

### **3.3.2 Noise**

All of the Reading Rooms in the Library and the Study Rooms in Cheng are spaces for quiet study. Please show respect towards others by keeping noise to a minimum, putting mobile phones on silent, and taking conversations outside.

### **3.3.3 Food and Drink**

Food is **not** permitted in the Library or Study Spaces. Water and other non-alcoholic drinks are permitted in covered containers only. Junior Members with disabilities or long-term health conditions may take in a small unobtrusive snack, if supported by their Student Support Plan.

### **3.3.4 Possessions**

Desks and surrounding spaces must be kept clean and tidy. The College can neither store nor insure possessions in the reading rooms or Cheng Study Spaces. We recommend that individuals do not leave laptops or other valuables unattended as the College cannot take responsibility for any loss. Any personal possessions left in the reading rooms at the end of term will be kept in the Lodge's Lost Property for three weeks after which it will be discarded.

### **3.3.5 Respecting temporary closures**

At times, the Chapman Room and the informal Study Space on the Ground Floor of Cheng may be closed to Junior Members, e.g. for academic or other activities/events. Please respect any signage and do not enter these spaces at these times.

## **3.4 INFORMATION TECHNOLOGY**

### **3.4.1 Computing Facilities**

The College has its own WiFi network (JC-WiFi) covering all College rooms including the flats in North Oxford and East Oxford. Also provided are the Eduroam and Cloud networks. Print facilities are available through the Papercut Webprint system and there is a large printer in the library for student use.

The University's central IT Services department provide a Single Sign-on account which gives access to a wide variety of services including Microsoft 365 from where you can download and install the Office 365 software giving you Word, Excel, PowerPoint, Outlook, etc. The SSO will also give you a OneDrive cloud storage facility with 100GB storage; you are advised to store or back up your data to this to ensure that machine malfunction or loss does not cause critical data loss. You also get an email account with 50GB quota, Sophos anti-virus/malware software and several other useful utilities.

- <https://www.ox.ac.uk/students/life/it>

### **3.4.2 IT Support**

IT support is available to Junior Members via the SOCIT consortium (Shared Oxford Colleges Information Technology). They may be contacted on email or telephone.

- Email: [it-help@jesus.ox.ac.uk](mailto:it-help@jesus.ox.ac.uk)
- 01865 (2)86001

There is normally one IT person on site during business hours (available on Staircase 5, rooms 7/8). You may also seek help via the SOCIT HQ at 8 St Aldates, OX1 1BS, which is only a few minutes' walk away and directly opposite the main Oxford Post Office. SOCIT HQ opening hours are 08:00 to 18:00 Monday to Friday.

### 3.4.3 Computer and Internet Use

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. Use of any computing facilities at Jesus College is subject to authorisation, and must be consistent with the IT Acceptable Use Policy, which is available on the intranet. All PCs running Windows or Mac operating systems should be installed with an up-to-date antivirus product before they can be connected to the College network. Sophos Anti-Virus software is available free of charge to all members of the University.

- <https://www.jesus.ox.ac.uk/it-services/>
- <https://register.it.ox.ac.uk/self/software>
- <https://jesuscollegeintranet.web.ox.ac.uk/college-policies-0>

### 3.4.4 Information Security

All students must take responsibility for their own cyber security and data privacy. Junior Members should familiarise themselves with the University's guidance for students, and complete the short online Information Security and Data Protection course.

- <https://www.infosec.ox.ac.uk/students>

### 3.4.5 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.

## 4 FINANCIAL MATTERS

### 4.1 INTRODUCTION

Junior Members are responsible for their own expenditure. Living costs vary depending on lifestyle. Students often find their first academic year the most expensive and should monitor their expenditure carefully in their first term. In particular, it is important to remember that the total amount of money available, including bursaries, scholarships and/or 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. Guidance on likely living costs is provided by the University website, alongside advice on managing a budget.

- <https://www.ox.ac.uk/students/fees-funding/living-costs>
- <https://www.ox.ac.uk/students/fees-funding/assistance/managing-budget>

### 4.2 COURSE FEES AND BATTELS CHARGES

Members of the College are personally liable for all course fees and battels 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.

#### 4.2.1 Payment

An invoice for course fees for the academic year will be sent by the start of Michaelmas Term. This is payable in full by the end of 3<sup>rd</sup> week. Any subsequent fee adjustment will be processed regularly as soon as full criteria are met and that the University has approved the adjustment.



A detailed invoice of charges, known as Battels, is sent to every student separately as soon as possible after the beginning of each term, normally by the end 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 upon request.

Periodically you will also receive statements which detail all outstanding balances. If there are queries with your battels invoice or statement, you must raise these with Mark Trafford (Sales Officer, Fees and Battels) on [accounts@jesus.ox.ac.uk](mailto:accounts@jesus.ox.ac.uk).

Our preferred method of payment is by bank transfer. The College Bank details are as follows:

|                 |                             |
|-----------------|-----------------------------|
| Account Name:   | Jesus College, Oxford       |
| Account Number: | 50544574                    |
| Sort Code:      | 20-65-26                    |
| IBAN:           | GB60 BARC 2065 2650 5445 74 |
| Swift:          | BARCGB22                    |

Please quote your Battels ID as a reference; this is found at the top right hand-side of your Battels.

Another payment option available to students for settling their battels (excluding course fees) is via the set-up of a direct debit mandate. Students can opt in to this payment option by filling in the relevant section in the Student Bank Details Form which is part of the Freshers' induction pack and also available from Accounts. The completed form should be returned to the Accounts Department in Staircase IV.

International students can pay both fees and battels using Transfermate, this is a payment option offered by the College in partnership with Barclays Bank PLC. Further information on using Transfermate can be found on the College's website at:

- <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance/international-students-pay-portal/>.

#### **4.2.2 Course Fees**

At Oxford, tuition fees are collected by the College. It is essential that all students make provision for paying these fees (and for covering their living costs) well in advance of starting their course. The level of fees charged depends on the course a student is taking, and the student's fee status (either Home or Overseas from 2023/24). Further information on fees is available on the University website:

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

#### **4.2.3 Undergraduate Members: Tuition Fee Loans**

Home fee (UK) students are eligible to access a loan from the UK government for the full amount of the course fees, regardless of household income. You should apply to your regional funding agency (Student Finance) **each year** by early May to ensure that funding is in place for the following year of your course. Provided the College has evidence that an application has been made, no charge will be levied. You must submit a copy of your Student Finance letter to the College Academic Office before you begin your course in October, otherwise the course fee may be charged to your account. Further information about tuition fee loans is available online.

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

#### **4.2.4 Graduate Members: Continuation Charges**

The College and sometimes the University levy a continuation charge for graduates whose fee liability has ceased, but who continue using its facilities as a registered student of the University. The College's continuation charge of £168 per term is payable to the College.

The University's Graduate Continuation Charge, which will be £632 per term in 2025/26, is payable directly to the University. For further information please see the University website.



➤ <https://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge>

#### **4.2.5 College Services Charge**

The College makes available a wide range of facilities for students, including, but not limited to, the Lodge, where students can collect their mail, the Library, the sports ground and other facilities, and the Hall. 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.

The College levies a charge, the College Services Charge, as part of battels to contribute to the cost of these services. The charge for 2025/26 is as follows:

|  |                 |
|--|-----------------|
| Students living in College & Ship Street | £48.00 per term |
| Students living in other accommodation   | £24.00 per term |

#### **4.2.6 Caution Money**

A caution money charge of £250 will be levied on each fresher student, in their first battels bill. The money will be held by the College until the student finishes their 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 a student leaves before completing the full 3 or 4 years, £250 will be repaid. When you leave College, the Accounts Team will contact you to request bank details for payment of any amount due. It is critical that you respond to this request in order to receive funds.

#### **4.2.7 Domestic Charges to Battels**

Charges for items purchased in Hall and Stores are paid for by using the University Card and are charged against battels. In Trinity Term, a second and final Battels run is issued in early July, this will include charges for Hall and Stores from the preceding term. If you are staying in accommodation with utility charges billed separately, this will also include any Trinity Term usage. Central site (i.e. Turl Street) accommodation is billed inclusively of utilities but if you are staying elsewhere, please check your accommodation contract.

#### **4.2.8 Payment of grants, scholarships, prizes**

Open scholarships, exhibition scholarships, vacation grants and access bursaries will be paid termly as a credit to battels. Book grants will be credited to the fourth battels bill issued in July.

#### **4.2.9 Late Payment of Course Fees, Rent, or Battels**

If a Fees or Battels bill is not paid by the due date, credit may be suspended (the University Card may not be used for meals, etc.) and interest may be charged fortnightly at a rate of 5% APR. The 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, and who have not made appropriate arrangements with the Accounts team or the Estates Bursar, may be reported to the Governing Body, which at its discretion may refuse permission for the member to remain in, or return to, residence.

Junior Members who run into financial difficulties are advised to contact or meet with the Head of Finance or the Estates Bursar as soon as possible as, in appropriate circumstances, arrangements can be made to defer payment without loss of credit or interest charge. Junior Members may also be eligible for assistance from the Student Support Fund and other student support funds that the College and/or University can provide. See section 4.5 for guidance on financial assistance.

#### **4.2.10 Non-payment of fees**

The College requires all students to certify in advance that they have sufficient financial resources to cover their period of study at Oxford, and to provide evidence of the availability of sufficient funds to cover their first year. Non-payment of the course fee where applicable may lead to sanctions being imposed by the College as well as the University. The sanctions are: first, withdrawal of the right to use University and College facilities and, second, removal of University and College membership. Further information and regulations on payment of fees are available online:

- <https://www.ox.ac.uk/students/fees-funding/fees/liability/payments>
- <https://examregs.admin.ox.ac.uk/Regulation?code=ai-ronfinamatt>

### **4.3 UNDERGRADUATE MEMBERS: FUNDING**

If you are a student undertaking your first undergraduate degree, you may be eligible to access support from the UK government towards the costs of studying at Oxford.

#### **4.3.1 Student Finance**

Loans for maintenance are available to all Home Fee Status 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. Maintenance loan applications are dealt with by the same process as for tuition fees.

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.

Further information is available on the University of Oxford website, and on the Gov website:

- <https://www.ox.ac.uk/students/fees-funding/ug-funding/government-support>
- <https://www.gov.uk/student-finance/new-fulltime-students>.

#### **4.3.2 Oxford Bursaries for students with Home fee status**

The Oxford University Bursaries Scheme operates for 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 £50,000 or less, a bursary (calculated on a sliding scale) will be paid. The maximum for new students starting in 2025/26 is £4,320 or up to £6,270 for a Crankstart Scholarship.

- <http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support>

#### **4.3.3 Jesus College Access Bursaries**

Undergraduates studying for a first undergraduate degree and who are eligible for UK Government Maintenance Support through Student Finance may also benefit from Jesus College Access Bursaries. These non-repayable grants are awarded in addition to the Oxford Bursaries for those with a residual household income of £50,000 or less. The grants, which are intended to assist with course-related costs (e.g. books, equipment, travel), are made automatically; there is no need to apply. The maximum payment on the regular Access Bursary is £1000 per year. In some instances, students may be awarded an enhanced Access Bursary, funded by donors to the College, in lieu of the regular Jesus College Access Bursaries. Further information is available on the College website.

- <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance>.

## 4.4 COLLEGE FUNDS FOR ACADEMIC PURPOSES

### 4.4.1 Grant Scheme for Books, Photocopying, and Academic Support

Non-repayable College grants are available to Junior Members to help cover the cost of books (including e-books), the photocopying/printing of articles, and/or approved items of academic equipment required for their course of study and which are purchased during the academic year 2025-26 (that is from the last day of Trinity Full Term 2025, 21<sup>st</sup> June, to the last day of Trinity Full Term 2026, 20<sup>th</sup> June).

The amount of these grants is subject to an overall limit in any one academic year; this limit is reviewed annually. In 2025-26 the grant to each applicant will be 75% of the cost of items or £190, whichever is the smaller, the grant being reduced proportionately if all accepted claims exceed the total funding available for the grant scheme. The minimum claim allowable is £25.

**Note on eligibility of Graduate Members:** Graduates within fee liability or in the final year of a recognised 1+3 year or 2+2 year or CDT course are eligible.

Applications must be submitted to the Accounts Office by noon on the last day of Trinity Full Term. 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. The application form and further guidance is available online:

- <https://intranet.jesus.ox.ac.uk/academic-office/grants-forms/book-grants>

### 4.4.2 Language Courses

In some instances, the College will contribute towards the cost of taking a Language Course through the University's Language Centre.

- a) **Priority Funding Scheme:** If a UG student needs to learn a language to support their studies, the College will cover the cost of the course via the Priority Funding scheme. Please see details and application form on the Language Centre's website.
- b) **Fast Track Pathway:** Upon successful completion of the Language Course, students will be awarded an Oxford University Language Centre Certificate of Completion at the appropriate level. This certificate can be presented, along with receipts, to the Academic Office to request a refund of 50% of the course fee. Please note that this does not include any fees for examination, project work and assessment. College will only refund 50% of the course fee.

Please read the Language Course website for information on how to obtain the Certificate of Completion (see the section Certificates and Course Assessments under the course you wish to take), as these are only issued once certain requirements have been met.

- <https://www.lang.ox.ac.uk/>

### 4.4.3 Academic English Courses

The College does not normally reimburse the cost of an Academic English Course. However, if you have very good reason to request support for this, please contact the Academic Director to discuss.

### 4.4.4 Financial Cost 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 responsibility of the department or faculty to flag these costs to students in their publicity material and course handbooks. However, should any student consider they are in financial difficulty through needing to meet such cost/s, they may submit a Student Support Fund 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 they will face hardship in meeting the costs of their proposed work must apply to Student

Support Fund 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. For more information about how to apply, please visit:

- [Home - Jesus College Submissions Portal](#)

#### **4.4.5 Development Funds**

The Development Funds consists of 5 funds: (1) Dissertation Fund, (2) Extended Research Project Grant, (3) Internship Grant, (4) Jesus Old Members' Teach First Bursaries, and (5) Tim Slater Internship Award. All applications need to be submitted no later than 5:00 pm on Monday of 6<sup>th</sup> Week in Hilary and Trinity Terms. If you have any questions about your application, please email the Academic Director. For more information about each fund and its eligibility requirements, please visit:

- <https://jesuscollegeintranet.web.ox.ac.uk/development-funds>

##### **4.4.5.1 Dissertation Fund**

A limited sum of money is available for Development Fund for Undergraduate students in the Humanities and Social Sciences undertaking research for a dissertation for their course.

##### **4.4.5.2 Extended Research Project Grant**

A new College fund has been set up from generous alumni donations to provide support to Undergraduate students who plan to undertake an extended research project (8-10 weeks research placement) over the Summer Vacation. It is expected that up to 4 awards will be made, which will contribute to the cost of living in Oxford over this period.

##### **4.4.5.3 Internship Grant**

Development Fund for all Undergraduate and Postgraduate students who are undertaking internships or work experience that is either low-paid or unpaid.

##### **4.4.5.4 Jesus Old Members' Teach First Bursaries**

The College is able to offer bursaries to Jesus Undergraduate students who are accepted onto the Teach First Programme to help with the cost of training before you start teaching at the school assigned to you by Teach First.

##### **4.4.5.5 Tim Slater Internship Award**

This award is for Undergraduate students undertaking an internship overseas that is either low-paid or unpaid and whom would otherwise not be able to do so. Applications will be considered from students undertaking voluntary work overseas where a strong case can be made for the relevance to the student's course and/or career ambitions.

#### **4.4.6 Bylaw 6.3 Award**

The Governing Body may award funds to students for special courses of study or in respect of other academically beneficial activities. Such courses or activities must relate directly to the course of study and must not be a compulsory part of that course.

Undergraduates and Postgraduates students wishing to apply for these funds should apply in writing to the Academic Director in advance of the activity and attach a letter of support from their Tutor or Supervisor, or arrange for their Tutor or Supervisor to send an email in support. The application must detail the nature of the work and its connection to the current course of study. It should also detail the costs and the efforts to secure funds from alternative sources.

Applications should be sent in by Wednesday of weeks -1, 2 and 6 each term to allow consideration by Academic Committee. It may be possible to consider applications outside of this cycle, but only if the request is urgent.

- <https://www.jesus.ox.ac.uk/study-here/graduate-admissions/finance/bylaw-6-3-award/>

#### **4.4.7 Undergraduate Members: Vacation Grants**

Undergraduates may apply for Vacation Grants to assist with the costs of 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. Eligibility is as follows:

- Each eligible student may apply for up to 17 nights' Vacation Grant in any one financial year (which runs from 1 August to 31 July).
- Periods of less than 3 consecutive nights are not eligible for Vacation Grants.
- Claims for examinations can only be made up to the night before the last exam.
- All 2<sup>nd</sup> BM students are eligible to apply.

Note: Finalists can only make claims up until the 31st of July.

All applications for such grants must be made through the Academic Office. The vacation grant will be paid by credit to the student's battels account at the beginning of the following term.

- <https://intranet.jesus.ox.ac.uk/academic-office/grants-forms/vacation-grants>

#### **4.4.8 Graduate Members: Research Allowance**

Graduates within fee liability or in the fourth year of a DPhil (i.e. 4<sup>th</sup> year of standalone DPhil; 5<sup>th</sup> year of a recognised 1 year plus 3 year; or 5<sup>th</sup> year of a 2 year plus 2 year course) are entitled to apply each year for up to £800 (in 2025/26 terms) to assist with the costs of research, such as field trip or conference expenses. A letter or e-mail of application should be written to the Academic Director, via the Graduate Administrator, setting out the purpose for which the funds are requested, and giving a full breakdown of costs along with details of any other funding secured. The graduate must also arrange for their supervisor to send a letter/email of support for the application to the Academic Director. Applications must be prospective, (i.e., in good time before the costs are incurred) and not retrospective. The allowance is made per financial year (1 August – 31 July), and applications may not be made for unspent portions of previous years' allowances. Graduates may not claim the research allowance once their course is finished, e.g. in the Long Vacation after completing an MPhil, unless they are continuing their research at College on a further course. Please note that the research allowance may not be used for the purchase of computer. Part-time students are eligible for half this allowance.

- <https://intranet.jesus.ox.ac.uk/academic-office/graduate-research-allowance>.

#### **4.4.9 Graduate Members: Writing-Up Allowance**

All doctoral students entering their 4<sup>th</sup> year, if unfunded, may apply for up to £1,000 to help with the costs of completing their doctorate. Applications should be made to the Academic Director, via the Graduate Administrator, setting out the costs they will incur in their unfunded year. The supervisor will need to supply a reference confirming the student is in good academic standing and that the student is not in receipt of funding. The student must have passed their Confirmation of Status at the time of application. Those in the 5<sup>th</sup> year of a 4-year DTP/CDT/DTC programme are ineligible. It is expected that those who receive this College funding will normally be resident in Oxford and they will not be undertaking outside paid employment (beyond limited University or College teaching duties).

- <https://www.jesus.ox.ac.uk/study-here/graduate-admissions/finance/jesus-college-writing-up-allowance/>

## **4.5 FINANCIAL ASSISTANCE AND SUPPORT**

### **4.5.1 Government and University Funds**

Some undergraduates may qualify for extra Government support (e.g. disabled students, care-experienced and estranged students). In addition, the University offers Financial Assistance funds to support students who are experiencing unexpected financial difficulties during their course. Applications for University Financial Assistance must be made through College. Deadlines may apply.

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

### **4.5.2 College Funds**

The College provides Student Support Funds to assist Junior Members whose financial circumstances have changed since coming into residence and are experiencing financial difficulties as a result. The College scheme can be used to provide non-repayable grants or (interest-free) loans. On occasion, Student Support Funds may be granted for welfare purposes. The College has a Hardship Committee that decides what grants or loans should be made. The Vice-Principal chairs the Committee.

Applications should be made via the Estates Bursar, who acts as the secretary to the Committee. Applications should normally be received during term-time, and no later than 12<sup>th</sup> week of Trinity Term. Applications made outside of this time period may still be considered, but timescales cannot be guaranteed.

If students wish to appeal against decisions made by the Hardship Committee, they must appeal in writing to the Estates Bursar 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.

### **4.5.3 Applying to University and/or College funds**

Students should contact the Student Support Officer in the first instance to discuss their situation, any relevant funding options, and to make an application. Students are recommended to contact the Student Support Officer in good time, since deadlines may apply.

- <https://jesuscollegeintranet.web.ox.ac.uk/academic-office/bursaries-hardship-fund>
- Email: [student.support@jesus.ox.ac.uk](mailto:student.support@jesus.ox.ac.uk)
- Apply: [Home - Jesus College Submissions Portal](#)

## **5 WELFARE**

### **5.1 INTRODUCTION**

It is not unusual for some health, wellbeing or welfare needs to arise during a student's time at Oxford. There are various services available to Junior Members both within the College and the wider University. The College employs a Welfare Officer, who is generally the first point of contact for students with a welfare issue. Members of the wider welfare team, however, are available to help students find and access support services. Contact details and other key information is available through the College's website, and via a termly Welfare Leaflet, which will be put in your pigeonhole.

- <https://www.jesus.ox.ac.uk/study-here/life-at-jesus/wellbeing/>

## **5.2 MEDICAL ARRANGEMENTS**

### **5.2.1 College Nurse**

The College retains a qualified nurse, Nicola James, 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.

- Tel.: (01865) 279705
- Email: [pml.jesusnurse@nhs.net](mailto:pml.jesusnurse@nhs.net)

### **5.2.2 Registering with a Doctor**

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 from outside the UK who are studying full time for more than 6 months and who paid the Immigration Health Surcharge (IHS) as part of a visa application on or after 6<sup>th</sup> April 2015 are allowed access to the NHS free of charge. Family members in the UK as dependants will be eligible for the same access to the NHS.

### **5.2.3 College Doctors**

The College Doctors, KES@Northgate Medical Practice, are based in the Northgate Health Centre, on Market Street in the basement of the College's Cheng Building. Once registered, students may see any of the doctors at the surgery.

Students should register online using the following link: [www.campusdoctor.co.uk/oxford](http://www.campusdoctor.co.uk/oxford)

- Address: KES@Northgate, Northgate Health Centre, 15 Market Street, Oxford
- Tel.: (01865) 242657
- Surgery website: <https://www.kingedwardst.nhs.uk/>

### **5.2.4 Dental Services**

It is quite hard to register with a NHS dentist in Oxford so if you are already registered with an NHS dentist elsewhere in the UK, you may wish to remain registered there. An option for College students in Oxford is the NHS and private dental service called Damira Dental Studios, Oxford.

- Tel.: (01865) 689997
- Damira Dental Studios website: <https://damiradental.co.uk/location/oxford/>

## **5.3 PERSONAL PROBLEMS**

### **5.3.1 Support in College**

From time-to-time students may experience problems of one kind or another, whether study-related 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. Being independent and taking responsibility for yourself will often mean seeking the right help at the right time and making the most of the welfare support on offer here.

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 Registrar, the Welfare Officer, 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 Student Support Officer is available to support students with disabilities and those in financial difficulties.
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, welfare support is still available from the Welfare Team subject to annual leave.

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 welfare guidance on the College website.

- <https://www.jesus.ox.ac.uk/study-here/life-at-jesus/wellbeing/>

### 5.3.2 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, where appropriate, can refer to other therapeutic facilities. Appointments may be made at 3 Worcester Street by telephone, email or by a personal visit.

- <http://www.ox.ac.uk/students/welfare/counselling>
- Telephone: 01865 270300
- Email: [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk)

**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 <https://www.oxfordsu.org/> and advice can be sought from a number of different contacts to be found at <https://www.oxfordsu.org/advice-wellbeing/contact-advice/>

## 5.4 HARASSMENT AND SEXUAL MISCONDUCT

Jesus College is committed to fostering a safe, fair and humane environment for all members of College. Harassment and sexual misconduct in any form are not tolerated.



The University's approach to preventing and responding to harassment and sexual misconduct involving students is detailed on its website. This provides a comprehensive guide to University policy and procedure, and signposts to further guidance and support.

The College's harassment policy and guidance is available on the College website.

- College Policy: <http://www.jesus.ox.ac.uk/about-jesus-college/public-documents>
- University guidance: <https://www.ox.ac.uk/about/organisation/harassment-and-sexual-misconduct>

## **5.5 PRIVACY AND CONFIDENTIALITY**

The College's Policy on privacy and confidentiality in student health welfare and finance may be found on the College website.

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

# **6 DOMESTIC ARRANGEMENTS**

## **6.1 ACCOMMODATION**

### **6.1.1 Accommodation Policy and further information**

All 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 intranet with additional photos and information on the College website.

- <https://intranet.jesus.ox.ac.uk/accommodation/general>
- <https://www.jesus.ox.ac.uk/study-here/life-at-jesus/accommodation/>

### **6.1.2 Accommodation Code of Practice (ACOP)**

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](#).

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 intranet. Whenever it is appropriate, these are referred to in the College's accommodation licences for rooms and leases for flats that students have to accept online before occupation.

### **6.1.3 Undergraduate Members: Accommodation**

College can provide accommodation for most Undergraduates for the whole of their time in Oxford. 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 may 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 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 in an established relationship. Finalists may also choose accommodation in our period shared houses in Ship Street immediately adjacent to the College.

Contracts for accommodation in College and Ship Street are on a room licence basis and term time only.

The flat licences are for a period of approximately 40 weeks, from the Monday before 0<sup>th</sup> week of Michaelmas Term (Monday 22<sup>nd</sup> September 2025) to the Saturday of 10<sup>th</sup> Week of Trinity Term (Saturday 4<sup>th</sup> July 2026). Rates are inclusive of utilities with an allowance of £1.44 per person per day - £404.65 for a 281 days (9 month) contract and £515.52 for a 358 days (12 month) contract.. Utilities exceeding the cap amount will be billed with the Late Trinity term battels, calculated on meter readings and split equally amongst the occupants. Where bills come under the cap amount a refund will be issued with the Late Trinity Term battels. A 3% buffer is applied either way. [Examples of 9 and 12 month contracts for accommodation in the annex properties](#)

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.

Accommodation provided outside of contract dates i.e. early arrivals or late departures, is always charged.

Undergraduates on term time only contracts living in 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.

More information about Jesus College accommodation can be found on the College's intranet,, including the [Accommodation Policy](#), [sample licence](#), [property descriptions](#) and [general information and advice](#).

➤ <https://jesuscollegeintranet.web.ox.ac.uk/accommodation/>

#### **6.1.4 Graduate members: Accommodation**

Graduates have some dedicated rooms with shared facilities in our Ship Street houses, adjacent to College, or in 3 and 4 bedroom flats at the annex College sites in North and East Oxford (subject to availability). The Cheng Yu Tung Building, which consists of 68 bedrooms with en-suite bathrooms/WC, is normally allocated to Graduate Freshers, as per the Accommodation Policy. The individual rooms have use of shared lounges and modern kitchens on each floor.

It should be noted that anyone living in the Cheng building is not able to keep a car in Oxford as that stipulation was part of Oxford City Council's building regulations.

We respect the rights of adjoining residents to a quiet life and will work to ensure that these rights are not compromised. Student residents will be encouraged to respond with mutual respect to the needs of neighbours in close proximity to the residence.

A selection of rooms in College and Ship Street are offered on a contract of approximately 12 months. A smaller selection of rooms in College are offered on a contract of approximately 9 months.

Extensions to these periods can be agreed, subject to accommodation being available, with the Accommodation Office. Rent is mandatory throughout the period in each term. Outside of these periods, rent is not charged if the room is fully vacated and available for re-letting. When extensions to the set

term time accommodation have been made, confirmation of check out date must be made to the Accommodation Office by Friday of 5<sup>th</sup> Week each term.

All dedicated graduate accommodation is provided with cooking facilities, in a shared kitchen for College and Ship Street rooms and in the flats.

The College is able to accommodate the majority of its graduates throughout the duration of their course. Fresher graduates are offered accommodation in College whereas 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year graduates are invited to take part in the accommodation ballot process, which usually takes place around February.

Priority is given to those graduates who are on a fee liable courses. DPhil graduates out of fee liability may apply for any accommodation that might be unoccupied after all those who have priority have been allocated accommodation. A request for accommodation from a graduate on a part-time course will be met, if possible, once all the demand from full-time graduates has been satisfied.

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

### **6.1.5 Accommodation charges**

Accommodation charges are determined by the Governing Body each year following discussion with JCR and MCR representatives. Information on current accommodation contracts and rates can be found on the College intranet. Accommodation provided outside of contract dates i.e. early arrivals or late departures, is always charged.

- <https://intranet.jesus.ox.ac.uk/accommodation/general/rental-charges#tab-2230176>

### **6.1.6 Room/Flat condition form**

All residents of College property are required to download the [room or flat condition form](#) at the start of their licence period. These should be carefully checked, signed and returned to the Accommodation Office within seven days of the start of the lease/licence.

If you are in a shared flat the form should be returned to the site Caretaker within seven days of the start of the licence. Any omissions, errors or damage to the room/flat or its contents should be noted on the form before returning it. Inventories for the shared accommodation (flats) are also available on the same [link](#). Residents become responsible for any damage to the room/flat or its contents that have not been notified.

### **6.1.7 Room Defects and Accommodation Faults**

Any room defects or accommodation faults should be reported on the online fault reporting system. College staff will undertake the necessary maintenance.

- <https://jesuscollegeintranet.web.ox.ac.uk/accommodation/maintenance-issues>
- <https://intranet.jesus.ox.ac.uk/maintenance-reporting-form>

### **6.1.8 Furnishings**

All College accommodation is furnished. College furniture should not be removed from rooms/flats. Students wishing to bring their own furniture and flammable soft furnishings, such as curtains, must first obtain permission from the Accommodation Office and must comply with fire safety regulations. An application form can be found on the intranet.

- <https://intranet.jesus.ox.ac.uk/download-forms.aspx>.

### **6.1.9 Smoking**

Smoking is not permitted in any College building (including rooms on the main site, the Ship Street houses and the flats in the annex sites). Smoking is only permitted in designated outside smoking areas and between the hours of 5pm and 8am. Smoking is not permitted anywhere on the sites during working hours (8am to 5pm). See paragraph 11.8 on Smoking under Dean's Regulations.

## **6.2 BELONGINGS**

### **6.2.1 Insurance**

The College insurance does not cover student belongings, Junior Members are strongly encouraged to take out insurance for their personal belongings.

### **6.2.2 Linen and bedding**

As the College does not provide linen or bedding, you will be required to bring at least two pairs of sheets, two pillow cases, two duvet covers and your own duvet as well as your own towels. A mattress protector and a standard pillow (size: 50cm x 75cm) is provided in all rooms in central accommodation. At the annex accommodation sites (Stevens Close, 121 Woodstock Road and Herbert Close) all rooms are only provided with a mattress protector.

The sizes of beds provided vary and we would therefore recommend that you check your accommodation offer prior to purchasing your bedding.

Rooms in College and Ship Street houses are provided with a standard single bed which is 90cm wide x 190cm long (3'0" x 6'3"), with the exception of:

- Staircase XVIII (18) rooms are furnished with small double beds which are 120cm wide x 190cm long (4'0" x 6'3") except for rooms 13, 20 and 27 which have a standard single bed which is 90cm wide x 190cm long (3'0" x 6'3")
- Staircase 22 have four double rooms with standard double beds 135cm wide x 190cm long (4'6" x 6'3") and nine single rooms with standard single beds 90cm wide x 190cm long (3'0" x 6'3").
- Cheng rooms all have standard double beds 135cm wide x 190cm long (4'6" x 6'3")
- Ship Street Centre rooms are furnished with small double beds which are 120cm wide x 190cm long (4'0" x 6'3"), except for rooms 2, 12, 21, 23 and 31, which have a standard double bed being 135cm wide x 190cm long (4'6" x 6'3")
- Room 1 in Staircase VIII is furnished with a standard double bed being 135cm wide x 190cm long (4'6" x 6'3")

All rooms in our annex sites are provided with a standard single bed which is 90cm wide x 190cm long (3'0" x 6'3").

### **6.2.3 Personal Electrical Equipment (PAT)**

Due to the inherent risk of faulty electrical items being used in College it is imperative that all electrical items are regularly PAT tested. The College will have 'PAT testing Clinics' at the beginning of Michaelmas Term where students are required to bring their electrical items to be tested. Once the items have been passed they will be marked to show this.

Any electrical items found in Jesus College accommodation that does not show it has been PAT tested will be removed without seeking the owner's consent, a receipt will be given and the item will only be returned to its owner once its electrical safety has been checked.

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

Apart from the use of electric kettles, cooking of food in any room other than purpose-built kitchens is not allowed. Please note that microwave ovens, grills, toasters, coffee makers and rice cookers are specifically forbidden in bedrooms and study rooms.

Refrigerators are provided in all College rooms and shared refrigerators and freezers are provided in 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, including plug in fairy lights, 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.

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.

#### **6.2.4 Television and live streaming**

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.

#### **6.2.5 Notices and posters**

No notices, posters, photos or pictures are to be fixed to any College walls or woodwork and can only be displayed on official notice boards. Unofficial notices and posters fixed anywhere on College property other than official notice sites will be removed; any damage caused to decoration or fittings will be charged for.

### **6.3 STORAGE OF PERSONAL BELONGINGS IN THE VACATION**

There is very limited storage on College premises. What is available is reserved for students living in College accommodation, who are returning to College accommodation the following term or have secured College accommodation for the next academic year, 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.

#### **6.3.1 Applying for storage**

If eligible, Junior Members may apply to the Accommodation Services Manager for permission to use the College storage facilities. An e-mail will be sent to all students in College accommodation in 4<sup>th</sup> week and requests must be submitted by the Friday of 5<sup>th</sup> week. A maximum of three items are allowed – details given at the time storage is applied for. Items stored must be in sealed containers. Open bags, such as carrier bags, are not allowed. The College does not provide boxes.

Storage is generally available from Friday of 8<sup>th</sup> Week to Friday of 1<sup>st</sup> Week the following term after which all items must be removed. Items can only be stored if the Disclaimer has been signed and are left at the owner's own risk. Should items not be collected they will be disposed of.

### 6.3.2 Making alternative arrangements

For those students who are not eligible to store in College it is therefore their responsibility to arrange for their own storage. Below are links to local commercial self-storage providers. College has no direct relationship with these companies and therefore is not able to recommend any from first-hand experience.

<https://lovespace.co.uk> - beware of hidden charge returning your items

<https://www.selfstoragecentre.com/>

<https://www.bigyellow.co.uk/oxford-self-storage-units/>

<https://www.storageeking.co.uk> - recommended by a student

<https://www.isisremovals.co.uk/s/man-and-van/>

<https://www.royal-cars.com> - large taxis can be hired

## 6.4 END OF TERM/END OF LEASE ARRANGEMENTS

You are expected to leave the room/flat clean so the next person can move straight in.

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. The contents of the room is listed on the condition form <https://intranet.jesus.ox.ac.uk/download-forms.aspx>. The occupant will be charged any costs the College incurs if additional cleaning services are 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. All students checking out must do so at the Turl Street Lodge before 10am to avoid incurring late check-out charges. If accommodation is required beyond the end of the contract this must be applied for in advance from the Accommodation office by Friday of 5<sup>th</sup> week. An e mail is sent out in 4<sup>th</sup> week advising on the process. This information can also be found on the College's intranet.

➤ <https://intranet.jesus.ox.ac.uk/offices/accommodation/web-accommodation>.

## 6.5 KEYS TO COLLEGE

As well as access to their accommodation, Junior Members are issued with 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. The student will be charged the cost of replacement - £5 per card/fob/key and £25.00 per physical key.

All keys and fobs are collected from the College Lodge in Turl Street at the start of each period of residence and returned to the Lodge at the end of each period of residence.

## 6.6 POSTAL ARRANGEMENTS

Junior Members can get their mail delivered to College. All incoming post addressed to the College is delivered to the Lodge. Nonregistered items are placed in students' pigeonholes in the Lodge. Students must check their pigeonholes regularly.

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. However we strongly encourage that students purchase locally to support local traders, reduce congestion as well as their carbon footprint which is increased by purchasing online. If this is unavoidable please consider using other delivery services such as collection points or Amazon Lockers to avoid a large number of deliveries being stored at the Lodge.

## **6.7 LAUNDRIES**

Washing machines and tumble dryers are available in the basement of Staircase XVI, at Stevens Close and at Herbert Close and work via the Circuit app. Instructions on how to download and use the app can be found at the laundries themselves.

## **6.8 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.

### **6.8.1 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

### **6.8.2 Zero Emissions Zone (ZEZ)**

Oxford City Council and Oxfordshire County Council have introduced a Zero Emission Zone (ZEZ) in Oxford City Centre which is planned to extend to the wider city centre in due course. The ZEZ is designed to reduce traffic volumes and encourage the uptake of zero emission vehicles, resulting in less air pollution to help improve the air quality in Oxford's City Centre. The current areas in the ZEZ can be found [here](#). Zero emissions vehicles will be able to drive in the zone free of charge. Other vehicles will be charged between 7am and 7pm with the rates varying dependent on the vehicle and driver's status.

The penalty charge for moving in and out of the ZEZ without approved registration (discount or normal paid fee) is up to £60.

Eligible students can receive a 100 percent discount from ZEZ charges on a designated vehicle, provided they are within the qualifying threshold of 'acute financial hardship', i.e. if they receive the full rate maintenance loan or maximum rate final year maintenance loan. Students need to apply for the discount at least 10 working days before they intend to use it within the zone.

- <https://www.oxfordshire.gov.uk/residents/roads-and-transport/oxford-zero-emission-zone-zez>

## **6.9 OTHER, RESIDENCE-RELATED**

### **6.9.1 Council Tax**

Council Tax is a local government taxation, levied by Oxford City Council on the occupants of every house or flat. Full-time students are usually exempt from Council Tax. If you live in college-owned or University-owned accommodation, this exemption will automatically be applied to you. However, if you live out, then you and your fellow house-shared will need to apply to Oxford City Council for an exemption. To apply for this exemption, each student who is sharing will need to download and print

an enrolment certificate from Student Self-Service ([www.ox.ac.uk/students](http://www.ox.ac.uk/students)) section of the University website, and have this stamped and signed by the Academic Office. If your student status changes in any way then it is your responsibility to seek guidance from Oxford City Council as to any Council Tax implications.

Students who suspend their studies on health grounds may apply for dispensation from Council Tax Liability. A letter can be requested by any such student for the College to confirm for this purpose. The decision whether or not to charge remains at the discretion of the City Council, and the College and University can guarantee nothing.

If a student who has suspended their status finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts can be found online. Students applying for this would be expected to provide evidence of their situation for a discretionary discount to be considered.

- [www.oxford.gov.uk/downloads/file/2115/council\\_tax\\_discretionary\\_discount\\_procedure](http://www.oxford.gov.uk/downloads/file/2115/council_tax_discretionary_discount_procedure)

Student Registry provide details to the Council of enrolled students and their term time address in Oxford to facilitate the Council's processing of student exemptions. A student who becomes ineligible for a student Council Tax exemption, as they no longer have enrolled status, will immediately become liable for the payment and the Council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.

### **6.9.2 Voting in Local, National, and European Elections**

If you are a citizen of the UK, Republic of Ireland, EU, or a Commonwealth country, you can register to vote in public elections whilst you are in Oxford. Students are entitled to register to vote both at their term-time address in Oxford as well as at their home address – although it is an offence to vote in two places in the same election. To find out more about registering to vote as a student in Oxford, see:

- [https://www.oxford.gov.uk/info/20046/elections\\_and\\_voting/190/register\\_to\\_vote](https://www.oxford.gov.uk/info/20046/elections_and_voting/190/register_to_vote).
- <https://www.electoralcommission.org.uk/voting-and-elections/who-can-vote/students>

### **6.9.3 Jury Service: what to do if summoned**

Sometimes a student may be summoned for Jury Service, whether near their hometown or at Oxford Crown Court. If you are required to attend for Jury Service during Full Term, or another period when you are unable to attend for academic reasons, you can ask to defer your period of jury service, clearly stating the dates in the coming 12 months when you will be available. The Academic Office can provide a letter, as part of any application for deferral of jury service, formally confirming your academic commitments. It is usually possible to ask for a deferral only once in a 12-month period.

## **6.10 FOOD, DRINK ETC.**

### **6.10.1 Sign up, menus, costs**

The online sign-up form, menus and information on food costs are available on the College intranet:

- Sign up: <https://jesuscollegeintranet.web.ox.ac.uk/online-services>
- Menu: <https://jesuscollegeintranet.web.ox.ac.uk/hall-menu>
- Food costs: <https://www.jesus.ox.ac.uk/study-here/life-at-jesus/hall-and-food/>

### **6.10.2 Meal Service Times for Hall**

#### **a) Term time (0<sup>th</sup> - 8<sup>th</sup> Week)**



| Meal   | Days   | Times             |
|--|--|-------------------|
| <b>Breakfast</b>   | Monday - Friday                              | 8.00am - 9.00am   |
| <b>Lunch</b>   | Monday - Friday                              | 12.15pm - 1.30pm  |
| <b>Saturday Brunch</b>   | Saturday                                     | 10.00am - 12.00pm |
| <b>Sunday Brunch</b>   | Sunday                                       | 12.15pm - 1.00pm  |
| <b>Dinner Cafeteria</b><br>(1 <sup>st</sup> Hall)                            | Sunday - Friday                              | 5.45pm - 6.30pm   |
| <b>Dinner: 2<sup>nd</sup> Hall</b><br>3 Course served meal; Sign up required | Sunday, Wednesday,<br>Friday and EDI Dinners | 7.15pm Prompt     |
| <b>Dinner: Formal Hall</b><br>4 Course served meal; Sign up required         | Thursday                                     | 7.15pm Prompt     |

\*Dinner service is not available on Saturday evenings.

#### b) Outside of term time

Meal times will be adapted according to need and posted on the intranet. All meals outside of term time must be signed up for on the online system.

### 6.10.3 Lunch in Hall

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 £3.15 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).

### 6.10.4 Dinner in Hall

- First Hall:** A cafeteria-style dinner is available 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 £3.15 per guest in addition to the cost of their meal.
- Second Hall:** A served 3-course meal that must be booked in advance using the online system. Junior Members wishing to dine in 2<sup>nd</sup> Hall must register for themselves and their guest no later than 10.00am on the day concerned. One guest is allowed at any one time: permission for more than one must be obtained from the Catering Department at [catering@jesus.ox.ac.uk](mailto:catering@jesus.ox.ac.uk). There is a charge for guests.
- Formal Hall:** A served 4-course meal that must be booked in advance using the online system. Junior Members wishing to dine at Formal Halls must register for themselves and their guest 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 for guests. The Dress Code is Smart Evening Wear and College Members wear gowns where possible.

➤ <https://www.jesus.ox.ac.uk/study-here/life-at-jesus/hall-and-food/>

### **6.10.5 Individual Dietary Requirements**

Vegan, 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 Catering Team also on [catering@jesus.ox.ac.uk](mailto:catering@jesus.ox.ac.uk).

### **6.10.6 The Cheng Yu Tung Building Café**

Our all-day Café facility offering quality beverages and light meals is open Monday to Friday serving food from 8am till 2.30pm. There is also a vending machine available in the JCR.

### **6.10.7 University Card**

Junior Members must use their University Card to purchase all meals in Hall and for purchases from The Cheng Building (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.

### **6.10.8 College Bar**

Located in the 3<sup>rd</sup> Quad, the College Bar is open Wednesday to Friday.

## **7 SECURITY AND SAFETY**

### **7.1 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 Stevens Close and 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. Registration can be made at 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.

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.

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 8<sup>th</sup> Week.

It is College policy not to divulge the home address of Junior Members. In the unlikely event that Junior Members' College address and telephone number need to be disclosed the student will be contacted to discuss.

The College needs to hold emergency contact details for all its students and Junior Members are required to keep these up-to-date via Student Self Service: <https://www.ox.ac.uk/students/selfservice>.

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 Malachi Rimmer (07815 704263).

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. 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.

- <https://jesuscollegeintranet.web.ox.ac.uk/files/keepingsafeinandaroundoxfordpdf>.

## 7.2 FIRE SAFETY

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 anywhere in the College.

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 0<sup>th</sup> 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 Tuesday 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.

- <https://jesuscollegeintranet.web.ox.ac.uk/accommodation/health-and-safety/fire-safety>.

**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. Anyone who does not vacate the building where an alarm has been activated will be subject to disciplinary action.**

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

## 7.3 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.

**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.**

## 7.4 PERSONAL SECURITY – FIREARMS OR WEAPONS ATTACK

In the rare event of a **firearms or weapons attack** we request that you follow the government advice of RUN, HIDE and TELL.

RUN to a place of safety. It is better to do this than to surrender or negotiate. If there is nowhere to go then.... HIDE, it is better to hide than confront. Turn your phone to silent and turn off vibrate.

Barricade yourself in. Then when it is safe to do so, call and TELL the Police on 999 and the Lodge on 01865 279700. Further details can be found on [www.gov.uk/government/publications/stay-safe-film](http://www.gov.uk/government/publications/stay-safe-film).

## 7.5 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.

## 8 RESPONSIBLE USE OF RESOURCES

The College's [strategy for the responsible use of resources](#) is on the website.

All staff, students and Fellows are encouraged to take responsibility for the responsible use of resources alongside the College's implementation of strategies such as:

- Light bulbs are being replaced by energy efficient substitutes. All members of College are encouraged to turn off lights and other electrical equipment when not in use is encouraged
- 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. For most of the estate however, this is not an automatic process.
- Junior Members are encouraged to familiarise themselves with the heating system within their accommodation and ensure that they take responsibility for turning the thermostat down when leaving the room for long periods.
- 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 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.

## 9 FACILITIES FOR SPORT, MUSIC & THE ARTS

### 9.1 BACKGROUND

The College has a large number of facilities and sports clubs. 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 **Amalgamated Clubs Fund**, which is overseen by the Director of Accommodation, Catering & Conferences, and by the **Cultural Sporting and Travel Grants Committee**, chaired by the Academic Director. Both these bodies have termly funding rounds.

### 9.2 THE 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 DACC Administrator [cathy.lea@jesus.ox.ac.uk](mailto:cathy.lea@jesus.ox.ac.uk)

### 9.3 CULTURAL SPORTING AND TRAVEL GRANTS

The Cultural Sporting and Travel Grants Committee oversees 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. Applications submitted after the deadline will not be considered.

- <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance/cultural-sporting-and-travel-funds/>
- <https://www.jesus.ox.ac.uk/study-here/graduate-studies/admissions/finance/cultural-sporting-and-travel-funds/>
- Apply: <https://ams.jesus.ox.ac.uk/Forms/Home/Dashboard>

### 9.4 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.

## 9.5 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 or through the intranet's [room booking system](#). **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.

The gym in the Cheng building can be booked [here](#), for a one-hour slot. Gym inductions are required prior to use and can be booked [here](#).

## 10 COLLEGE CHAPEL AND MULTIFAITH ROOM

### 10.1 THE COLLEGE CHAPEL

Home to Sunday Evensong, music recitals, and choir practices, Chapel is also a quiet space for any student to pause and reflect. The Chapel is open all the time to College members.

Although most of the services are Church of England, members of all denominations and all faiths are welcome to attend. The main services of the week are the College Evensong on Sundays during Term, often with guest preachers, and a less formal College Eucharist on Tuesdays during term at 6.15pm.

#### 10.1.1 Choir, music and arts activities

The Chapel is increasingly 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, but with two auditioned singers available to lead each part, it combines a high standard of musical performance with a very friendly atmosphere. It offers free vocal tuition to all members, free second Hall after Sunday Evensong, and the opportunity to tour widely both abroad and around the British Isles. The Director of Chapel Music, Mr Peter Parshall will be pleased to hear from anyone who is interested in joining the Choir. 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.

#### 10.1.2 Pastoral support

The Chaplain and Interfaith Coordinator is a member of the College's Welfare team, and offers pastoral support to all students of the College, irrespective of religious commitment, during their time at College.

## **10.2 MULTI-FAITH ROOM**

There is a Multi-Faith Room available for the use of all students, located on the stairs up to Fourth Quad. This room has purpose-built ablution facilities, and is open at all times for personal reflection, prayer, and meditation, to students of all faiths and none. It can also be booked for discussion groups or other events by contacting the Chaplain and Interfaith Coordinator.

The Chaplain and Interfaith Coordinator welcomes comments and suggestions on how the Multi-Faith Room is operated, so that it can best serve the variety of faith groups represented within the College community. Suggestions can also be raised more formally by speaking to student members of the Interfaith Working Group, or the EDI Fellow, Stuart White.

## **11 DECANAL MATTERS**

For our life and work, whether in College or College accommodation to be tolerable, we need to be sensitive to other members of the College community so that all members 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.

### **11.1 THE DEAN'S REGULATIONS**

These Regulations supplement Bylaw 15 of the College's Bylaws, which are available on the College's website. Bylaw 15 sets out the College's Disciplinary Code and procedures for investigating potential breaches.

Particular attention is to be drawn to Bylaws 15.3 and 15.4, which prohibit and define harassment and sexual misconduct, respectively. Bylaws 15.17 and 15.18 also provide for special considerations that may be taken into account in investigating, and undertaking hearings into, harassment and sexual misconduct.

In addition, the College emphasizes that it is not permitted to gain access to any College roofs, for any purpose. Cases of such incursion will be dealt with by the Principal. The College will impose a penalty of a minimum of 12-month rustication (compulsory suspension) on anyone found to have accessed a roof of College property.

- <https://www.jesus.ox.ac.uk/about-jesus-college/our-community/public-documents/>

### **11.2 VISITORS IN COLLEGE**

Junior Members may be permitted guests in their room on the following basis:



- Members of College living in College property may accommodate 1 guest in their room for a maximum of 3 consecutive nights in any 14 nights, at no charge, on up to 3 separate occasions per term.
- The Member of College must register their guest and the duration of the stay at the Lodge and the guest must be signed in and out at the Lodge on every occasion that they enter and leave the College.
- Any guest must strictly be over 18.
- No bedding/beds will be distributed via the Lodge. However, provisions, i.e. a mat, may be requested directly from the JCR for guests staying on the Turl Street site.
- A Member of Jesus College must accompany/escort all guests arriving and departing at all times.

In addition:

- Students may not 'lend' their room to anyone else while they are away, as this would constitute a sublet which would contravene Jesus College accommodation contracts.
- Common rooms, sitting rooms in College sets, and communal kitchens/dining rooms in any of the properties are not to be used as guestrooms.
- Members of College who are found to accommodate a guest who has not been duly registered will be charged the standard rate for a Jr Guest Room for each of the nights their guest has been in College accommodation. Charges will be added to battels.
- Members of College who are found in breach of these rules will be subject to decanal sanctions.
- To help ensure a timely departure at the end of term, overnight guests will not be permitted on the final Friday of term or on the final night of occupation for those students given permission to stay beyond end of week 8.
- Students are responsible for their guests and their guests' behaviour at all times, and will be held fully accountable in case of any misconduct or damage. College reserves the right to withdraw permission to accommodate overnight guests.
- The cost of cleaning or repairing College property soiled or damaged by the actions of unidentifiable members is likely to be charged equally among the smallest identifiable group (via battels), or to the JCR/MCR.

The Lodge team reserves the right to refuse admission to any person if in their view there are grounds for refusal.

### **11.3 COLLEGE GATE**

For security reasons, the wicket gate in Turl Street is closed daily from 5.00pm 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.

### **11.4 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](https://compliance.admin.ox.ac.uk/freedom-of-speech) and on the Oxford University website at: <https://compliance.admin.ox.ac.uk/freedom-of-speech> with the obligation on organisers to notify the Dean immediately of any indication that the meeting may be improperly delayed or disrupted.

### **11.5 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 between 9am and 10pm 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 07580 318839, and in the case of Stevens Close, Mr Malachi Rimmer on 07815 704263.

### **11.5.1 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 am – 9 pm

Weekends      9 am – 11 pm

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 via the Lodge.

### **11.5.2 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 9.30am and 9.00pm on weekdays. On the weekends during Michaelmas and Hilary Terms, it may be used from 9.30am to 11pm. During Trinity Term, the normal weekday hours will also apply at the weekends. Use outside of these hours requires 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 6<sup>th</sup> Week of Trinity Term, priority will be given to 1st year students reading Music. Bookings should be made via the Lodge. Amplification equipment of any type is not allowed.

## **11.6 FIREARMS AND OFFENSIVE WEAPONS**

Firearms, ammunition or other offensive weapons may, in no circumstances, be brought into College or 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.

## **11.7 SMOKING**

The College strictly enforces regulations concerning the smoking of cigarettes or e-cigarettes 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, fines, and ejection from College or College-controlled accommodation.

Smoking is permitted only in the designated areas and between the hours of 5pm and 8am. Smoking is not permitted anywhere on the sites during working hours (8am -5pm).

## **11.8 BICYCLES**

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

All bicycles must be registered with the College Lodge.

We strongly discourage you from bringing your own bike to College in the first year but should you prefer to bring a bicycle, or purchase one in Oxford, it will be necessary for it to be registered.

Students are advised that e-bikes or e-scooters are not allowed to be stored or charged in any College premises.

Students are advised to consider Oxbikes for their transportation needs in Oxford. Oxbikes is a service offering rental and purchase of refurbished bikes, and it is run by students. Find more details at <https://oxbykes.co.uk/>

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 should be registered with the National Cycle Database: [www.bikeregister.com](http://www.bikeregister.com). Once you have registered, all identification details can be uploaded to the database including images of your bike.

There are a large number of cyclists in Oxford as well as a heavy traffic flow through the city centre. Due to this unfortunately road accidents are unavoidable; however there are road safety courses available for those who would like more information on how to stay safe while riding in the city.

These can be found on the University website: <https://travel.admin.ox.ac.uk/bike/oxford> or you can book directly at <http://bsbcoop.org/what-we-do/cycle-training/>. The College recommends that anyone who intends on cycling during their time in Oxford should participate in a course.

## **11.9 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 2<sup>nd</sup> quadrangle until 9.00pm 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 2023 until the 1<sup>st</sup> Week of Trinity Term 2024. 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.

## **11.10 COLLEGE ROOF INCURSION**

It is not permitted to gain access to any College roofs, for any purpose. Cases of such incursion will be dealt with by the Principal. The College will impose a penalty of a minimum of 12 month rustication (compulsory suspension) on anyone found to have accessed a roof of College property.

## **11.11 EXAMINATION CELEBRATIONS**

Junior Members celebrating the end of examinations may do so within the College in the 2<sup>nd</sup> 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 and any form of glitter or confetti is strictly forbidden. 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.

## **11.12 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 4<sup>th</sup> 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) but to comply with the Licensing Act all alcohol must be provided by the College and paid for in advance of the event or at the event when it is served by College staff. All parties in College and College-owned accommodation are also subject to the Dean's party rules, which are appended to these regulations.

## **11.13 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.

## **11.14 ANIMALS**

No animals may be kept, or brought, within the College or College-owned or College-controlled accommodation, with the exception of assistance dogs, in relation to which the College follows the [University Assistance Dog Policy for Students](#).

## **11.15 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 the College's safety leaflet "Keeping safe in and around Oxford" available on the College's Intranet

- <https://jesuscollegeintranet.web.ox.ac.uk/welfare/further-info#tab-3281781>.

## **11.16 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.

## **11.17 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 or a cleaning charge will be applied. Persistent, inconsiderate behaviour may lead to a student being banned from the bar for a period.

## **11.18 MISBEHAVIOUR OUTSIDE OF COLLEGE**

Where a Jesus student 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. Junior Members should also be aware that in addition, the Dean may impose a further penalty for damaging the reputation of Jesus College.

### 11.19 SUBSTANCE ABUSE

Junior Members who are struggling with substance addiction or abuse can approach the welfare team to seek help. The college will deal with such an approach sensitively and with a focus on student welfare.

### 11.20 DEAN'S HOURS

The Dean (Prof Suzanne Aspden) will be pleased to see Junior Members during the normal working day – please email [dean@jesus.ox.ac.uk](mailto:dean@jesus.ox.ac.uk) to arrange an appointment. Junior Deans can be contacted through the College Lodge in the event of an emergency between 7.00pm and 8.00am. In other cases, you can email them at [junior.dean@jesus.ox.ac.uk](mailto:junior.dean@jesus.ox.ac.uk).

### 11.21 STUDENT REMINDER

Junior Members are reminded that they are bound by the College's Statutes and Bylaws, and should familiarize themselves with their contents.

## 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.
4. Organisers of meetings in College must familiarise themselves with the Codes of Practice on Freedom of Speech below. You must also notify the Dean immediately of any indication that the meeting may be improperly delayed or disrupted. <http://www.jesus.ox.ac.uk/about/public-documents> and <https://compliance.admin.ox.ac.uk/freedom-of-speech>.
5. Permission will not be given for parties on Staircase V over the Hall or in Ship Street.
6. Permission will not normally be given for more than two parties on any one night.
7. If you are 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.
8. All parties shall be by written invitation in advance only, and all persons invited shall be known to you personally. Parties in College rooms and flats are limited to 20 people.
9. All meetings should be limited to members of bona fide College or University Clubs or Societies and their accompanied guests.
10. You must consider the potential threat posed by people of opposing views (in the case of meetings) or gate crasher and drunks (in the case of parties) and inform the Dean of your plans.
11. At no time should your meeting or party create an unreasonable disturbance to others: the Dean, or their deputy should not be required to adjudicate on this.
12. All music and meetings shall cease by 11.00 pm, all parties shall disperse by 11.30pm.
13. You will be held responsible for any damage or disturbance arising from your meeting or party.
14. You should apply for permission to hold a meeting or a party by e-mail to [dean@jesus.ox.ac.uk](mailto: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.**