



# Jesus College OXFORD

## INFORMATION AND REGULATIONS FOR UNDERGRADUATE MEMBERS OF THE COLLEGE 2023-24

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

If you are uncertain as to the meaning of any of the provisions or about how they will apply to you, you should talk or write to one of the main officers of the College listed on pages 7 to 9.



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## I THE CONSTITUTION OF THE COLLEGE

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

The membership of the College currently consists of the Principal and some 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”.

## II MAIN OFFICERS OF THE COLLEGE

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

**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 for the Office deals with day-to-day enquiries, Bod cards, and Collections amongst other things. The Academic Director is responsible for graduate matters in the College, assisted by the Graduate Administrator (Ms Emily Huang). The Admissions Officer, Laxi Gurung, oversees all undergraduate and graduate admissions to the College. The Disability and Grants Officer (Tahmina Sorabji) is also based in this office – the post holder supports students with disabilities and those seeking financial advice.

The Access Fellow (Dr Matthew Williams) and the Access Assistant (Megan Lee) look after Access and Outreach at the College including leasing with prospective applications and outreach to schools and colleges.

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 Academic Director is happy to see students about any matter concerning them. To find out more about the office, please see: <https://jesuscollegeintranet.web.ox.ac.uk/academic-office>.

Students are very welcome to pop into the Academic Office whenever is open for help and advice.

**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:

- Kathrina Dela Cruz (Finance Manager)
- Mark Trafford (Sales Officer, Fees and Battels)
- Violeta Budreviciute (Accounts Officer)
- Carol Harris (Payroll and Finance Officer)
- Laura Katkute (Accounts Officer, Banking and Donations)

The primary contact within the department for students is the Sales Officer, Fees and Battels. The responsibilities of the Sales Officer, Fees and Battels 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 drop the accounts team an email at [accounts@jesus.ox.ac.uk](mailto:accounts@jesus.ox.ac.uk).

**The Director of Accommodation, Catering & Conferences (DACC)** (Mr Ruedi Baumann) has overall responsibility to lead and support the College in all areas of catering and accommodation services. It is the DACC's duty to focus on the domestic needs of Junior and Senior members of the College during their academic journey. He is assisted by the following Heads of Department:

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

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

The Director of Accommodation, Catering & Conferences is also the Colleges Data Protection Officer and can be reached at [dpo@jesus.ox.ac.uk](mailto:dpo@jesus.ox.ac.uk).

**The Dean** (Professor Daniel Altshuler) has overall responsibility for the non-academic discipline of all Junior Members. Please email him at [dean@jesus.ox.ac.uk](mailto:dean@jesus.ox.ac.uk) to arrange an appointment. The Dean is assisted on the College site by the resident Junior Deans Lisa Zillig, Natasha Ali, 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 and the easiest way to make an appointment is to email her ([welfare@jesus.ox.ac.uk](mailto:welfare@jesus.ox.ac.uk)).



**The Welfare Fellow** (Professor Caroline Warman (in MT23) and Professor Ben Williams (in HT24 & TT24)) is a point of contact within College for any welfare problem a student might have (personal, academic, financial). Students may contact the Fellow directly (please note the terms) to make an appointment to talk about any problems they are experiencing ([caroline.warman@jesus.ox.ac.uk](mailto:caroline.warman@jesus.ox.ac.uk) (MT23) and [ben.williams@eng.ox.ac.uk](mailto:ben.williams@eng.ox.ac.uk) (HT24 & TT24)).

**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** (The Revd Dr Chris Dingwall-Jones) is responsible for all use of the College Chapel, and Multi-faith Room, as well as a resource for all faith communities within College. As a member of the Welfare Team, Chris is also available to talk to all students, regardless of their beliefs, about any issues or concerns they might have, whether academic, pastoral or spiritual. He is committed to making Chapel and College in general a space in which all can flourish, particularly those who might have been excluded by religious communities in the past. He is also a trained Harassment Advisor. Please feel free to drop into his room (14.2) or email ([chris.dingwall-jones@jesus.ox.ac.uk](mailto:chris.dingwall-jones@jesus.ox.ac.uk)).

**The International Fellows** (Dr Nada Kubikova and Dr Henry Clements) are a point of contact within College for any non-UK students who wish to discuss any matter with them. They may be contacted by email ([nada.kubikova@jesus.ox.ac.uk](mailto:nada.kubikova@jesus.ox.ac.uk) and [henry.clements@history.ox.ac.uk](mailto:henry.clements@history.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.

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

### **III COMMON ROOMS AND REPRESENTATION**

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

#### **I. Code of Practice**

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

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

- a) The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the President of the JCR or MCR (as the case may be) and the Secretary of the Governing Body not later than the end of the 2<sup>nd</sup> Week of Michaelmas Term.
- b) Membership involves the payment of a modest subscription.

- c) Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR or MCR.

The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting the funding of groups and clubs, affiliation to external organisations (including OUSU), and the handling of complaints.

The implementation of these arrangements is supervised by the Governing Body of the College through the Accommodation, Catering & Conference Committee.

- d) The College provides certain social, recreational and welfare facilities for all its Junior Members, including the use of common rooms. It allows the JCR and MCR as associations to participate in the management and provision of these services and from time to time provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all Junior Members on equal terms whether or not they are members of their respective association. For more information on the JCR in general, please see the JCR homepage at <https://www.jesusoxfordjcr.com>.
- 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.

## **2. Formal Contacts between Senior and Junior Members**

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

# **IV ACADEMIC MATTERS**

## **I. Terms**

At Oxford the three terms that make up the academic year are called Michaelmas (autumn), Hilary (spring) and Trinity (summer). Each is a period of eight weeks, known as Full Term.

Students are required to return to College by 5pm on the Thursday of the week before Full Term (0<sup>th</sup> Week). To return any later would require the permission of the Principal: please consult your tutor and then the Academic Director in the first instance. However, undergraduates coming up to the College for the first time (Freshers), are required to arrive by 5.00pm on the preceding Monday, 2<sup>nd</sup> October 2023, in order to be present for the College's Induction Programme for new undergraduates. Students reading for undergraduate degrees may also be required to attend induction programmes at their department/faculty during the week. Notification will be sent by the relevant department/faculty.

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

The dates of the beginning and ending of Full terms for the academic year 2023-24 are as follows:

Michaelmas Term 2023: Sunday 8<sup>th</sup> October – Saturday 2<sup>nd</sup> December 2023

Hilary Term 2024: Sunday 14<sup>th</sup> January – Saturday 9<sup>th</sup> March 2024

Trinity Term 2024: Sunday 21<sup>st</sup> April – Saturday 15<sup>th</sup> June 2024

## 2. Residence Requirements

The University imposes residence requirements on Junior Members reading for a degree since a number of terms of residence, nine in the case of the BA, six in the case of a second BA with senior status, are required by the University as a condition of admission to a degree.

No person shall be reckoned as having completed the required terms without having resided within the University for at least six weeks of each term, and failure to observe this may result in having to postpone the taking of a degree. Undergraduates who choose not to live in College accommodation after their first year must reside during term in accommodation within six miles of Carfax in the centre of the city.

## 3. Academic Dress

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

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

One of:

- dark suit with dark socks, or
- dark skirt with black tights or stockings, or
- dark trousers with dark socks or dark hosiery
- dark jacket, if required – worn underneath the gown
- black shoes
- plain white collared shirt or blouse with sleeves
- white bow tie, black bow tie, black full-length tie, or black ribbon.

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

## 4. Undergraduate Admissions

Decisions on admissions are based solely on the academic merit and potential of each candidate, and are assessed according to the University selection criteria for their subject, within the number of places available. Admissions' procedures are kept under regular review to ensure compliance with University-wide policies.

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

## 5. University Matriculation

Junior Members who are reading for a degree or diploma of the University are normally required to be matriculated (that is, admitted formally to membership of the University) in person.

## 6. Registration

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

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

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

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

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. In consequence of this, there is no automatic entitlement to change degree programme. Changes of subject are comparatively rare and tend to be restricted to Joint Schools where a student requests, for example, to read for 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).

## **8. Requests to Suspend Study**

Requests from Junior Members to suspend their course of study for a year or part-year will not normally be granted unless there are serious and compelling circumstances, such as severe illness (supported by medical evidence). Please see the full College policy at <https://jesuscollegeintranet.web.ox.ac.uk/academic-office/student-handbooks-guidance>.

## **9. University Examinations**

Undergraduates read for an Honours School, as subjects are described at Oxford. The courses and examinations taken by all students of the University of Oxford are defined and organised by the University rather than by the College and are set out in the University's Examination Regulations: a copy of the current edition is issued to each student on arrival in Oxford. You should make sure that you are familiar with all relevant parts of it and keep it for reference in future years; a revised edition is issued annually and it is important that after your first year, you consult the current edition. This is available on the University website <https://examregs.admin.ox.ac.uk/>.

### **Entering for University Examinations**

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

You will receive an email with an invitation to login to Student Self Service to complete your examination entry. Refer to the Student Self Service screenshot gallery for a view of the new examination entry screens.

### **Check your core assessment units**

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

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

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

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

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

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

### **Confirmation of your entry**

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

### **Individual Requirements**

Some Junior Members may require arrangements to be made to enable them to sit examination papers, both in College (for "Collections", see section 14) and for University exams. Examples of individual arrangements which can be made include: extra time to sit papers for students with dyslexia; use of a word-processor in exams for injuries to the writing hand/specific learning difficulties; taking exams earlier or later than timetabled to allow students to observe religious festivals. Since making these arrangements involve a number of staff and resources, and, for University exams, permission from the University, it is imperative that students let the Disability and Grants Officer in the Academic Office

know as soon as possible if they think their circumstances will require individual arrangements to be made. Students are strongly encouraged to talk to their tutors and to come to the Academic Office to discuss options with the Disability and Grants Officer as soon as possible in Michaelmas Term.

### **Illness affecting Examinations**

If your work during a University examination is adversely affected by illness or some other exceptional circumstance, you should make sure that the Academic Registrar is informed. Students may submit Mitigating Circumstances notices to the Proctors about their circumstances (see <https://www.ox.ac.uk/students/academic/exams>). Medical certificates (obtainable from the College doctors) or other appropriate supporting evidence are required. Please note that the Junior Proctor will not accept evidence relating to the disruption of revision time.

### **Illegible Scripts in University Examinations**

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

### **The First Public Examination**

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

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

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

## **10. Academic Work**

There are many dimensions to the College but it is, above all, an academic institution devoted to the pursuit of education, learning and research. Members must not put these aims in jeopardy, and Junior Members are expected to devote the greater part of their time in both term and vacation to academic study. Punctual attendance at tutorials, classes, practicals, compulsory lectures and completion of work set constitutes the central obligation upon undergraduates during their Oxford career; these commitments must always be given priority over all other activities, and the Governing Body will take a serious view of any student who fails in this commitment. Advice for new students on preparing for tutorials and lectures, managing the workload and study support is available in the College’s Freshers’ Study Guide 2023 available on the web at <https://jesuscollegeintranet.web.ox.ac.uk/academic-office/student-handbooks-guidance>.

## **11. Tutorials and Classes**

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

pigeon holes in the Lodge and/or read their emails for times of appointments. **Attendance at such appointments takes priority over all other engagements.**

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

## **12. Academic Progress**

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

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

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

## **13. Plagiarism**

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

## **14. Collections and Annual Progress Reviews**

### **Collections**

Collections is the term used for College mock examinations that take place at the beginning of every term. Undergraduates may be set one or more internal College written examinations by their tutors, usually on the Friday and/or Saturday of 0<sup>th</sup> Week (i.e. the week before the first week of Full Term). Details of time, place and work to be tested are placed on the notice boards in the Lodge and JCR, and on the Academic Office website. Undergraduates should be in residence in Oxford by 5pm on Thursday of 0<sup>th</sup> Week of each term.

The purpose of exam Collections is to test the academic standard of students and to ensure that proper progress is being maintained. Sitting papers under examination conditions is also a useful training in exam technique. Students are normally tested on work covered in the previous term as a guarantee that this has been mastered. A Collection Prize of £60 in books may be recommended at a tutor's discretion, for award



by Governing Body in Trinity Term, if a student performs at or above the level needed for a borderline First/Upper 2.1 in University exams.

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

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

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

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

### **Annual Progress Reviews**

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

### **15. Feedback on Teaching**

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

### **16. Academic Disciplinary Procedures**

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

**Current Bylaws may be viewed on [the College website](#).**

**Extract from Bylaw 13 on academic regulations and discipline:**

#### **Academic Regulations and Discipline**

This section explains the academic obligations of junior members of this College and sets out what will happen if junior members fail to meet those obligations. It is intended to be transparent and to give junior members every opportunity to explain to tutors, the Academic Director, or to the Principal, any special circumstances which should be taken into account in reviewing their case. The procedures, like any College policy, are governed by the College's commitment to the provision of equal treatment for all of its members. The College wishes to ensure that all students make the best use of their time at Jesus College and that they all fulfil their academic potential; providing junior members do this and work to the best of their academic ability, they will not be affected by the terms of the Academic Discipline Procedures.



## **ACADEMIC STANDARDS**

### **13.1 Undergraduate members – courses and examinations**

Every member of the College admitted to undertake an undergraduate course of studies shall be admitted to a prescribed course of studies, and shall not change that course of studies save with the permission of the Governing Body. Such member shall duly present themselves for all University examinations incident to the prescribed course of studies.

(Ref. VI, VII and X.6)

### **13.2 Undergraduate members – supervision and instruction**

Every member of the College undertaking an undergraduate course of studies (hereinafter, “undergraduate member”) shall do so under the supervision of a person or persons appointed by the Governing Body for that purpose, whether that person or those persons be a Fellow or Fellows, or otherwise. The undergraduate member shall receive tutorial instruction from such persons as the supervising person or persons shall arrange, and shall attend for instruction, and shall undertake such written work, reading and other academic work as such persons giving instruction shall require.

#### **Requirements for the maintenance of good academic standing**

The undergraduate member shall, in addition, take such written College examinations as the supervising person or persons shall, from time to time, require. In respect of all elements of the undergraduate member’s work, the undergraduate member shall be expected to achieve a standard of performance satisfactory to the supervising person or persons, given the particular level of academic ability of the undergraduate member, usually at least a 2:1 level. Undergraduates must pass Public (University) Examinations and are not permitted to read for a Pass School. Undergraduate must keep residence as required by the University and attend all tutorials, classes etc, unless permission to be absent is obtained from tutors.

#### **Extra-Curricular Activities**

Students wishing to undertake a substantial extra-curricular activity must seek their tutors’ approval. Such activities may include a major Committee position or a time-consuming sporting or cultural activity. Tutors will take into account the student’s academic standing when considering such a request. Students who are not working to the best of their academic ability, or who are on an academic warning, or who are in the Academic Discipline Procedure may not be allowed to take on such commitments.

#### **Plagiarism**

All incidences of suspected plagiarism will be investigated in the first instance by the tutor. The College takes plagiarism very seriously (please refer to the University guidance and that of the College in your Jesus College Study Guide). Acts of plagiarism may lead to the College embarking on the Academic Discipline Procedure (see 13.7 below), including an Academic Discipline Board being convened without Special or Penal Collections first being sat. The Proctors investigate suspected plagiarism in submitted assessed work and examinations. Students are required to abide by the University’s regulations concerning plagiarism.

(Ref. VI, VII and X.6)

## **FEEDBACK AND SUPPORT**

### **13.3 Principal’s Collections**

Principal's Collections shall be held for undergraduate members of the College at the end of each term, in such manner and in accordance with such regulations as the Governing Body may from time to time determine. Every undergraduate member shall attend such Collections unless special leave from the Principal has been obtained, or the member has been informed by the Academic Director that the presence of the member is not required. Except by special leave of the Principal, no undergraduate member shall depart from Oxford before 1 p.m. on the Friday of the eighth week of Full Term, nor without such leave shall the undergraduate member depart before the member has completed attendance at all tutorials, lectures and classes at which the member’s attendance is required.

(Ref. III.4, VI.19, VII.3)

### **13.4 Tutor's Collections**

Every undergraduate member shall attend such Collections at the end of each term as the person or persons supervising the member may determine.

(Ref. VI, VII and X.6)

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

Cases of unsatisfactory academic work shall formally be dealt with by the Governing Body. A report shall be made to the Governing Body at its meetings in Fourth Week and Eighth Week each term on any undergraduate member whose work gives cause for concern: such a report may also be made at other Governing Body meetings.

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

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

### **13.7 Academic Discipline Procedure**

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

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

Early indications of unsatisfactory work may be reported in the first instance to the Academic Director. The Academic Director may interview the member. The interview may also involve one or more of the persons supervising the member, at the discretion of the Academic Director. At the interview, the member may be accompanied by another person, and shall be notified in writing of that right. At the interview, the undergraduate member's progress shall be considered, the reasons for the underperformance and not fulfilling potential examined and possible remedies considered. Where appropriate, the Academic Director will set down in writing future action for the member, as a first formal warning, and report on the interview and (where this has occurred) any future action set down in writing, to the Governing Body. The Governing Body will then decide what, if any, further course of action should be taken (including, if appropriate, the setting of a Special Collection or Special Collections), and this will be communicated to the undergraduate member in writing by the Academic Director. If the Governing Body shall determine that a Special Collection or Special Collections shall be set, it shall normally determine what mark or marks shall be achieved; that mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. A Special Collection will not normally be independently marked. The Academic Director will write to inform the student, reminding them of the academic discipline procedure and of sources of support.

If a student achieves the marks set in each Special Collection, the marks will be reported to the GB and the Academic Director will inform them that they have passed.

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

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

### **13.10 Penal Collections**

Penal Collections will normally be set for (i) undergraduate members who fail Special Collections; (ii) undergraduate members who are otherwise in serious neglect of their studies. The power of the Governing Body to require an undergraduate member to take Penal Collections shall be without

prejudice to its power to take other appropriate steps, whether in addition to, or instead of, setting such collections, in relation to such member's academic underperformance.

They will normally consist of one or more papers, which will be marked by two assessors external to the College. The members will be expected to achieve such marks as determined by the Governing Body on the advice of the person or persons supervising the undergraduate member and by the Academic Director. The mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. The mark returned shall normally be the mean of the assessors' marks. Where the assessors' marks are on either side of a classification border and the mean is below the pass mark, the assessors will be asked to resolve their marks; if they are unable to do so, a third assessor will mark the Penal Collections. It will be made clear to the member at this stage that failure in these Penal Collections is likely to result in the consideration of the member's case by an Academic Discipline Board, the outcome of which may be expulsion from the College.

### **13.11 Passing Penal Collections**

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

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

If the undergraduate member fails to achieve the required marks in the Penal Collection(s), this will be reported to the Governing Body.

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

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

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

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

- i) The undergraduate member shall be notified in writing of the date, time and place of the meeting of the Governing Body at which the member's case will be considered. Should the Governing Body propose to consider any document or other evidence that was not considered by the Board, the member shall be provided with a copy thereof or, as the case may be, details thereof. In particular, the member shall be provided with a copy of the Board's report to the Governing Body.
- j) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case will be considered. The member shall be entitled to speak on their own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf.

The member shall be notified in writing of these rights.

- k) All such notifications and documents as are referred to in (c), (d), (f) and (g) above shall be sent to the member no less than 120 hours before the further meeting of the Board, or, as the case may be, the relevant meeting of the Governing Body.
- l) The Governing Body shall consider the report and recommendations of the Academic Discipline Board. It shall consider any written submission from the undergraduate member and/or from any person accompanying the member. It shall, if the member is present, invite them to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member shall be asked whether or not the member accepts the findings of fact made by the Board and whether or not the member wishes the Governing Body to take into account any medical factors (which will normally be supported by a medical certificate) or other material considerations, or mitigating circumstances, or both.
- m) The Governing Body shall decide what academic disciplinary action, if any, to take, as regards the undergraduate member in question, whether that action be expulsion, rustication or some other appropriate disciplinary step. The members of the Academic Discipline Board may be present for the consideration of the report of the Board, but they shall absent themselves before any vote is taken.
- n) Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

### **13.14 University Examinations**

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

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

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

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

- a) Subject to (b) below, an undergraduate member who does not achieve a pass mark or grade in the member's first attempt at any paper or papers in the First Public Examination may take that paper or those papers a second time.
- b) An undergraduate member who fails one or more papers in their initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the re-sit in that subject). The sole exception to this shall be where college academic discipline procedures are already in process at the time of the first attempt, and the member has received a written warning at least four weeks before the first examination which explicitly provides that a specified number of failures or other elements of the Public Examination at the first attempt will lead to their expulsion.
- c) Any member who passes their First Public Examinations at a second sitting but achieves only Third-class marks will normally be set Special Collections at their next scheduled Collections. The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. Failure to achieve the pass mark will be considered by the Governing Body who will normally require that the member is set Penal Collections.

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

- a) The Academic Director will inform in writing any undergraduate member of the College who does not pass the whole of any First Public Examination in no more than two attempts that, under the University's Examination Regulations, they will not be permitted to re-enter for that examination unless the University's Education Committee permits a third and final attempt. The Academic Director will also inform the member that, in consequence, unless application is successfully made to that Committee to be allowed a third and final attempt, they will cease to be a member of the University, and will, under the provision of Bylaw 13.17 (f) below, also cease to be a member of the College. The Academic Director will include for the member a copy of the whole of Bylaw 13.17.
- b) It will be for the undergraduate member to decide if they wish to apply to the University's Education Committee to be permitted a third and final attempt. If they wish to do so they should let the Academic Director in writing as soon as possible. The Academic Director will send the Dispensation paperwork to the undergraduate member for them to complete. The undergraduate member may request a meeting with the Academic Director to discuss the process and may bring an observer with them if they so choose.

- c) On receipt of the Dispensation paperwork, the Academic Director shall consult the undergraduate member's tutors, as to the arguments for and against the College supporting the member's application to the University's Education Committee.
- d) The Academic Director will submit the Dispensation request to the University's Education Committee and notify the undergraduate member that the request has been submitted.
- e) The Governing Body will be notified of the undergraduate member's decision to apply for an exceptional third sitting of First Public Examinations.
- f) Once notified that an undergraduate member has not passed the whole of any First Public Examinations, after two attempts to pass it, the College will withdraw the undergraduate member from their course of study and the undergraduate member will cease to be a member of the College and University.
- g) Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.
- h) If permitted an exceptional third sitting of First Public Examination by the University's Education Committee, the former undergraduate member will be admitted to the University and the College in order to sit the examination(s).

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

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

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

- a) Where an undergraduate member takes a Second Public Examination in more than one part and fails any such part that is not the final part of that Examination, or fails any sub-part thereof or performs in that examination in a way that gives cause for concern, the Academic Director shall bring the name of that member to the attention of the Governing Body.
- b) The Governing Body may, in the case of any such undergraduate member, take any action under Bylaws 13.7 to 13.11 that it considers appropriate, but it shall not expel that member solely by reason of that failure unless required to do so by Bylaw 15.7.
- c) The Academic Director shall bring to the attention of the tutors and the Governing Body the name of any undergraduate member whose performance in a Second Public Examination gives cause for concern. Unsatisfactory performance in any Public Examination is defined as a student who achieves only Third class marks. The Governing Body will normally require that a student who performs unsatisfactorily in Non-Final Second Public Examinations will have their next Collection(s) set as a Special Collection or Special Collections. The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

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

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

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

### **13.26 Complaints**

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

### **13.27 Appeal to Conference of Colleges Appeal Tribunal**

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

### **13.28 Complaint to the Office of the Independent Adjudicator**

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

**End of extract**

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

College Scholarships and Exhibitions are awarded in recognition of meritorious work, including the results of any University examinations. These awards are made by the Governing Body at the end of each academic year and are tenable for one year at a time. They may be withdrawn or not renewed if the Governing Body judges the standard of a recipient's work to be unworthy of a Scholar or Exhibitioner, as the case may be. The Governing Body will usually expect exam Collections to be at a good 2.1 level for a student to retain 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 Exhibitors have an entitlement to certain free meals.

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

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

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

Scholarships, prizes and grants are advertised at different times throughout the year on the notice boards in the Lodge and JCR. They are also permanently listed (showing subject, value and method of application) and advertised on the College's website at: <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance/scholarships-prizes-and-awards/>.

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

The College is prepared to make grants to Junior Members for books (including e-books) purchased, articles photocopied and/or approved items of academic approved support required for their course of study and which are purchased during the academic year 2023-24 (that is from the last day of Trinity Full Term 2023, 17<sup>th</sup> June, to the last day of Trinity Full Term 2024, 15<sup>th</sup> June).

Application forms for a grant can be obtained from the College's website <https://intranet.jesus.ox.ac.uk/academic-office/grants-forms> and should be submitted to the Accounts Office ([accounts@jesus.ox.ac.uk](mailto:accounts@jesus.ox.ac.uk)) by noon on the last day of Trinity Full Term 2024. They will not be

considered before this date. Late applications will not be accepted. Payment will be made by way of credit against battels for Trinity Full Term.

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

The amount of these grants is subject to an overall limit in any one academic year; this limit is reviewed annually. In 2023-24 the grant to each applicant will be 75% of the cost of books or £180, whichever was the smaller, the grant being reduced proportionately if the accepted claims exceed the total funding available for the grant scheme. The minimum claim allowable is £25.

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

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

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

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

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

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

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

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

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

Vacation Grants: Undergraduates may apply for Vacation Grants to assist with the costs of their remaining in Oxford to pursue their academic work and/or take university exams in the forthcoming vacation. Each eligible student may apply for up to 17 days' Vacation Grant in any one financial year (1 August – 31 July). The value of one day's grant is the cost of one day's room rent in College. However, each subject has an allocation of days directly proportional to the number of its students, and it may be that the allocation will be exhausted if each student in the subject wishes to claim for 17 days. Cases of exceptional need will still be able to be dealt with even if the subject allocation has been exhausted.

All applications for such grants must be made through the Academic Office, who regularly each term posts notices giving details of how and when to apply on the intranet at: <https://intranet.jesus.ox.ac.uk/academic-office/grants-forms>.

The vacation grant will be paid by credit to the student's battels account at the beginning of the following term.



## 21. Financial Costs of Field Trips

The College will not automatically meet the costs of compulsory field trips or other compulsory academic activities associated with a student's course. It is the clear responsibility of the department or faculty to flag these costs to potential applicants in their publicity material and in their course handbooks. However, should any student consider they are in financial difficulty through needing to meet such cost/s, they are welcome to 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 the Hardship Committee prospectively rather than retrospectively, so that the Committee can let the student know how much, if any, financial help could be made available, and the student can then make an informed choice about resources.

## 22. Use of University Email Address

Students are required to use their official University email address, in the format [first-name.last-name@jesus.ox.ac.uk](mailto:first-name.last-name@jesus.ox.ac.uk) for email communication with the College. The use of any other personal email addresses is not acceptable in this context. Students must ensure they check their University email account frequently (it is advised to check daily, at least during term-time), as the College will use this address for communication with students.

## 23. Joint Schools College Course Coordinators

	<b>Michaelmas 2023</b>	<b>Hilary 2024</b>	<b>Trinity 2024</b>
<b>Classics and English</b>	Prof D'Angour	Prof D'Angour	Prof D'Angour
<b>Classics and Modern Languages</b>	Prof D'Angour	Prof D'Angour	Prof D'Angour
<b>Economics and Management</b>	Dr Eso	Dr Eso	Dr Eso
<b>English and Modern Languages</b>	Prof Kohl	Prof Kohl	Prof Kohl
<b>History and Economics</b>	Prof Gajda	Prof Gajda	Prof Gajda
<b>History and Modern Languages</b>	Prof Gajda	Prof Gajda	Prof Gajda
<b>History and English</b>	Dr Lidster	Dr Lidster	Dr Lidster
<b>History and Politics</b>	Prof Gajda	Prof Gajda	Prof Gajda
<b>Mathematics and Computer Science</b>	Prof Zivny	Prof Zivny	Prof Zivny
<b>Mathematics and Philosophy</b>	Prof Dancer	Prof Dancer	Prof Dancer
<b>Mathematics and Statistics</b>	Prof Dancer	Prof Dancer	Prof Dancer
<b>Modern Languages and Linguistics</b>	Prof Kohl	Prof Kohl	Prof Kohl

<b>Philosophy and Theology</b>	Prof Baccelli	Prof Baccelli	Prof Baccelli
<b>PPE</b>	Prof White	Prof White	Prof White
<b>PPL</b>	Prof Altshuler	Prof Altshuler	Prof Altshuler

## 24. 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>.

Freshers: please see <https://ams.jesus.ox.ac.uk/Forms/Home/Dashboard> to complete details of dietary requirements such as food allergies or religious faith dietary restrictions which will be passed to the catering staff. This is not to be used for food likes and dislikes.

## 25. College Migration Policy

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

## 26. Graduation

The University sends automated e-mails to students the year before their graduation date inviting them to a specific graduation ceremony the following year. It should be noted that students may find it very difficult to book onto an alternative graduate ceremony date if they decline the ceremony date they are initially offered. Enquiries regarding graduation should be directed to the Alumni Engagemnt Manager in the Development Office: [degree\\_day@jesus.ox.ac.uk](mailto:degree_day@jesus.ox.ac.uk).

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.

## 27. Language Courses - Oxford University Language Centre

[www.lang.ox.ac.uk](http://www.lang.ox.ac.uk)

### *The Oxford University Programme in Languages – The OPAL programme*

#### *Modern languages*

- **General and Academic** (formerly LASR and LASR Reading) – enrolment can be a term at a time. As was the case with LASR, departments/colleges can choose to pay a fee to guarantee a place for a student with strong academic needs. This is known as a Priority place. Priority enrolment forms are available for students to download from the website ([www.lang.ox.ac.uk/priority-funding](http://www.lang.ox.ac.uk/priority-funding)), and must be counter-signed by the college/department, before being returned to the Language Centre.
- **Fast Track** – a year-long course. As set out in the Conference of College's Register of Payments, colleges may reimburse their students who successfully complete the course at the end of Trinity Term with up to 50% of the cost for the year. The student fee for the total cost of the course is made available at: <https://www.lang.ox.ac.uk/course-fees>. A form to record the agreement between a student and their college of their eligibility for the reimbursement scheme is also available for students to download from the website; it does not need to be returned to the Language Centre.

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 that takes place in Trinity Term, refund will only be for the 50% of the course fee.

You should also make sure to 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.

## **Academic English**

The overall termly fee per course for 2023-24 is made available at: <https://www.lang.ox.ac.uk/course-fees>. The Language Centre's admin team will send departments/faculties/colleges a list of their students for verification and payment on a termly basis once the students have enrolled. There is no requirement for prior approval from departments/faculties/colleges for students to enrol on these courses as they are an entitlement for students whose first language is not English.

The College does not usually reimburse the Academic English Courses.

If you have any queries please contact [admin@lang.ox.ac.uk](mailto:admin@lang.ox.ac.uk).

## **V DOMESTIC ARRANGEMENTS**

### **I. Accommodation**

Jesus College provides some of the best student accommodation in Oxford and has a continuing programme of improvement. The College complies with the Universities UK (UUK) Accommodation Code of Practice (ACOP) for the Management of Student Accommodation, the full terms of which can be accessed electronically via the UUK website: <https://www.universitiesuk.ac.uk/topics/students/student-support/accommodation-code-practice>.

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

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

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

Two locations of the College's flats (Stevens Close and 121 Woodstock Road) are in North Oxford, less than a mile from the College. The other (Herbert Close) is adjacent to the College's Sports Ground in East Oxford, about two miles from the College. This location has three blocks of flats (Hazel Court, Hugh Price House and Leoline Jenkins House) for the use of graduates and undergraduates. All of these 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.

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

The flat leases are for a period of 40 weeks, from the Monday before 0<sup>th</sup> week of Michaelmas Term (Monday 25<sup>th</sup> September 2023) to the Saturday of 10<sup>th</sup> Week of Trinity Term (Saturday 29<sup>th</sup> June 2024). The leases require the joint tenants to pay the full rent and utilities charges for the period of the lease regardless of occupation, including electives and other periods of study away from College.

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.

All residents of College property are required to download the room or flat condition form <https://intranet.jesus.ox.ac.uk/download-forms.aspx> at the start of their lease/licence period. These should be carefully checked, signed and returned to the Accommodation Office within seven days of the start of the lease/licence. These need to be as detailed as possible in order to avoid any charges at the end of the lease/licence. Any omissions, errors or damage to the room/flat or its contents should be noted on the 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.

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

Smoking is not permitted in any College or Ship Street rooms or in the flats. Smoking is only permitted in designated smoking areas outside the building.

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

More information about Jesus College accommodation, including the Accommodation Policy, sample licences and leases, property descriptions and general information and advice can be found on the College's intranet at: <https://jesuscollegeintranet.web.ox.ac.uk/offices/accommodation/web-accommodation>.

## **1.1 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 the 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 at [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). Students applying for this would be expected to provide evidence of their situation for a discretionary discount to be considered.

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.

## 1.2 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).

## 1.3 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.

## 2. Meals

### Meal Service Times for Hall

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

Breakfast	Monday - Sunday	8.00am - 9.00am
Lunch	Monday - Friday	12.15pm - 1.30pm
Lunch	Saturday - Sunday	12.15pm - 1.00pm
Dinner Cafeteria (1 <sup>st</sup> Hall)	Sunday - Friday	5.45pm - 6.30pm
Dinner: 2 <sup>nd</sup> Hall 3 Course served meal Sign up is required	Sunday, Wednesday and Friday	7.15pm Prompt
Dinner: Formal Hall 4 Course served meal Sign up is required	Thursday	7.15pm Prompt

Dinner service is not available on Saturday evenings.

## 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.

### **2.1 Lunch**

A cafeteria-style lunch is available. All members of College, whether living in or not, are welcome to take lunch. If you wish to bring one or two guests to lunch during term time you may do so, but there is a charge of £2.70 per guest in addition to the cost of their meal. If you wish to bring more than two guests at any one time you must seek the permission of the Catering Department at [catering@jesus.ox.ac.uk](mailto:catering@jesus.ox.ac.uk).

### **2.2 Dinner**

A cafeteria-style dinner is available in **FIRST HALL** from 5.45pm to 6.30pm. If you wish to bring one or two guests to First Hall during term time you may do so, but there is a charge of £2.70 per guest in addition to the cost of their meal.

**SECOND HALL** is 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.

### **2.3 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).

## **3. College Bar**

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

## **4. The Cheng Yu Tung Building Café**

Our all-day Café facility offering quality beverages and light meals during term time is open Monday to Friday serving food from 8am till 4pm. There is also a vending machine available in the JCR.

## **5. 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. Battels**

Termly College bills known as “battels” are sent by the Accounts team to Junior Members as soon as possible after the beginning of each term, normally by the end of 1st Week and are due for payment by Monday of 3<sup>rd</sup> Week. 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. (see Section VI, Course Fees and Battels Charges, for further details).

Charges for items purchased in Hall and Stores are paid for by using the University Card and are charged against battels. 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.

## 7. Postal Arrangements

Students can get their mail delivered to the college for collection from the Lodge. However we strongly advise that students use other delivery services such as collection points or Amazon Lockers to avoid a large number of deliveries being stored at the Lodge.

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

## 8. Personal Electrical Equipment

Students are responsible for ensuring that their personal electrical equipment is safe to use and is used safely. To comply with Health and Safety regulations, all electrical equipment (including electric kettles) used in College must have been checked for safety and must be registered. Please complete and return the relevant registration form by the due date in September proceeding each academic year that you will be resident in Jesus College accommodation, paying particular attention to the regulations on the back of the form. Any additional electrical equipment brought onto College property after the initial registration must also be registered with the Accommodation Services Manager. Online copies of the form can be found at <https://intranet.jesus.ox.ac.uk/download-forms.aspx>.

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

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

Apart from the use of electric kettles, 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 studies.**

Refrigerators are provided in all College rooms and shared refrigerators and freezers and 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 or heating can be made without the Accommodation Services Manager's prior permission. No additional furniture may be brought in to any College accommodation or common areas without the Accommodation Services Manager's permission.

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

## 9. Television 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.

## 10. Room Defects and Accommodation Faults

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



The following service response times apply:

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

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

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

## 11. Linen

As the College does not provide linen 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 apart from those in staircase XVIII and Ship Street Centre. 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)
- 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 137cm wide x 190cm long (4'5" x 6'3")
- Room 1 in Staircase VIII is furnished with a standard double bed being 137cm wide x 190cm long (4'5" 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").

## 12. Laundries

Washing machines and tumble dryers are available in the basement of Staircase XVI, at Stevens Close and at Herbert Close. A laundry card can be obtained from the machine in the Lodge for £2 or it is possible to download the laundry app to your smartphone. A replacement card for a lost or damaged card can be obtained in the same way. These cards can be topped up online at [www.circuit.co.uk/card-top-up-unauth](http://www.circuit.co.uk/card-top-up-unauth).

## 13. Loading/unloading Vehicles and Parking

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



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

### **Zero Emissions Zone**

Oxford City Council and Oxfordshire County Council have introduced a Zero Emission Zone (ZEZ) in Oxford City Centre. This is currently a pilot scheme which will be extended in 2023 to cover the whole of the wider city centre. The ZEZ is designed to reduce traffic volumes, encourage the uptake of zero emission vehicles and lead to other positive behavioural changes. All of these would reduce vehicle emissions resulting in less air pollution to help improve the air quality in Oxford's City Centre. The areas included in the ZEZ is referred to as the Red Zone. Streets included in the pilot are; New Road, Bonn Square, Queen Street, Cornmarket Street, New Inn Hall Street, Shoe Lane, Market Street, Ship Street and St Michael's Street. Zero emissions vehicles will be able to drive in the zone free of charge. Other vehicles will be charged £10 per day to drive within the zone (rising to £20 per day from December 2024) between 7am and 7pm. There will be discounts applied to some road users and Blue Badge users will be able to travel within the zone for free. For students needing to check the charge for their vehicle, and pay for driving in the zero emission zone, they should go to <https://www.oxfordshire.gov.uk/residents/roads-and-transport/oxford-zero-emission-zone-zez>.

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' – the same as the yearly household income threshold (currently £25,000) used by Student Finance England. You can apply for this discount by going to: <https://www.oxfordshire.gov.uk/contactus/contact-zero-emission-zone-zez-team>. This discount will be applicable on up to six days per academic year, for one vehicle being used to deliver or collect the personal belongings of an eligible student, moving in or out of the ZEZ. Students need to apply for the discount at least 10 working days before they intend to use it within the zone, to ensure the application can be processed in time. The penalty charge for moving in and out of the ZEZ without approved registration (discount or normal paid fee) is up to £60. When applying for the discount, you will need to select the 'Something else' option which will take you to a form to complete and submit a request for a discount. A member of the ZEZ team will then get in contact with you, requesting documents to prove that you are eligible.

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

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

### **15. Keys to College**

As well as their room keys, Junior Members are entitled to a card or fob which gives access to many doors in College. Some bedrooms and flats are now accessible with a fob or card rather than a key. Loss of a card, fob or key must be reported to the Lodge Manager immediately and will be replaced. The student will be charged the cost of replacement - £5 per card/fob/key.

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

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

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

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

## **16. Notices and Posters**

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

## **17. End of Term/End of Lease Arrangements**

**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. All College rooms are provided with a mattress protector and pillow, which should be left on the bed. Rooms in central accommodation are also provided with 10 wooden hangers which should be left in the wardrobe and a light blanket which should be left inside the wardrobe. 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. This information can also be found on the College's internal website at: <https://intranet.jesus.ox.ac.uk/offices/accommodation/web-accommodation>.

## **18. Storage of Personal Belongings**

Undergraduates with rooms in College or the Ship Street Centre must completely empty their rooms of personal belongings at the end of each term. Undergraduates living in College flats must remove all of their personal belongings from the flat at the end of the tenancy period.

There is very limited storage on College premises. What is available is reserved for students, 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.

Eligible undergraduates must 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 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 1st 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.

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.storageking.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

## **19. General**

Junior Members are responsible for their own expenditure. They often find their first academic year the most expensive and need to watch carefully what expenditure they incur in their first term. In particular it is important to remember that the total amount of money available, including bursaries (if any) and student loan (if any), for any one term is meant to cover all the expenses in that term, including the battels bill

which will be received in the following vacation for payment at the beginning of the next term. After the first term, it will be easier to determine what can be afforded. Junior Members are recommended to read the financial guide that the College has prepared. A copy is also available at: <https://jesuscollegeintranet.web.ox.ac.uk/academic-office/fresherundergraduates>.

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

## **VI 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.

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

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 statement 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.

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/>.

### **I. Course Fees**

At Oxford, tuition fees are collected by the College. Details can be obtained from the Academic Office.

It is essential that all students make provision for paying these fees (and of course, additionally, for covering their maintenance costs) well in advance of starting their course.

#### **- Home/EU Undergraduate Course Fee**

A course fee of £9,250 will be payable in 2023-24 by existing Home/EU undergraduates; new and other continuing Home students will pay a fee of £9,250. Students will be eligible to apply for a loan up to the full value of the fee for the given academic year. Application must be made to Student

Finance. Provided the College has evidence that an application has been made, no charge will be levied on students. It is therefore vital to contact Student Finance as soon as possible. Helpful advice, both for you and your parents or guardians, may be found at: <https://www.gov.uk/student-finance>.

You must submit a copy of your Student Finance letter to the College Academic Office before you begin your course in October. If you fail to submit the student support notification the course fee will be charged to your account.

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

For overseas undergraduates, the University charges a range of fees, depending on the type and subject of the course to be taken. For details, please consult the University's website: <http://www.ox.ac.uk/students/fees-funding/fees>.

Any course fees related queries may be sent to the University's Fees Clerk, [fees.clerk@admin.ox.ac.uk](mailto:fees.clerk@admin.ox.ac.uk).

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.

## **2. 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 2023-24 is as follows:

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

## **3. Caution Money**

A caution money charge of £250 will be levied on each fresher undergraduate, in their first battels bill. The money will be held by the College until the undergraduate finishes 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 an undergraduate 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. 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 can provide (see Bursaries and Funds for Student Support).

## 5. Maintenance Loans (Home Students only)

Loans for maintenance are available to all Home Students through Student Finance. You may have to give details of your household income. The loan is paid directly by the loan company into your bank account at the start of term. You have to pay the loan back.

The amounts available to 2023-24 Home Freshers (England) is as follows:

Full-time student	Loan available for the 2023-24 academic year
Living at home	Up to £7,987
Living away from home, outside London	Up to £9,488
If you spend a year of a UK course studying abroad	Up to £10,866

Maintenance loan applications are dealt with by the same process as for tuition fees. As a reminder, helpful advice is to be found on the Gov web site: <https://www.gov.uk/student-finance/new-fulltime-students>.

EU students are not entitled to support towards living costs.

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

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

## 6. Bursaries

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

# VII BURSARIES AND FUNDS FOR STUDENT SUPPORT

## I. Oxford University Bursaries

The Oxford University Bursaries Scheme operates for UK undergraduates studying for a first undergraduate degree and who are eligible for UK Government Maintenance Support through Student Finance (this scheme is funded partly by the College and partly by the University). If a student's residual household income is below £42,875 or less, a bursary (calculated on a sliding scale) will be paid. The maximum for new students starting in 2023-24 is £3,200 or up to £5000 for a Crankstart Bursary.

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

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

The Jesus College Access Bursaries Scheme is available in addition to the Oxford Opportunity Bursaries for those with a residual household income of £50,000 or less. The maximum payment is £950 per year to assist with course-related costs. See: <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance>.

There are further enhanced Access Bursaries providing more funding – see <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance/>.

## **3. Student Support Funds**

Some undergraduates may qualify for extra Government support (eg disabled students, care-leavers, mature students with family commitments). In addition, the University has certain other student support funds of its own. The College also provides Student Support Funds from its own sources; these are intended 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 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. In cases of emergency, the Committee can deal with cases at times other than the normal meeting. The Vice-Principal chairs the Committee. Applications should be made via the Estates Bursar, who acts as the secretary to the Committee. The forms and guidance notes for the University Student Support Fund are available on the intranet at: <https://jesuscollegeintranet.web.ox.ac.uk/academic-office/bursaries-hardship-fund> or in hard copy from the Academic Office direct.

The Disability and Grants Officer can also provide advice on applying for the various funds and bursaries, and students are recommended to contact them in good time before the termly deadline. If students wish to appeal against decisions made by the Hardship Committee, they must appeal in writing to the 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. Students are reminded that the College has available a very wide range of scholarships and prizes which can recognise achievement and assist with all sorts of projects. To find out more, please visit the College website at: <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance/scholarships-prizes-and-awards/> or speak to the Disability and Grants Officer.

## **VIII 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.

## **The Dean's Regulations**

These Regulations supplement Bylaw 15 of the College's Bylaws, which are available on the College's website - <https://www.jesus.ox.ac.uk/about-jesus-college/our-community/public-documents/>.

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.

### **1. Visitors in College**

Students are allowed to have a guest stay in College for up to 3 days within a 7 day period. All visitors must sign in at the Lodge if they are staying overnight. Students are responsible for the behaviour of their guests and must accompany them at all times. Visitors found without a host will be asked to leave college.

To assist with having guests stay over sleeping mats are provided by the JCR. To sign one out, a Jesus College Student must give their BOD card to the lodge staff member, stating whether it will be used for 1/2/3 nights. The ACC Rep will check the state of the mats each week and charge the appropriate person if there are damages. It is the responsibility of the student signing out a mat to highlight any damages to the lodge staff before they sleep in it.

### **2. College Gate**

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

An electronic card or fob operating the wicket gates in the Turl Street and Ship Street entrances may be obtained from the Lodge for personal use only. These give access at any time.

### **3. Meetings of College and other Societies in College**

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

### **4. Noise**

Junior Members must ensure that their activities do not cause any disturbance to others through noise. Junior Members who intend to play music or musical instruments should be proactive in ensuring in advance that this does not cause disturbance to others. Unless played through headphones, music may only be played 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 Bennelick on 07580318839, and in the case of Stevens Close, Mr Malachi Rimmer on 07815 704263.

## 5. 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 using the online booking form on the College Intranet.

## 6. 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 and 9.30am to 11pm at weekends except with the express permission of the Dean. Weekdays from 4.00pm – 6.00pm are set aside for booking by Music students (with priority to 1<sup>st</sup> year Music students), but this slot may also be used by non-Music students if no Music student has taken it. Also, during 6<sup>th</sup> Week of Trinity Term, priority will be given to 1st year students reading Music. Bookings should be made using the online booking form. Amplification equipment of any type is not allowed.

## 7. 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.

## 8. Fire Alarms and Fire Extinguishers

Tampering with or misuse of the fire alarms, fire-fighting equipment, or smoke alarms in College-controlled accommodation is **strictly forbidden**. Junior Members should not hesitate to report to the Dean anyone who puts the lives of his or her colleagues at risk in this way. Anyone found to be in breach of this rule is liable to a heavy penalty. Any disabling of equipment intended to detect smoke or fire is deemed to be putting lives at risk.

**Needless to say that the actual causing of fires or reckless behaviour likely to cause a fire are serious disciplinary offences, one consequence of which may be expulsion from the College.**

## 9. 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.



## 10. Bicycles

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

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 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://www.oxbikes.co.uk>.

You will be advised soon after arrival on how to do this. 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. 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.

## 12. 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.

## 13. 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.

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

Permission of the Dean must be obtained on each occasion for JCR bops and parties and for private parties in College accommodation. If any party or function is subject to the licensing regulations, the approval of the Director of Accommodation, Catering & Conferences must also be sought. This approval should be sought as early as possible, and at least one week in advance. Permission will not be given for parties or events on College premises after the end of 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) and may be sold only by means of tickets in advance. All parties in College and College-owned accommodation are also subject to the Dean's party rules, which are appended to these regulations.

#### **15. Club/Society Dinners in College**

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

#### **16. Animals**

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

#### **17. Theft**

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

#### **18. Personal Safety**

Personal safety is a matter of being aware of your surroundings and avoiding situations that you believe may become confrontational. Oxford is generally a safe place to study and socialise in, and with a few simple precautions, you can significantly reduce your risk of becoming a victim of crime. For more advice, please see 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>.

#### **19. Sickness**

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

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

#### **20. College Bar**

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

#### **21. Misbehaviour outside of College**

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

## 22. 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.

## 23. Dean's Hours

The Dean (Prof Daniel Altshuler) will be pleased to see Junior Members during the normal working day – please email him at [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.

## 24. Student Reminder

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

## 25. 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 are limited to 20 people and parties in College flats are limited to 50 people.
9. All meetings should be limited to members of bona fide College or University Clubs or Societies and their accompanied guests.
10. You must consider the potential threat posed by people of opposing views (in the case of meetings) or gate crasher and drunks (in the case of parties) and inform the Dean of your plans.
11. At no time should your meeting or party create an unreasonable disturbance to others: the Dean, or her deputy should not be required to adjudicate on this.
12. All music and meetings shall cease by 11.00 pm, all parties shall disperse by 11.30pm.
13. You will be held responsible for any damage or disturbance arising from your meeting or party.
14. You should apply for permission to hold a meeting or a party by e-mail to [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.**

## **IX ACADEMIC FACILITIES**

### **I. Libraries**

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

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

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

Books can be borrowed until the end of each term or for a vacation. 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.

### **Graduate Study Room**

The Graduate Study Room in the Cheng Yu Tung Building is for postgraduate students only and may not be used by undergraduates (including those who are members of the MCR).

### **Students with Disabilities**

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

### **Behaviour in the Library**

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

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

All books borrowed must be registered on the self-issue system. Note that if you pass a book to another reader, you remain responsible for its return. The Librarian reserves the right to charge for the cost of

replacing lost, damaged, or marked books. If you do not return a book on time, especially if it has been recalled by another student, you will be deemed to have lost it, and batted for its replacement together with an administration charge.

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

### **Other Libraries in College**

The Celtic Library is open to all members of the University studying Celtic. Junior Members on other courses may apply to the Librarian for access. The historic Fellows' Library is normally reserved for the use of Fellows, but open days for Junior Members are held throughout the year. If you require access to an early printed book, please contact the Librarian

## **2. Computing Facilities**

The College has its own WiFi network (JC-WiFi) covering all College rooms including the flats in North Oxford and East Oxford. Also provided is 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.

Two full-time members of staff maintain the equipment and also provide support for all aspects of College IT.

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 1TB storage and 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 and access to OXAM, which provides past examination papers; SOLO, the University's online library catalogue, Sophos anti-virus/malware software and several other useful utilities.

In addition to the 'public' website at <https://www.jesus.ox.ac.uk>, we maintain an intranet at <https://intranet.jesus.ox.ac.uk/> that contains a great deal of information relevant to junior members. SSO login is required in order to access the intranet.

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

## **3. Computer and Internet Use**

Use of any computing facilities at Jesus College is subject to authorisation, and must be consistent with the IT Acceptable Use Policy. Full details are published on the internal web site, and will be explained during your College induction programmes. All PCs running Windows or Mac operating systems must 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. See <https://register.it.ox.ac.uk/self/software>.

## **4. Photocopying**

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

## **X THE COLLEGE CHAPEL**

The Chapel is an integral part of College life in many different ways. Although most of the services are Church of England, members of all denominations and all faiths are welcome to attend and participate fully. The main services of the week are the College Evensong on Sundays during Term, often with guest preachers, and a less formal College Eucharist on Tuesdays during term at 6.15pm. The Chaplain offers services of baptism, confirmation, marriage, confession, anointing, other pastoral offices and regular worship. The Chapel is open all the time and provides for all College members one of the few places in College where quietness and the chance for peaceful reflection can be found.

The Chaplain seeks to nurture those of every faith, as well as those who are questioning their beliefs, in deepening their spirituality and articulating their faith journeys. He is particularly keen to emphasise that Chapel seeks to be a safe space for those who may have found faith communities painful or excluding in the past. There are opportunities in College for meditation sessions inspired by different faith traditions, events to celebrate all faiths, and activities where College members of different faiths can come alongside one another. A very wide range of faith traditions and communities are found in Oxford; the Chaplain can assist in making contact with them.

The Chapel is 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 Chapel Music Coordinator, Mr Peter Parshall, or the Senior Organ Scholar Ollie Edwardes, 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. The Chaplain is keen to expand the range of arts activities in Chapel. He holds a PhD in Theatre and Performance Studies and would love to speak to students making performance work of all kinds.

The Chapel also encourages other activities beyond its walls. A yearly retreat in early spring is open to all faiths and none. Social justice activities are integrated into the life of the Chapel and the Chaplain welcomes students' ideas and interests in such areas. Charity collections are organised regularly to support local, national, and international funds, which may be suggested by students. The Chaplain seeks to build up a strong and supportive community both within College and outside our College sites and is glad to hear from students with similar aspirations.

When you arrive you will be given the Chapel card with further details, and details of services and events. The Chaplain, The Reverend Dr Chris Dingwall-Jones, offers pastoral support to all students of the College, irrespective of religious commitment, during their time at College.

### **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.

As this is a new facility, the Chaplain would welcome 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.

## **XI WELFARE**

Information about the College's welfare arrangements can be found on the College intranet at <https://jesuscollegeintranet.web.ox.ac.uk/welfare>. This includes the College's 2023-24 Welfare Leaflet, which has the names of the welfare staff, contact details, surgery times, etc. The Welfare Leaflet will also be in your College pigeon on arrival. In particular the College employs a Welfare Officer, who is generally the first point of contact for students with a welfare issue.

### **1. Medical Arrangements**

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

The College strongly encourages all students either to register under the National Health Service or to make a private arrangement with an Oxford doctor and to notify the College of the name of this doctor. The choice of doctor is, of course, unrestricted, but the College doctors have agreed to accept any member of the College as a patient. Those coming into residence in October from the United Kingdom are asked to bring their National Health Service medical card with them so that they can re-register. Those coming from abroad need not.

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.

#### **The College Doctors are:**

The Banbury Road Medical Centre

172 Banbury Road, Oxford

Telephone: Oxford (01865) 515731

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

Surgery email: [reception.brmc@nhs.net](mailto:reception.brmc@nhs.net)

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

#### **The College Nurse is Carolyn Ruhle.**

Telephone: Oxford (01865) 279705

Email: [pml.jesusnurse@nhs.net](mailto:pml.jesusnurse@nhs.net)

#### **Dental Service:**

College students may use the NHS and private dental service called Damira Dental Studios, Oxford.

Oxford Brookes Headington Campus

Colonnade Building, 3<sup>rd</sup> Floor

Headington Road

Headington

OX3 0BP

Telephone: (01865) 689997

Damira Dental Studios, Oxford website: <https://damiradental.co.uk/location/oxford/>

### **2. Personal Problems**

From time to time students may experience problems of one kind or another, whether study-related problems or concerning an aspect of life outside study. It is possible for anyone to be affected by tensions in personal relationships; financial or legal difficulties; eating, drinking or drugs problems; bereavements or illnesses; or stress and anxiety in general. If this is true of you, do not hesitate to turn to someone for



advice, whatever the problem is. The experience of others can often help to resolve, or at least provide a way of coming to terms with, problems that might appear quite intractable when kept to yourself. 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 Disability and Grants 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.
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6. The College Doctors and the College Nurse are also available to offer advice.
7. 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 a welfare intranet at: <https://jesuscollegeintranet.web.ox.ac.uk/welfare>.

### **3. Counselling outside College**

Outside the College there are a number of valuable sources of counsel and advice that operate completely independently of the College.

**The University Counselling Service** is a professionally staffed confidential counselling service for help with personal, social and academic problems. The Service is available free of charge to both undergraduate and graduate students. The Service will not divulge information to Colleges or parents without prior permission and can also act where appropriate to refer to other therapeutic facilities. Appointments may be made at 3 Worcester Street by telephone (Oxford (01865) 270300), or by emailing [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk) or by a personal visit.

There is also much useful information on their website at: <http://www.ox.ac.uk/students/welfare/counselling>.

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

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



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

#### **4. Harassment**

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

Harassment of any kind is unacceptable, and in all these matters we expect every member of the College to aim at the highest standards of behaviour. The Harassment Advisor for Students is the Academic Registrar and can be contacted via [registrar@jesus.ox.ac.uk](mailto:registrar@jesus.ox.ac.uk) or in the Academic Office.

The College's harassment policy and guidance may be found at: <http://www.jesus.ox.ac.uk/about-jesus-college/public-documents>.

The University Rule on Harassment complements any College rules or codes of practice and relates to all Junior Members of the University. It may be found at: <http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure>.

The Chaplain (Dr Rev'd Chris Dingwall-Jones), the Welfare Officer (Kirren Mahmood) are trained Harassment Advisors for students in College.

#### **5. Jesus College Policy on Privacy and Confidentiality in Student Health, Welfare and Finance**

The College's Policy on privacy and confidentiality in student health welfare and finance may be found at: <http://www.jesus.ox.ac.uk/about-jesus-college/public-documents>.

#### **6. Sources of Advice in College on Health, Welfare, and Financial Matters.**

There is a section on the College website dedicated to Welfare at <https://jesuscollegeintranet.web.ox.ac.uk/welfare>. The College's Undergraduate and Postgraduate Handbooks also set out the arrangements for advice on health, welfare and financial matters in College in the sections on Bursaries and Funds for Student Support, and Welfare. These handbooks are available in hard copy and on the College intranet at <https://jesuscollegeintranet.web.ox.ac.uk/academic-office>

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

## **XII COMPLAINTS PROCEDURE**

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

3. The relevant College Officers are as follows:

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

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

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

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

### **XIII STAFF-STUDENT RELATIONSHIPS**

Any postgraduate student of the College who is also teaching any student at Jesus College should be aware of the College's policy on staff-student relationships. This may be found at: <https://intranet.jesus.ox.ac.uk/files/staffstudentrelationshippolicynewlogopdfpdf>. The University has its own policy at: <https://hr.admin.ox.ac.uk/staff-student-relationships>.

### **XIV FREEDOM OF SPEECH**

The Education (No 2) Act 1986, Section 43, imposes on the College the statutory duty to safeguard the lawful exercise of freedom of speech on its premises. The policy may be found at: <http://www.jesus.ox.ac.uk/about/public-documents>.

Every member of the College shall comply with the provisions of the Code of Practice on Freedom of Speech adopted by the University and which is available at: <https://compliance.admin.ox.ac.uk/freedom-of-speech>.

### **XV EQUALITY AND DIVERSITY**

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

The characteristics protected by the Equality Act are:

Age

Disability

Gender identity and gender reassignment

Marriage or civil partnership

Pregnancy and maternity

Race

Religion or belief

Sex

Sexual orientation

Equality matters are overseen and coordinated on behalf of the Governing Body by the Principal and the Equality, Diversity and Inclusion Fellow.

The University's policy and guidance on transgender and gender identity may be found at: <https://edu.admin.ox.ac.uk/transgender-policy>.

## **XVI SECURITY AND SAFETY**

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

### **I. Security**

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

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

Incoming mail for Junior Members is held in 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. Junior Members who are content to have their College address and telephone number disclosed should inform the Lodge.

The College needs to hold emergency contact details for all its students and Junior Members are required to keep these up-to-date via the University's Student Self Service page: <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 Bannellick (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. There have been a number of cases of assault on students by members of the public. If you are unfortunate enough to be involved in any such incident, it should be reported immediately to the Police and in the Incident Book in the Lodge. Further advice is provided in the College's leaflet on

'Keeping safe in and around Oxford', which is available online at <https://jesuscollegeintranet.web.ox.ac.uk/files/keepingsafeinandaroundoxfordpdf>.

## 2. 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).

## 3. 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.

## 4. Electrical Equipment and Regulations

The College has specific obligations, under current H&SW regulations in respect of electrical equipment (See page 32 for details).

## 5. Fire Precautions

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

All members should familiarise themselves with the fire precaution instructions in their room and with the escape-route to any emergency exit. Following a scheduled fire drill in 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 at <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.**

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

## **XVII RESPONSIBLE USE OF RESOURCES**

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

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

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.

## **XVIII FACILITIES FOR SPORT, MUSIC & THE ARTS**

### **Background**

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

**The Amalgamated Clubs also oversees the following:**

#### **(i) Amalgamated Clubs Funding**

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

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

The termly closing date for applications is 12pm on Wednesday of 6<sup>th</sup> Week. Further information is available from the PA to the DACC ([jcdaccpa@jesus.ox.ac.uk](mailto:jcdaccpa@jesus.ox.ac.uk)).

**The Cultural Sporting and Travel Grants Committee oversee various (mainly travel) scholarship funds, and also the following funds:**

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

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

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

### **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.

### **College Arts and Music Activities and Resources**

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

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