

INFORMATION AND  
REGULATIONS  
FOR JUNIOR MEMBERS

CHRIST CHURCH  
OXFORD

OCTOBER 2017



## CONTENTS

---

Section		<i>Page</i>
1.	Christ Church	5
2.	The Dean	5
3.	The Censors	5
4.	The Tutor for Graduates	6
5.	Welfare Advisers	6
6.	Personal Tutors and College Advisers	7
7.	Communication and Consultation	7
8.	Residence	8
9.	Academic Work in Term and Vacation	9
10.	Academic Discipline	10
11.	Plagiarism	14
12.	Fitness to Study	15
13.	Suspending status/Going out of residence	16
14.	College Examinations	16
15.	College Awards and Prizes	16
	Scholarships and Exhibitions	16
	Other Prizes	17
16.	Grants	20
	Book Grants	20
	Travel Grants	20
	Christ Church Summer Bursaries	20
	Student Support Grants and Loans	21
	Language Study Grants	21
	Grants for Academic Purposes	21
	Sports Grants	21
17.	University Examinations	22
	Entering names	22
	Examination Arrangements	22
	Factors Affecting Performance	23
	Missing an Examination	23
	College Book Prizes	23
	First Public Examinations	23
	Illegible Scripts	24
18.	Degrees	24
19.	The Library	24
20.	Computing	26
21.	Lecture rooms, Sir Michael Dummett Lecture Theatre and Exhibition Space	27
22.	The Music Room	28
23.	The Art Room	28
24.	The Picture Gallery	28
25.	The College Chaplain & Cathedral	29
26.	The College Communications and Website	29
27.	Lawns and Gardens	30
28.	College Rooms	30
	Allocation and Occupation	30
	Maintenance, Decoration and Servicing	33
	Refrigerators	36
	Vacation Conferences	36
	Overnight Guests	37
	Noise	37

	Electrical Safety	37
	Cooking	39
	Fuel Economy and the '60% House'	39
	Recycling	40
	Security and Safety	40
	Fire Safety	41
	Emergencies	41
	Terrorism	42
	First Aid	42
	Health and Safety	42
	Snow and Ice Clearance	42
	Weapons	43
29.	Lodgings	43
30.	Parties in College	43
31.	College Plays	45
32.	Noise and Other Disturbance	46
33.	Launderettes	46
34.	Cars, Motor Cycles, Electric Scooters, Hover Boards, Drones and Bicycles	46
35.	Disability	47
36.	Health	48
	Medical Advice and Treatment	48
	Registration	48
	Dental Treatment	49
	University Counselling Service	49
	Smoking	49
37.	Illegal Drugs and Alcohol Abuse	49
38.	Sport and Sport Safety	50
39.	Disciplinary Procedure	52
40.	Christ Church Equality Policy	52
41.	Regulations and Procedures on Harassment	54
42.	Social Media Guidance	68
43.	Transgender Policy	70
44.	Prevent Policy	73
45.	The Gates	74
46.	Mail and Messages	75
47.	Provision and Service of Food	76
48.	The Steward	78
49.	Fees and Charges	79
	Fees	79
	Charges	80
	Charges for Private Events	81
	Battels	81
	Insurance	82
50.	The Junior Common Room	82
51.	The Graduate Common Room	82
52.	J.C.R. and G.C.R.: Code of Practice	82
53.	College Clubs and Societies	83
54.	Copying and Copyright	83
55.	CCTV Cameras	84
56.	Media Interest	84
	Who's Who in Christ Church?	84

## 1. CHRIST CHURCH

Christ Church (often known as “the House”) is a large and varied community, including about 400 undergraduates, 230 graduate students, 80 academic staff, and 180 college staff. This booklet (usually known as the “Blue Book”) provides useful information for Junior Members, and sets out the regulations that apply to their conduct here. Please read it carefully, and make sure that you understand the basic requirements.

The Blue Book can also be found online as a pdf, which can be searched electronically: [www.chch.ox.ac.uk/current-students/notices-and-useful-resources](http://www.chch.ox.ac.uk/current-students/notices-and-useful-resources). At the back of the book there is a list of “Who’s Who in Christ Church”, giving guidance as to the right person to contact in particular circumstances.

Throughout, the term “Junior Members” includes all undergraduate, graduate and visiting students; if there are different requirements for any particular group these are specified. The rules are printed in italic: most of them represent common-sense arrangements for communal cooperation, and some follow University regulations. The Blue Book is revised annually and circulated to all Junior Members at the beginning of each academic year.

## 2. THE DEAN

The Dean is the Head of Christ Church, uniquely both Dean of the Cathedral Church for the Diocese of Oxford and Head of House of an Oxford college. Once a year, Junior Members give an account to the Dean of their academic progress in Dean’s collections. Other contacts have a more social character when, for example, the Dean invites Junior Members to the Deanery. Junior Members are also able to appeal to the Dean against decisions of disciplinary and academic tribunals. Generally, any Junior Member who has exhausted the normal college channels described in this booklet can request an interview with the Dean to bring to his attention matters of concern.

The Dean, The Very Revd Professor Martyn Percy  
email: [rachel.perham@chch.ox.ac.uk](mailto:rachel.perham@chch.ox.ac.uk)

## 3. THE CENSORS

The Censors are academics who have taken on responsibility for overseeing the academic life of the House as well as many aspects of its social life for up to four years. They sit on all the major Governing Body committees, hold regular meetings with representatives of the Junior and Graduate Common Rooms, and seek to represent the interests of Junior Members. The **Censors’ Office** is on the first floor of Tom 8. You will find here:

The Senior Censor, Dr Brian Young; tel.: (2)76159  
e-mail: [brian.young@chch.ox.ac.uk](mailto:brian.young@chch.ox.ac.uk).

The Academic Registrar, Ms Alison Tesh; tel.: (2)76157  
e-mail: [alison.tesh@chch.ox.ac.uk](mailto:alison.tesh@chch.ox.ac.uk)

The Graduate Administrator, Ms Melanie Radburn, tel.: (2)76158  
e-mail: [melanie.radburn@chch.ox.ac.uk](mailto:melanie.radburn@chch.ox.ac.uk)

The Academic Administrator, Ms Sarah Hope; tel.: (2)86574  
e-mail: [sarah.hope@chch.ox.ac.uk](mailto:sarah.hope@chch.ox.ac.uk)

The Junior Censor (Professor Geraldine Johnson) has an office on the second floor of Tom 8: her telephone number is (2)86574 and her e-mail address is [junior.censor@chch.ox.ac.uk](mailto:junior.censor@chch.ox.ac.uk).

The normal office hours for the Censors' Office are:

Monday to Friday: 9 a.m. - 1 p.m. and 2 p.m. - 5 p.m.

The Junior Censor is normally available to be consulted during weeks 1 – 8 of term at the times posted outside the Censors' Office and on the website ([www.chch.ox.ac.uk/current-students/notices-and-useful-resources](http://www.chch.ox.ac.uk/current-students/notices-and-useful-resources)). Both Censors are also available by appointment via the Academic Registrar or the Academic Administrator.

The **Junior Censor** deals with routine matters such as permission to hold a party, to be absent (see Section 8 below), and to stay up during the vacation, as well as with non-academic discipline (see Section 37 below). She also oversees the work of three Wardens, graduate students who have delegated authority on welfare and disciplinary matters.

The **Senior Censor** oversees academic matters including general concerns about work (when it is thought inappropriate to discuss this with a Personal Tutor), requests for a change of course, academic discipline (see Section 10 below), hardship, and general complaints of an academic nature. Serious complaints will be passed to the Dean and matters will be handled in accordance with the By-Laws relating to Statute XXXIX. These are available from the Censors' Office. Either Censor may be consulted in confidence on personal issues which cannot be dealt with by Tutors.

The Censors' Office deals with requests for forms (e.g. vacation residence grant forms, letters of certification as a member of the College). You are asked to note that the Censors' Office is often extremely busy, so that requests cannot always be dealt with immediately. Application forms for travel grants, vacation residence grants, book grants, special research expenses and financial assistance are available on the rack outside the Censors' Office and online [www.chch.ox.ac.uk/current-students/notices-and-useful-resources](http://www.chch.ox.ac.uk/current-students/notices-and-useful-resources).

When in doubt about whom to consult, ask in the Censors' Office or, if out of hours, either Censor. In cases of emergency Junior Members may contact either Censor, if necessary by telephone. The Porters' Lodge has office and home phone numbers for both Censors.

**You should make sure you read all the Censorial notices**, which circulated electronically. These may include important information or deadlines.

#### 4. THE TUTOR FOR GRADUATES

The Tutor for Graduates (Professor Edwin Simpson) oversees graduates in the College. Queries concerning funding, travel grants, academic and other matters should, in the first instance, be referred to the Graduate Administrator, Melanie Radburn, in the Censors' Office.

#### 5. WELFARE ADVISERS

There are four welfare advisers, who are available for consultation on work related and personal problems that cannot reasonably be dealt with by Tutors or the Censors.

The **Welfare Advisers** (Dr Belinda Jack and Dr Alex Vasudevan are Tutors and member of the Governing Body of the College. Dr Jack (Cant. 4.12) can be contacted by telephone ((2)76225) or e-mail (belinda.jack@chch.ox.ac.uk). Dr Vasudevan (Meadow 6.3) can be contacted by telephone ((2)76261) or e-mail (alexander.vasudevan@chch.ox.ac.uk)

The **College Chaplain and Welfare Co-ordinator** (the Revd Clare Hayns) offers counsel and pastoral support to all members of Christ Church, whatever their religious beliefs. Her room is Killcanon 1; telephone (2)76236 or e-mail (chaplain@chch.ox.ac.uk). See Section 24 below for further information.

The **College Nurse** (Mrs Midge Curran) has a surgery in Killcanon 2. See Section 33 below for further information.

There are also three **Wardens**, graduate students (Lauren Burton, Sam Lane and Tim Rajakumar and) who may be contacted via the Porters Lodge or the Junior Censor about welfare concerns.

## 6. PERSONAL TUTORS AND COLLEGE ADVISERS

Each **undergraduate** has a Personal Tutor, who is responsible for general oversight of the student's work and welfare. A Personal Tutor will check that academic arrangements are working well, and is available to discuss matters of concern. Your Personal Tutor is normally the Senior Subject Tutor for your subject, unless you are notified otherwise. A list of Senior Subject Tutors is kept in the Censors' Office and by the JCR Vice-President. If you are not sure who your Personal Tutor is, please ask in the Censors' Office. Each **graduate** student has a College Adviser, who provides pastoral support and academic advice, as a complement to the University supervisor. Junior Members are encouraged to consult their Personal Tutor or College Adviser on academic or personal matters as necessary.

## 7. COMMUNICATION AND CONSULTATION

There are well-established procedures for consultation and complaint, which generally work very effectively. Junior Members are represented on the main committees of the Governing Body which consider their interests: Junior Common Room (JCR) and Graduate Common Room (GCR) officers sit on the Computing Committee, the Grants Committee, the House Committee, the Library Committee, and the Pictures Committee. In addition, JCR and GCR Officers attend meetings of the full Governing Body. The Censors hold weekly meetings with JCR. and GCR. representatives, when a wide range of business is discussed. You are encouraged to raise matters of general interest and policy, preferably through your representatives on committees, but alternatively with one of the Censors directly. Specific questions and individual complaints are best raised privately with a Censor, one of the Welfare Advisers or the Steward, depending on the nature of the question or complaint, but they too may be routed through JCR. or GCR. Officers. The College will try to respond to justifiable and specific formal complaints. These should be made in writing to the appropriate Officer as soon as possible and at any rate within 14 days of the occurrence of the incident prompting the complaint.

Undergraduates should check their pigeon holes daily and regularly consult the Tutors' notice boards at Tom Gate or at the Liddell Building, where notices concerning a range of academic matters are posted. News and information are also posted on the college website ([www.chch.ox.ac.uk](http://www.chch.ox.ac.uk), see Section 25 below). Undergraduates should also expect the Censors

and their Tutors to communicate with them by e-mail and should check their e-mail daily. The Censors and Tutors will assume that the standard @chch.ox.ac.uk address is appropriate unless they are informed to the contrary.

## 8. RESIDENCE

Christ Church has the following rules on residence to ensure that University requirements are met, academic courses are properly completed, and examinations prepared for.

(1) All Junior Members (i.e. both undergraduates and graduate students), except for undergraduates who have extended terms, *are required to return into residence by 3.00 p.m. on the Thursday of 0th week each term, and then to reside in Oxford until the end of 8th week (special arrangements are made for freshers arriving in Oxford for their first term).* Leave to return after 3.00 p.m. on the Thursday of 0th week may be sought from the Junior Censor if there are urgent reasons. Undergraduates who have extended terms *are required to be in residence for those terms, unless they have permission from their Tutor and from the Junior Censor.* Once a year, **undergraduates** are required to appear for Dean's Collections. Some undergraduates may have collections on the last Saturday of term, in which case they must make themselves available until 1.00 p.m. on that day.

(2) Any **undergraduate** who has good reason to go down for the vacation before the end of Full Term, or to miss Dean's Collections, *must first obtain their Tutor's consent and then apply for permission from the Junior Censor by letter or e-mail.*

(3) **Undergraduates** living in College accommodation (**whether on or off the main site**) who wish to be absent for one or more nights during Term *require the Junior Censor's permission*, and, if they live on the main site, must 'sign out' at the Lodge, so that the College is informed of their absence: this is an important health and safety matter. Most absences for one or two nights can be dealt with by completing an **absence form** available from the main Lodge. If you hand in a completed form at the main Lodge you will be deemed to have the Junior Censor's permission to be away, provided (i) you are going to be away for no more than two nights or for Friday, Saturday and Sunday nights, and (ii) you have not already been away for a total of four or more weekday nights during the term. There is no need to see the Junior Censor *unless the absence proposed falls outside these limits.*

Undergraduates who live in private accommodation also *require the Junior Censor's permission to be away from Oxford*; this can be obtained by completing an absence form and handing it in at the main Lodge, providing that (i) you are going to be away for no more than two nights or for Friday, Saturday and Sunday nights, and (ii) you have not already been away for a total of four or more weekday nights during the term.

*Any undergraduate who wishes to be absent for a total of more than four weekday nights during the term must obtain written approval from their Tutor before seeking the Junior Censor's permission.*

**Graduates:** As long as the requirements of academic work and university residence are satisfied, no specific restriction is placed on the number of nights that graduates may be absent during Term. *However, the Junior Censor should be notified, by means of an absence form, a letter, an e-mail, or in person, before leave is taken, in case an emergency arises;* and, if you live on the main site, you must 'sign out' at the Lodge, so that the College is informed of your absence: this is an important health and safety matter.

(4) **End-of-term arrangements:** *Every undergraduate Junior Member must complete an on-line Vacation Residence Request Form each term, including Organ Scholars, Academic Clerks and those taking examinations. This form will be made available on the college network on or before 5th week and must be completed and submitted on-line by the end of 5th week. On the form, Junior Members should confirm their date of departure from college or apply to stay up, or return, for part of the vacation for study purposes.* There are certain categories of student who have an automatic right to stay up after the end of term (such as those taking examinations and those who are required to keep extended terms). However, these students still need to complete the vacation residence form. Junior Members falling outside these categories may also apply to stay up, and the College will endeavour to meet their needs, subject to the availability of rooms. Please note that at the end of Michaelmas Term very few rooms are available, due to the demands of the Admissions exercise. Junior Members staying up may be asked to move to a new room for vacation residence. Those with examinations will not normally be asked to move. See also section 27.4 below: ‘*Vacation Conferences*’.

Please note that applications for Undergraduate Vacation Residence Grants must be made *separately* to the Senior Censor. Application forms for these grants are available from the Censors’ Office and [www.chch.ox.ac.uk/current-students/notices-and-useful-resources](http://www.chch.ox.ac.uk/current-students/notices-and-useful-resources). These must be submitted by the Friday of 8th week of term.

If you wish to return unexpectedly into residence during the vacation, you should obtain permission from the Junior Censor **in advance**; and the Steward’s Assistant, [jacqueline.folliard@chch.ox.ac.uk](mailto:jacqueline.folliard@chch.ox.ac.uk) (01865 286580 (or the Manager at Liddell Building, [liddell.lodge@chch.ox.ac.uk](mailto:liddell.lodge@chch.ox.ac.uk) 01865 431100) should also be contacted by telephone or email at least five days in advance.

(5) Junior Members (both graduates and undergraduates) who live in College *must vacate their room and hand in their room keys at the Porters’ Lodge no later than 0900 hrs before going down at the end of term and should present their University Card for scanning.* Anyone who fails to do so will be charged a room charge of £50. It is your responsibility to ensure that the dates of residence and absence are correctly recorded.

## 9. ACADEMIC WORK IN TERM AND VACATION

Christ Church has many roles, but above all it is an academic institution. Its main purpose is to encourage learning and critical enquiry, and *members must not jeopardise that aim.* The main method of instruction within the college is by tutorials and classes and they form a central part of an undergraduate course. *Attendance at tutorials and proper preparation for them as laid down by Tutors is an absolute obligation. A Junior Member who finds it impossible to attend at the scheduled time must contact the tutor in advance. Surreptitious recording of tutorials is regarded as dishonest behaviour and a breach of college rules.* Tutorials are sometimes replaced or supplemented by College or University classes. *Attendance at such classes is also compulsory.* Any Junior Member who fails to attend tutorials or to work satisfactorily will be reported to the Senior Censor.

You are expected *to devote the majority of your time, in both term and vacation, to academic study for your course at Christ Church.* Undergraduates should consult their Tutors before engaging in any time consuming activities which might interfere with their academic work. *You are expected to work to the best of your ability.*

**All undergraduates are reminded that academic work is expected of them in every vacation, and it should take priority over other commitments. It is recognised that**

**financial pressures may make vacation employment necessary, but undergraduates should consult their Tutors before undertaking such work.**

**Term-time employment is not permitted except under exceptional circumstances and after consultation with your Tutor and the Senior Censor. You are also not permitted to conduct any form of business or profit-making activity using the College as your business address.**

Undergraduates have applied to pursue a given course at Christ Church and there is an expectation that they pursue that course when they arrive. Requests to change course will only be approved in exceptional circumstances, and any such request is subject to the agreement of the tutors in the ‘importing’ subject and to any conditions they may set (this may include the requirement that the undergraduate completes the first public examination in the subject for which they have applied). Such a request should initially be made to the undergraduate’s personal tutor who will raise the matter with the Senior Censor if they think the request deserves further consideration.

Undergraduates may apply for Vacation Residence Grants towards the cost of residence out of Full Term for the purposes of examinations, obligatory courses or projects, and directed study. Application forms are available from the Censors’ Office and online ([www.chch.ox.ac.uk/current-students/notices-and-useful-resources](http://www.chch.ox.ac.uk/current-students/notices-and-useful-resources)) and should be returned by the Friday of 8th week. Vacation grants are limited to a maximum of 28 nights in any one academic year except for those with extended terms.

Once a year, **undergraduates** are required to appear for Dean’s Collections (i.e. a meeting with the Dean, Tutors and the Senior Censor to review the reports on the undergraduate’s work for the Term). Those who are not asked to Dean’s Collections will normally be seen by the subject Tutors. Details of the arrangements are posted in the Ante Hall and at Tom Gate in 6th week. Once end of term collections have been completed, reports will be made available for access by the undergraduate concerned on [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk). Access is *via* your Webauth single sign-on.

Most **graduates** are required to appear for Graduate Collections once each year: arrangements are announced well in advance. Collections are important elements in the College’s academic monitoring and support procedures.

In addition to their weekly tutorials and classes, Junior Members may comment upon their own progress and bring academic problems they may be experiencing to the attention of the college in a variety of ways including.

- Termly feedback forms (these include a provision for making a confidential return that is not seen by your tutor). Junior Members are encouraged to return the feedback forms circulated before Collections.
- Dean’s and tutors’ collections.
- By appointment with the Senior Censor or Tutor for Graduates.

## **10. ACADEMIC DISCIPLINE**

### **1. General**

If an undergraduate fails to fulfil the criteria for good academic standing (see sub-section 2 below), academic disciplinary procedures may be initiated. These are primarily intended to be rehabilitative, with the main aim of helping the undergraduate to get back on track and to bring their studies to a successful conclusion.

At each stage, care will be taken to ensure that the undergraduate concerned understands what is required in terms of compliance with rules or levels of performance, and the likely consequences of failure to conform. As far as possible, objective measures of compliance or performance are applied, and care is taken to ensure impartiality. The undergraduate's explicit acceptance of the fairness and reasonableness of the measures taken will be secured whenever practicable.

Matters of academic discipline are kept quite separate from disciplinary action for other forms of misbehaviour. The requirement to pay College and University fees and charges is also a separate issue. Information about these will not influence academic decisions.

Records will be kept of any formal meetings between an undergraduate and the Senior Censor, and the undergraduate concerned will be consulted about the accuracy of these records.

## **2. Criteria for good academic standing at undergraduate level (including 2nd BA)**

An undergraduate is of good academic standing as long as they:

- keep the residence requirements laid down by the University and the College (see Section 8, above);
- pass (normally by the second attempt in cases where this is allowed in accordance with applicable regulations) the First Public Examination or other examinations laid down by the University as a necessary part of their course (see Section 16, below);
- attend all tutorials, classes and other required academic engagements, except where permission on adequate grounds is obtained, normally in advance, from the Tutor(s) concerned (see Section 9, above);
- produce assignments (essays, problem sheets, etc.) and sit collections (informal college examinations) with the regularity required by the Tutor(s), except where permission on adequate grounds is obtained, normally in advance, from the Tutor(s) concerned (see Section 13, below);
- produce work of an appropriate standard, given the undergraduate's particular level of academic ability, i.e. is working to their potential.

## **3. Stages in academic disciplinary procedure**

### **Discussion**

When Tutors raise concerns about an undergraduate's academic work, these should be discussed with whoever can appropriately seek to resolve them (typically, the undergraduate and one or more Subject Tutors, but also where appropriate the Personal Tutor). If the Tutor(s) or the undergraduate so desires, the concerns will then be discussed by the undergraduate and the Senior Censor. If any mitigating or complicating factors come to light, they will (with the permission of the undergraduate) be noted on the file. At all stages the Tutor(s) and the Senior Censor will be alert to such issues and be prepared to give advice, which may be academic advice, but may include reference to college welfare support and to professional services such as the College Doctor, the Counselling Service or the Disabilities Office. Advice will be recorded and the record agreed with the undergraduate.

### **First Formal Warning**

If, having discussed the concerns with the undergraduate, the Senior Censor and the Subject Tutor(s) believe that it is necessary to issue a formal warning to the undergraduate, the Senior Censor will invite the undergraduate to a meeting. At that meeting the undergraduate may be accompanied by another member of the College, and the Senior Censor will make

sure that the undergraduate understands the nature of the concerns which have been raised and has the opportunity to make known all the material circumstances. The Senior Censor may then issue a first formal warning, which will specify to the undergraduate what is expected of them in the future (conditions may include, for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in “Special Collections”). Failure to comply with any of these conditions may lead to a second formal warning. The Subject Tutor(s) will advise on the appropriate conditions (including any appropriate levels of attainment). Where possible, these will be agreed between the Senior Censor and the undergraduate, but in the event of disagreement the Senior Censor shall decide upon the matter taking into account the advice of the Subject Tutor(s). Typically, Special Collections in these circumstances will be marked internally and in other respects will be less formal than Final Collections (see below; *Second Formal Warning*), although in an appropriate case the Senior Censor may propose the use of University Examinations to fulfil the functions of Special Collections. In all cases, a first formal warning will be embodied in a formal letter, which will also remind the undergraduate of the College’s rules and procedures for academic discipline, refer to individuals available to provide support or advice to the undergraduate and explain the implications of matters being taken to a second formal warning. If the undergraduate thinks that any conditions demanded are unreasonable, they may appeal to the Academic Disciplinary Board (see below; *Formal Disciplinary Hearing*).

## **Second Formal Warning**

If the undergraduate fails to comply with the conditions set out in the first formal warning, the Senior Censor may invite them to a further meeting. Again at such a further meeting the undergraduate may be accompanied by another member of the College, and the Senior Censor will make sure that the undergraduate understands the nature of the case against them and has the opportunity to make known all the material circumstances. The Senior Censor may then issue a second formal warning, which may set out further conditions (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in “Final Collections”). Failure to comply with any of these conditions may lead to rustication (temporary suspension) or sending down (permanent termination of the undergraduate’s course). The Subject Tutor(s) will advise on the appropriate conditions (including any appropriate levels of attainment). Where possible, these will be agreed between the Senior Censor and the undergraduate, but in the event of disagreement the Senior Censor shall decide upon the matter taking into account the advice of the Subject Tutor(s). The conditions shall be set out in writing and communicated to the undergraduate, together with a statement of the possible consequences of non-compliance or failure to meet the conditions. If the undergraduate thinks that any conditions demanded are unreasonable, they may appeal to the Academic Disciplinary Board (see below; *Formal Disciplinary Hearing*).

Sufficient time will be allowed to enable the undergraduate to prepare adequately for the Final Collections. Final Collections will be marked by two external assessors (i.e. from outside the College) appointed by the Senior Censor. Care will be taken to ensure that the paper(s) set is (are), in terms of level and content, appropriate for the candidate sitting the collections. As far as possible, the assessors will be kept uninformed of the identity of the candidate and of the circumstances of the case; however, they will be told of the stage in the course that the undergraduate has reached and instructed to take this into account when deciding on an appropriate mark. Collections will be blind-marked by the two assessors. The mark more favourable to the undergraduate will be adopted. The examination will be taken in appropriate circumstances, with due safeguards against noise and disruption, and will be properly invigilated.

In an appropriate case the Senior Censor may propose the use of University Examinations to fulfil the functions of Final Collections.

### **Formal Disciplinary Hearing**

If the undergraduate fails to comply with the conditions set out in the second formal warning, the Senior Censor may recommend to an Academic Disciplinary Board that the undergraduate be rusticated or sent down.

The Academic Disciplinary Board will be constituted in such a way as to ensure that the hearing is as fair and impartial as possible, and will not include the Senior Censor. It will be made up of three Tutors, and will normally include one Tutor with legal expertise or experience in academic discipline, and at least one Tutor in the same Division of the University as the undergraduate. The undergraduate's Subject Tutor(s) and Personal Tutor, and any other Tutors who have been involved at any stage of the academic disciplinary proceedings relating to the undergraduate, shall be ineligible to serve on the Board. Well in advance of the hearing, the undergraduate will be given a clear statement of the grounds for action and a copy of the evidence, such as tutors' reports, which the Senior Censor proposes to place before the Board. The undergraduate will be given the opportunity to bring forward material considerations and mitigating circumstances. These may include, but need not be confined to, medical evidence. The undergraduate will be allowed to take advice in advance of the hearing and may be accompanied by another member of the College at the hearing itself.

Along with the undergraduate and anyone accompanying them, the Subject Tutor(s) and the Senior Censor involved in the presentation of the case against the undergraduate will withdraw before a decision is made.

The Academic Disciplinary Board will ensure that a careful record is made of the proceedings, clearly setting out the grounds for action, the factors that were taken into account, the final decision and the means by which that decision was reached.

The penalties available to the Academic Disciplinary Board are suspension of studies for such period and on such other terms (including academic conditions to be satisfied by the undergraduate before they may return into residence) as the Board may decide, and sending down. The Academic Disciplinary Board shall issue a written notice of its decision to the undergraduate and to the Senior Censor.

### **Appeals**

Where the Academic Disciplinary Board imposes penalties on an undergraduate, that undergraduate may appeal to the Dean in writing within 7 days of receiving the written notice of the Board's decision. In hearing such an appeal, the Dean shall review the decision of the Academic Disciplinary Board, but shall not re-hear the case against the undergraduate *ab initio*. The Dean may confirm the decision of the Board; substitute any other penalty which would have been available to the Board; require a fresh Board to be convened to re-hear the case; or quash the decision of the Board and dismiss the case against the undergraduate.

In addition, Christ Church is a participating college in the Conference of Colleges' Appeal Tribunal. An appeal to the Tribunal can be made only after the remedies available within the College have been exhausted. This means that any undergraduate wishing to appeal against a decision of the Dean may do so by filing a written application with the Secretariat of the

Conference of Colleges within 5 days of the date of the decision appealed against. Details of the procedures for making such an appeal are available from the Academic Registrar.

#### **4. Exceptional cases**

In exceptional cases where the Senior Censor decides that it is inappropriate to initiate a process of academic rehabilitation, the Senior Censor, in consultation with the undergraduate's Subject Tutor(s), may recommend that the undergraduate be rusticated or sent down without implementing preliminary procedures. In such cases the matter will be dealt with directly by the Academic Disciplinary Board at a Formal Disciplinary Hearing.

## **11. PLAGIARISM**

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. *The College and the University regard plagiarism as a serious disciplinary offence.* Junior Members who are suspected of plagiarism in their college work will be referred to the Senior Censor under the Academic Disciplinary Procedures outlined in Section 10 above. All Junior Members should read the University's guidance on what constitutes plagiarism on the University website at [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism). Junior Members should also consult their subject handbook and course tutor for specific advice relevant to their discipline. The University's Disciplinary Regulations relating to plagiarism are reproduced below:

"All undergraduate and graduate students must carefully read the relevant regulations in the Proctors' Disciplinary Regulations for University Examinations below.

No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.

No candidate shall present for an examination as their own work any part or the substance of any part of another person's work.

In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.

These regulations make it clear that you must always indicate to the examiners when you have drawn on the work of others; other people's original ideas and methods should be clearly distinguished from your own, and other people's words, illustrations, diagrams etc. should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted. Failure to acknowledge your sources by unambiguous citation and referencing constitutes *plagiarism*. The University reserves the right to use software applications to screen any individual's submitted work for matches either to published sources or to other submitted work. Any such matches respectively might indicate either plagiarism or collusion. Although the use of electronic resources by students in their academic work is encouraged, you should remember that the regulations on plagiarism apply to on-line material and other digital material just as much as to printed material.

Guidance about the use of source materials and the preparation of written work is given in departments' literature and on their websites, and is explained by tutors and supervisors. If

you are unclear about how to take notes or use web-sourced material properly, or what is acceptable practice when writing your essay, project report, thesis, etc., *please ask for advice*.

If university examiners believe that material submitted by a candidate may be plagiarised, they will refer the matter to the Proctors. The Proctors will suspend a student's examination while they fully investigate such cases (including interviewing the student). If they consider that a breach of the Disciplinary Regulations has occurred, the Proctors are empowered to refer the matter to the Student Disciplinary Panel. Where plagiarism is proven, it will be dealt with severely: in the most extreme cases, this can result in the student's career at Oxford being ended by expulsion from the University."

Information about the disciplinary procedures that the Proctors will follow in cases of suspected plagiarism can be found in section 8 of the Proctors' and Assessor's Memorandum ([www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/)).

## 12. FITNESS TO STUDY

If there are concerns regarding an undergraduate or postgraduate's Fitness to Study, due to medical, psychological or emotional problems, then the Senior Censor will discuss the situation with the student and, where necessary, any other relevant members of college, such as tutors, the Tutor for Graduates, a postgraduate's college advisor or another member of their department, or a member of the welfare team. If necessary, the Censors will convene a Fitness to Study panel to consider a specific case where there are Fitness to Study concerns.

Christ Church uses the University definition of 'Fitness to Study' (<https://www.admin.ox.ac.uk/edc/casemanagement/fitnesstostudy/>)

'Fitness to study' means:

- (a) a student's fitness:
  - (i) to commence a distinct course of academic study; or
  - (ii) to continue with their current course of academic study; or
  - (iii) to return to their current or another course of academic study; and
- (b) their ability to meet:
  - (i) the reasonable academic requirements of the course or programme; and
  - (ii) the reasonable social and behavioural requirements of a student member (whether resident in college or not) without their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (not withstanding adjustments required by law).

Fitness to Study concerns may be raised when:

- There is a significant deterioration in the apparent health, wellbeing, or academic functioning of a student;
- There is a persistent inability of a student to submit work or to attend for classes, seminars or meetings, or to participate in other aspects of normal student life;
- A student's behaviour causing concern in relation to their own well-being;
- A student's behaviour adversely affecting the learning environment or the health and wellbeing of others;
- A student has themselves reported problems.

The College has a Code of Practice for dealing with academic or social problems arising from a Junior Member's ill-health. If you wish to see a copy of the Code of Practice, you should ask the Academic Registrar.

### **13. SUSPENDING STATUS/GOING OUT OF RESIDENCE**

Occasionally Junior Members suspend their status for a period of time. This is known as 'going out of residence'. The permission of the Senior Censor is required for a junior member to go out of residence. The most common reasons for suspending status are ill-health (when a doctor's certificate is required in evidence). Going out of residence is not normally allowed on other grounds. The return of Junior Members to college after a period out of residence will often be subject to conditions. In the case of ill-health, the condition might be the production of a medical certificate indicating that the person in question is fit to resume their studies. In other cases, for example when the junior member has been rusticated or when permission to suspend status has been granted for other reasons, recommencement of studies might be made conditional upon achieving a specified level in one or more collections. Details of these conditions will be given in writing to the junior member concerned. A Junior Member who has been set collections as a condition of coming back into residence but fails to achieve the standard set has the right to appeal in writing to the Dean within fourteen days of the results being communicated to them.

*When Junior Members are out of residence, whether voluntarily or compulsorily, they may not, without the specific permission of the Senior Censor:*

- *make use of any college facilities, including the Library, the Sports facilities, the Hall, or the Bar;*
- *receive tutorials, attend classes or otherwise receive academic instruction under the aegis of the college;*
- *enter and remain on college premises;*
- *attend any function in college;*
- *occupy college accommodation.*

### **14. COLLEGE EXAMINATIONS**

College examinations ("Collections") are set at the start of term for most undergraduates, to check their progress in studies pursued in both term and vacation, and to provide practice for subsequent University examinations. Undergraduates are expected to achieve standards in these Collections appropriate to Oxford requirements and their own abilities. Those who do not do so may be set Special Collections, as described above in Section 10.

Prizes of books of £50 in value may be awarded each year on the results of Collections.

### **15. COLLEGE AWARDS AND PRIZES**

#### **Scholarships and Exhibitions**

Undergraduates are admitted to the first year as Commoners; thereafter they may be elected as Scholars or Exhibitioners for academic achievement, and become entitled to a Scholar's gown, financial reward and preference in room allocations. Scholarships of £300 p.a. and Exhibitions of £200 p.a. are awarded at the beginning of each academic year for high-quality work in the preceding year. They may be renewed for succeeding years if the standard of work is maintained.

## Other prizes

In addition to the Prizes mentioned in Section 13 above and Section 16 below, the following College Awards and Prizes are offered. Holders of these Awards and Prizes do not, however, thereby hold the status of Scholar or Exhibitioner, nor are they thereby entitled to the privileges of a Scholar or Exhibitioner (such as wearing the scholar's gown). You may obtain further information regarding the awards and prizes from your Tutors or from the Censors' Office.

The **Ancient History Prize** of £130 is awarded in Trinity Term on the recommendation of the Tutors in Ancient History.

The **Anne Campbell Scholarship**, given by Emily Campbell (ChCh 1990) in memory of her late mother, is awarded annually by the Governing Body on the recommendation of the Law Tutors to the best Christ Church law graduate who remains at Christ Church, or returns to Christ Church, in order to study for the BCL or MJur. The Scholarship is of the value of £500, together with (unless they are covered by other Scholarship funding or any other award) payment of the Scholar's college fees for the BCL/MJur.

The **W. H. Auden Prize** of £600 is awarded in Michaelmas Term for a piece of creative writing in English following a competition advertised in Trinity Term.

### Clifford Smith Prizes:

Two Clifford Smith Prizes of £130 are awarded in Hilary Term on the recommendation of the Tutors in Natural Science other than Medicine.

One Clifford Smith Prize of £130 is awarded in Hilary Term on the recommendation of the Tutor in Music.

These prizes are open to members of the House taking the Final Schools in the year of election, and are tenable with any scholarship or exhibition of the House.

The **Collie Prize** of £130, for work in Physics, is awarded on the recommendation of the Tutors in Physics. It is open to members of the House in their second year reading the Final Honour School of Natural Sciences (Physics).

**Dixon Scholarships** of up to £300, normally tenable for only one year, are awarded at the beginning of Michaelmas Term. B.A.s and M.A.s of the House are eligible, and the scholarships are awarded on such conditions as to work and residence as the Governing Body may determine.

The **Dukes Prize** of £130, for proficiency in French, is awarded after examination in Michaelmas Term. Any undergraduate of the House whose native language is not French may be a candidate.

The **Dundas Prize** of £300 is awarded in Trinity Term to an undergraduate or B.A. of the House for travel abroad. In accordance with the donor's wishes, preference is given to classical students in making the award, but the purpose of the travel need not be classical research.

### Fell, Boulter and Bostock Prizes:

Two Fell Prizes of £200 each, tenable for three years or until termination of residence (whichever is the shorter), are offered each year without restriction of subject and awarded by the Dean in Trinity Term on the recommendation of the Tutors.

Four Boulter Prizes of £200 each, tenable for one year, are awarded in Hilary Term on the results of Collections in Law, History, English and P.P.E.

Two Bostock Prizes of £200 each, tenable for one year, are awarded in Hilary Term after examinations in Natural Science and Mathematics.

A Boulter or Bostock Prize may not be awarded twice to the same person in the same subject. Fell, Boulter and Bostock Prizes are open only to Commoners. A Fell Prize may not be held in conjunction with a Boulter or Bostock Prize.

The **Keith Feiling Prize** of £130 is awarded in Hilary Term on the recommendation of the Tutors in Modern History. It is open to members of the House taking the Final Schools in the year of election and is tenable with any scholarship or exhibition of the House.

Two **J. L. Field Prizes** of £300 are awarded in Trinity Term on the recommendation of the Tutors in Modern History and Literae Humaniores. They are open to Commoners in their second year, for the purpose of travel abroad.

The **Gladstone Prize** of £300 is awarded to a Member of the House who has submitted the best BA Thesis in the Honour School of Modern History, or PPE, or Geography.

**William Gurney Travel Prizes:** William John Surman Gurney, former Commoner of the House who matriculated in 1935, made a benefaction in 1985 from which Gurney Travel Prizes are awarded. The prizes are for travel for academic or cultural purposes in Europe, Asia, North Africa, and South America. The prizes (of up to £1,500) are awarded in Trinity Term each year. Members of Christ Church reading for an Honour School are eligible for prizes in the Long Vacation before they sit Final Examinations. Information about how to apply for the prize will be posted in Hilary Term each year.

**Hawkins Bursaries** of £200 are tenable by resident members of the House who are sons or daughters of clergy and are in special financial need.

Two **Ida Mary Henderson Scholarships** of £150 each, normally tenable for one year but in special circumstances renewable for a second, are awarded by the Dean on the recommendation of the Tutors in Medicine. These scholarships are open primarily to members of the House in the clinical stage of their medical training, but also to those reading for an Honour School of Natural Science in the year in which they are due to complete their Second Public Examination.

The **Hooke Prize** of £130 is awarded annually by the Governing Body to the most outstanding undergraduate across the following branches of Science: Mathematics, Biochemistry, Chemistry, Engineering, Physics, Materials Science and Biological Science.

The most outstanding undergraduate will normally be the person placed proportionately highest in an appropriate Honour School (including in a joint School with Philosophy).

The **Myles Frisby Sports Travel Grant** of £250 is awarded annually in Trinity Term to one Junior Member for travel relating to university sport in the past academic year.

The **John V. Lovitt Prize** of £130 is awarded in Trinity Term on the recommendation of the Tutors in Jurisprudence. It is open to members of the House reading Jurisprudence who are in their penultimate year.

The **Luke Prize** of £300 is awarded annually by the Governing Body in Michaelmas Term to the member of the House who performed best in the German Literature papers of the Final Honour School of Modern Languages or associated joint schools.

The **Roger Prentice Prize** of £300 are awarded in Trinity Term. They are open to all undergraduates, with a preference for those reading Chemistry, for travel abroad.

The **John Radcliffe Prize** of £130 is awarded in Michaelmas Term to the member of the House whom the Governing Body considers to have performed best in the Final Honour School of Jurisprudence.

The **Roach Prize** of up to £750 is awarded to the most outstanding undergraduate across the following branches of Science: Mathematics, Biochemistry, Chemistry, Earth Sciences, Engineering, Physics, Materials Science and Biological Science. The most outstanding undergraduate will normally be the person placed proportionately highest in an appropriate Honour School (including in a joint School with Philosophy).

The **Stanley Robinson Prize** of £130 is awarded in Hilary Term on the recommendation of the Tutors in Literae Humaniores. It is open to members of the House taking the Final Schools in the year of election and is tenable with any scholarship or exhibition of the House.

The **Sadler Prize** of £130 is awarded in Michaelmas Term to a member of the House who wins a place in the Foreign Service of the United Kingdom.

The **Slade Prize** of £300, open to all subjects, is awarded in Hilary Term on the recommendation of the Tutors. This Prize is open to members of the House taking the Final Schools in the year of election, and is tenable with any scholarship or other exhibition of the House.

The **Stahl Prize** of £130, for German language or literature, is awarded in Trinity Term on the recommendation of the Tutors in Modern Languages. It is open to first- and second-year members of the House reading Modern Languages whose native language is not German.

The **Stahl Travel Prize** of £300 is awarded in Trinity Term on the recommendation of the Tutors in Modern Languages, P.P.E. and Modern History. It is open to first- and second-year undergraduates reading those subjects, to assist with travel or residence for study purposes in Germany or Austria.

Three **E. T. Warner Prizes** of £130 are awarded in Michaelmas Term, one on the recommendation of the Tutors in English, one on the recommendation of the Tutors in Philosophy, Politics and Economics, and one on the recommendation of the Tutors in Geography. They are open to members of the House taking the Final Schools in the year of election and are tenable with any scholarship or exhibition of the House.

**William Ewald Instrumental Awards:** one or sometimes two awards of £80 each are awarded by competition in Michaelmas Term which is open to all undergraduates in their first year. The award holders are also awarded a grant of £100 p.a. for three years towards the cost of instrumental tuition.

## 16. GRANTS

### Book Grants

Book grants from College funds are available to undergraduate and graduate members of the College for the purchase of course-related books. Each undergraduate may apply for a grant of £240 in total over the duration of their course for the purchase of academic books essential for their work. The grant may be claimed in one, two or three instalments of £80 or multiples thereof. The claim(s) may be made in any year of residence. Each graduate on a full-time one-year course at Christ Church is eligible for a grant of £105. Each graduate on a course at Christ Church lasting more than one year is eligible for a grant of £210 in their first year. *This cannot be carried over to subsequent years.* Each graduate initially registered on a course at Christ Church lasting more than one year is eligible for a further grant of £105 in their second **or** third year. A graduate initially registered on a one-year course who transfers to a higher degree course after the first year (e.g. M St then D Phil) is eligible for a further grant of £210 in their second **or** third year. Application forms can be obtained from the rack outside the Censors' Office. Book grants are normally credited to the battels account due in the term after the application.

### Travel Grants

Christ Church has a fund to assist undergraduates to travel abroad in the vacations primarily for academic purposes. Applications should be made on the appropriate form (available from the rack outside the Censors' Office) **by the end of the third week** of the term preceding the date of the proposed travel. Grants cannot be made for travel in the Long Vacation after Final Schools have been completed. Travel grants will only be awarded to those in good academic standing.

Your attention is also drawn to the prizes listed in Section 14 which are awarded for the purpose of travel: the Dundas Prize, J.L. Field Prizes, William Gurney Travel Prizes, the Roger Prentice Prize and the Stahl Travel Prize.

### Christ Church Summer Bursaries

The aim of the summer bursary scheme is to help undergraduates explore educational and career-development opportunities over the long vacation. Examples might include unpaid or low-paying internships, exchange programmes, summer courses at Oxford or elsewhere, and summer research projects (including lab placements); this is not an exhaustive list. Bursaries are meant primarily to help cover maintenance costs, though other relevant costs may also be considered. Summer bursary amounts will be determined in the context of other grants already available from the college (travel grants, language study grants) that may also be used for summer projects. Awards will be decided by the Censors and the Tutor for Admissions, in consultation with the relevant Tutors.

These bursaries are available to current students of Christ Church, but consideration will be given to applications for the summer vacation following the final examination (the internship, course or placement must begin before the end of the September following the applicant's final year). To be eligible, you must be a UK/EU student with a household income of below £43,000 per year; below £66,000 may also be considered in special circumstances.

The amount of the bursary awarded will depend on the length of time of your proposed activity, and any payment received for it, with a maximum of £2,000 per summer, designed to cover costs over an eight-week period. Support for unpaid internships at for-profit companies is limited to 4 weeks, so at most £1,000.

Recipients of the summer bursary will be required to write a report on their summer project, and after graduating alumni who have benefitted from the scheme will be asked to report on whether, and to what extent, it contributed to their career prospects.

### **Student Support Grants and Loans**

Information about financial support available up front, prior to starting your course, is available elsewhere. For undergraduates, this includes the University-wide Oxford Opportunity Bursary scheme and fee waivers, as well as Christ Church's own Maintenance Support Subsidies, which have been made possible by generous gifts from alumni.

There are several possible sources of funds for additional financial assistance.

The College has a Financial Assistance Fund, contributed to by former members of the College. There is also a University Hardship fund as well as Government Access to Learning Funds, for which 'home' undergraduates and graduates may be eligible to apply.

Junior Members who find that their funding does not cover the reasonable expenses of life and study should normally discuss their situation, in the first instance, with the Academic Registrar, or the Graduate Administrator, for graduate students, who will explain how to make an application for student support through the College, which is an easy and painless process. Junior Members may choose to discuss this with their tutors, but tutors will not otherwise be informed about the application.

The Senior Censor may also be able to make emergency loans to Junior Members, to help with short-term difficulties. The College can also make interest-free long-term loans to undergraduates to meet their financial needs.

### **Language Study Grants**

Thanks to the generosity of an old member, ten grants of up to £250 are available from the Gildan Fund for Language Study to cover the full costs of an OPAL course. Undergraduates and graduates are eligible to apply but a modern linguist may only apply to learn a language that they are not studying as part of their course. Junior members who are not awarded a Gildan grant may still claim back half the costs from the college if they successfully complete an OPAL course. Applicants should present proof of completion of the course to the Academic Registrar.

### **Grants for Academic Purposes**

Other grants may be available to assist graduates and undergraduates in their studies, and to meet unforeseen academic needs. **Undergraduates** should apply to the Senior Censor. **Graduate** students may ask for help towards the cost of conferences and research trips. Applications should be made to the Tutor for Graduates; forms are available from the racks outside the Censors' Office.

### **Sports grants**

The College makes grants towards the expenses of any Junior Member who have been involved in University sport:

A grant of **£350** will be made to those awarded a full Blue

A grant of **£250** will be made to those awarded a half- Blues or who represented the University (in teams 1-3) in a Varsity match against Cambridge.

Application should be made to the Academic Registrar, with evidence of the Blues award or participation in the Varsity match, such as programme, Blues certificate or confirmation from university team coach.

Any Junior Member may only receive one such grant in any given academic year.

## **17. UNIVERSITY EXAMINATIONS**

The rules governing University Examinations are detailed in section 5 of the Proctors' and Assessor's Memorandum on the University website (<http://www.proctors.ox.ac.uk/handbook/handbook/>).

### **Entering names for University Examinations**

The dates by which names must be entered for each examination are published online in the **Examination Regulations** (<http://www.admin.ox.ac.uk/examregs>).

Examination Entry is done online via Student Self Service. If you need to select the options you wish to take for your examinations, you will be sent an email when your examination entry window opens asking you to log into your Student Self Service. You must complete your Examination Entry by the date given in the email; if you do not, you will be required to pay a late entry fee in order to make your examination entry.

### **Examination Arrangements**

If you require alternative examination arrangements, such as extra time, use of a computer, or rest time, due to a Specific Learning Disability or other disability, then an application for Alternative Examination Arrangements needs to be made to the Academic Registrar or via the Graduate Administrator if you are a graduate student.

Some alternative arrangements can be managed by the Examinations Schools, such as the use of a computer or extra time; other arrangements, for example rest time or non-standard arrangements, will mean you need to take your university examinations in college. You should initially contact the Disability Advisory Service (DAS) (<https://www.ox.ac.uk/students/welfare/disability>) who will talk through your requirements and advise the college on what arrangements you need for your examinations. Christ Church's contact at the DAS is Dorota Antoniak ([dorota.antoniak@admin.ox.ac.uk](mailto:dorota.antoniak@admin.ox.ac.uk))

If you need an SpLD assessment, the DAS will arrange this for you and will also offer guidance on what support you can get for your studies. It is best to contact the Disability Advisory Service as early as possible in the year, so if you do need assessments these can be arranged; requests for alternative arrangements should usually be made no later than the Friday of Week 4 of the term before the examinations are due to take place.

Examination arrangements approved for University examinations will also be applied to college examinations.

If you require last minute alternative arrangements for your examinations, for example due to an injury, you should contact the Academic Registrar as soon as possible. You will need to provide a medical note which explicitly states what arrangements you will need.

## Factors Affecting Performance in Examinations

If you feel that your examination preparation or performance in your examinations has been affected by extenuating circumstances, such as illness or bereavement, you can submit a Factors Affecting Performance application.

You should contact the Academic Registrar about making this application and she will provide you with the necessary forms and advice on what supporting materials you may need to provide. If your examinations were affected by illness or other medical reasons, you will also need to provide a doctor's note to support your application.

Applications for Factors Affecting Performance should be submitted via the Academic Registrar as soon as possible after you have sat your examinations, and must be submitted before your examination is marked. Applications made after results are known are not usually forwarded to the examiners, except in exceptional circumstances.

## Missing an Examination

If you have to miss an examination due to illness, you should contact the Academic Registrar as soon as possible on the day of the examination so that she can contact the Examinations Schools so they know you will not be attending.

The Academic Registrar will need to submit an application to the Proctors for your non-appearance at the examination to be excused. A medical note will be needed to support this application, so you should arrange to see a doctor as soon as possible

## College Book Prizes for performance in University Examinations

A £130 book prize is awarded to each undergraduate who has been placed in the First Class in any Final Honour School.

A £80 book prize is awarded to each undergraduate who has been placed in the First Class in Honour Moderations, or who obtains a Distinction in Moderations or in any Preliminary Examination.

A £80 book prize may be awarded to any undergraduate who, in the opinion of the Governing Body, has done work of distinction in a Preliminary Examination in which no Distinction can be awarded by the examiners.

The Senior Censor usually contacts those eligible for prizes after examination results are announced. Any others who think they may qualify should see the Senior Censor.

## First Public Examinations

In all subjects the passing of First Public Examinations is a prerequisite for entry for Final Schools.

Undergraduates *are expected to pass First Public Examinations in their entirety at the earliest possible moment*. Depending on the subject, First Public Examinations take the form of **Honour Moderations** (in which results are classified), or **Moderations** or **Preliminary Examinations** (which are not classified). For details see the Examination Regulations (<http://www.admin.ox.ac.uk/examregs>). Undergraduates are expected to pass Honour Moderations at the first attempt, and they are expected to pass Moderations or Preliminary Examinations after **at most** two attempts and in any case before beginning their second year of residence; pre-clinical medics are also expected to pass both parts of the First BM examinations after at most two attempts and in any case before beginning their third year of residence.

*Undergraduates who fail to satisfy these conditions may continue to reside only by the special permission of the Senior Censor and such permission will be given only in exceptional circumstances. This means that those who do not pass examinations should expect to be suspended from their studies or sent down. An undergraduate sent out of residence may apply for permission to return subject to passing the First Public Examinations by private study. This permission will be granted only in exceptional circumstances, and should be sought before beginning any external study.*

Scholars and Exhibitioners should note that their *awards will be continued only if the Governing Body is satisfied with their work and conduct*; a serious review of their work, as of that of all undergraduates, is made at the end of each term, and attention is given to performance in Moderations, Preliminary Examinations and College Collections.

### **Illegible scripts**

Examiners are not bound to take account of illegible material and may return examination scripts with a request that the college make arrangements for the candidate to dictate the script to a typist in the presence of an invigilator. The costs of the typing and invigilation, which are considerable, will be charged to the candidate.

## **18. DEGREES**

Members of the House who are qualified for a degree may take it in person or in absence on one of the University's prescribed Degree Days, provided that their name is on the books of the House. Details of the fees, procedure, dress and dates of Degree Days are provided on the Christ Church website ([www.chch.ox.ac.uk/degreedays](http://www.chch.ox.ac.uk/degreedays)). Those taking degrees and their guests are offered appropriate hospitality that day. The Administrative Assistant in the Censors' Office will provide further information.

Taught course students will receive an email invitation in November of their final year inviting them to log into their Student Self-service in order to book their degree ceremony. Research students will receive an email invitation with information about booking a degree ceremony in their final year.

The M.A. degree may be conferred during or after the 21st term following Matriculation.

## **19. THE LIBRARY**

(1) The College Library is open during Full Term from 8 a.m. until midnight, Monday to Friday, and 9 a.m. to midnight at weekends. Vacation opening hours will be posted on the College website and at the front desk in the Library. The Library closes for parts of each vacation.

You may not bring friends into the Library, *which is reserved for members of the House and for visiting scholars*. Members must identify themselves to a member of staff if requested to do so. You may find it useful to carry your University Card for this purpose.

You may take guests to visit the Upper Library on Mondays to Fridays between 10a.m. a.m. and 12.30 p.m. and between 2 p.m. and 4.00 p.m., subject to the availability of a member of library staff. Before going up you should report to the desk. Anyone interested in the Library's collection of early printed books and manuscripts should consult the Library staff..

(2) Resident Members of the House may borrow books from the Library: *the borrowing must be properly registered on the computer system in the Member's name, or, if the issues*

*terminal is temporarily out of action, the loan should be recorded according to the instructions of the supervisor at the enquiry desk.*

Junior Members may not normally borrow books printed before 1875. Books from the reference section and any other volumes marked with a red sticker on the spine are also confined to the Library.

*No undergraduate may have more than twenty books on loan and no graduate may have more than forty books on loan at any one time.*

(3) *During term, undergraduates may borrow a book for **fourteen days**, and should normally return it thereafter. Graduates may borrow a book for the entire term, usually to be returned on Wednesday of 8th Week. Fines of 25p per book per day are levied on all overdue items, up to a maximum charge of £5 per item. Any item can be recalled for the use of another reader, and you will be notified of this by email. All such notices must be promptly obeyed. Failure to return the book(s) within the time limit specified will result in the imposition of fines at the rate of £1 per book per day until the return of the book(s). During Full Term all Junior Members with books on loan should check their pigeon holes and e-mail frequently or, if absent from College, should either return all their books to the library or make other arrangements for carrying out recall requests promptly.*

Unless recalled, an item may be renewed three times. This may be done remotely or in the library, but must be done before the item becomes overdue. A courtesy reminder is sent by email three days before the due date.

*Bound periodicals, CDs, DVDs and music scores may not be borrowed from the Library for more than seven days, and if required earlier must be returned at once. Unbound periodicals are confined to the Library.*

*Both undergraduates and graduates may borrow monographs (but not periodicals) for the duration of the vacation. All books borrowed for the vacation must be returned before closing time on the Saturday at the end of the week before Full Term.*

***Returned books must not be replaced on the shelves, but placed in the area in the foyer provided for the purpose. No book may be removed from this area without the consent of the Library staff. Books which have been used in one of the reading rooms and which are no longer required should be placed on the reshelving trolleys provided in either the East or West Library.***

All library fines will be charged on battels.

(4) Members who wish to keep books on a desk overnight for use the following day should leave them in a neat pile with a note giving their name and the date (forms for this purpose can be found on the central bookcases in each wing of the Library).

(5) Those who are not resident in Oxford during term are not permitted to borrow books, and should return any books they have on loan by the beginning of term.

(6) All books borrowed by undergraduates during term *must be returned on or before the last Wednesday in each term.*

(7) ***No book may be transferred from one Junior Member to another: the Junior Member who borrows a book is responsible for that book until its return. Members must not lend books from the Library to any person outside Christ Church.***

(8) *Members should take good care of Library books at all time.* Anyone found to have mistreated Library books may be fined. You should not write or make marks in Library books. You should not fold over corners or pages or use paperclips or post-it notes on the pages of the books. Avoid straining the bindings of books; use a bookmark to keep your place rather than leaving the book open. Please protect books from damage by water, food and drink.

(9) If you lose a book, you will be fined according to the cost of its replacement. ***Members who fail to comply with the rules concerning the return of books or periodicals may be fined.***

(10) Junior Members may usually bring bags into the ground floor reading rooms, but should be prepared to show their contents to the staff on request.

(11) *In addition to the general prohibition on smoking, readers must not eat or drink in any part of the Library. Any food or drink brought into the Library must remain unopened and in a bag, with the sole exception of plain water in a clear plastic bottle with a cap. Anyone who infringes this rule will be reported to, and may be fined by, the Junior Censor.*

(12) *Mobile phones should be turned to silent upon entering the library. Members must not make or receive telephone calls in the library building.* The sending of texts is permissible, but should be done silently. Photography of modern (post-1875) material via mobile phones or tablets is permitted, *but the Member taking the photograph is responsible for ensuring that copyright regulations are not breached.* Anyone requiring photography of pre-1875 material should talk to a member of the permanent library staff. Portable computers may be used at the tables with sockets provided, *but should be silent in operation.* Wireless access is available in the Library. If a computer is judged to be excessively noisy, the Library staff may forbid its use. Please be considerate of other users of the Library and keep conversation to a minimum. ***Anyone who infringes this rule may be fined by the Junior Censor.***

(13) The Law Library is for the use of members of the House reading for any degree or diploma (undergraduate or graduate) in Law, and those reading other subjects who require books shelved in the Law Library. *Law Library users must abide by the general rules detailed above.* Additional rules which govern its use are posted there.

(14) Further information on the Library including updates to these rules can be found on the Library web pages at [www.chch.ox.ac.uk/library](http://www.chch.ox.ac.uk/library).

## 20. COMPUTING

Computing, word-processing and printing facilities are available for Junior Members in the Computing Room (Peck 9-3), with access to e-mail and the Internet. Access to this room is by a door fitted with an electronic key pad/proximity reader, the number of which may be obtained from the Porters' Lodge. The facilities are available **only** to members of Christ Church, who are expected to be careful and considerate. There are additional facilities for graduates in the G.C.R. Rules for proper use of the computing facilities (including rules on computer etiquette) are available in the J.C.R. and G.C.R. computing rooms.

***In addition to the general prohibition on smoking, users must not eat or drink in the computing rooms.***

Mr Simon Thomson is Head of the Joint Information Communications Technology Service (JICTS) for Christ Church and Pembroke. Mr Andrew Middleton is the Deputy ([andrew.middleton@chch.ox.ac.uk](mailto:andrew.middleton@chch.ox.ac.uk)). The team can be found in one of two IT Offices:

Schools Quad, (to the right of the Lee Building) in Christ Church and to the left of the lodge in Pembroke. You may report IT problems electronically by email to: [it-help@chch.ox.ac.uk](mailto:it-help@chch.ox.ac.uk) or, alternatively, you may telephone :(2)86001.

Professor Kevin McGerty is the Senior Computing Officer for Christ Church to whom any unresolved IT matters should be referred: [kevin.mcgerty@chch.ox.ac.uk](mailto:kevin.mcgerty@chch.ox.ac.uk).

If you use a computer, either in your College room or in one of the Computer Rooms, which is connected to the University network, *you must comply with both the College's and the University's rules for Computer use.*

A copy of the College Rules may be obtained from Mr Simon Thomson a copy of the University's Rules for Computer Use may be obtained from Mr Simon Thomson or may be viewed on the University's website at [www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules).

*You must not allow any unauthorised person to use any connection to the College and/or the University network, and you will be deemed responsible for any breach of College or University rules by anyone using a computer in your room to whom you have given access.*

It is important to protect all computers (including Macs) against viruses, and protection software (Sophos) in freely available from the University's IT service (see [www.it.ox.ac.uk/want/get-started/security/antivirus](http://www.it.ox.ac.uk/want/get-started/security/antivirus)). Please note that any infected machines may be quarantined automatically from the network, meaning that you will no longer be able to access University information and resources until you have resolved the issue.

The Downloading of copyrighted material using BitTorrent or similar programs is routinely monitored on behalf of Oxford University Computing Services, who will automatically suspend internet access from the IP address used for this purpose. A penalty of £50 is automatically imposed in such cases, and there may be further disciplinary action by the Junior Censor.

**You should note, in particular, that it is expressly prohibited to attempt to attach any router, whether wireless or otherwise, to the College or University network.** Anyone so doing is liable both to a fine and to permanent confiscation of the router. *Tampering with network equipment such as routers, switches, wireless access points, and cables is prohibited.*

**Connection of any other device allowing wireless access to the college network (e.g. using a computer as an access point) is also prohibited.**

*Computer misuse is a serious matter, and disciplinary action may be taken against any Junior Member for breach of the rules.*

## **21. LECTURE ROOMS, SIR MICHAEL DUMMETT LECTURE THEATRE AND EXHIBITION SPACE**

Junior Members who wish to make use of lecture rooms, including the Sir Michael Dummett Lecture Theatre, for meetings of societies, discussion groups etc. during Full Term, should consult the Tutors' Administrator, Jackie Webber, in the Tutors' Office (ground floor, Tom 8) about availability. In the case of the Sir Michael Dummett Lecture Theatre and Exhibition Space, it is also necessary to obtain permission from the Junior Censor. Please refer to section 41, below, on the college's policy concerning free speech and expression of ideas, and events.

## 22. THE MUSIC ROOM

There is a Music Room on Tom 4, for the use of members of Christ Church during University Full Term. It contains a Steinway grand piano for general use, and a Kawai grand piano which may be used only by advanced pianists.

The Music Room is open daily from 8 a.m. to 11 p.m. Applications for its use should be made to the Tutor in Music, Dr Stephen Darlington, via his PA, Florence Maskell (florence.maskell@chch.ox.ac.uk), from whom the rules governing the Music Room may be obtained.

The Music Room is used for conferences and other events during vacations. It may be available at certain times during vacations for music practice on an ad hoc basis; however, conferences and other events will have priority and the room may be needed for this purpose **with no notice** and you could be asked to leave at any time.

**In addition to the general prohibition on smoking, users must not eat or drink in the Music Room.**

## 23. THE ART ROOM

The College Art Room is in Old Library 15. It is an open access studio, seminar, exhibition and social space welcoming anyone connected to the College with an interest in the visual arts. There is practical work on both an individual and workshop basis and regular exhibitions of work by both College members and visitors as well as talks and gallery visits. The Christ Church Art Tutor is Mr Peter Rhoades, who supervises the room and organises activities.

## 24. THE PICTURE GALLERY

Christ Church is fortunate to have an important collection of Old Master paintings and drawings, housed in a modern gallery in Canterbury Quad. The collection was formed through gifts and bequests from Old Members of the House. The collection contains mainly Italian art of the 14th 18th centuries, including works by Filippino Lippi, Annibale Carracci and Tintoretto, but there are also fine examples by Van Dyck. The collection of drawings represents most major artists of the time, from Leonardo to Rubens. Only a selection can be shown, in regularly changing displays, but anyone who wishes to look at drawings not on display is welcome to book an appointment with the Curator of the Picture Gallery. There is also a fine collection of 18th century English glass.

The Gallery opening times are:

July, August, September: Monday to Saturday 10.30 -17.00, Sunday 14.00 - 17.00;

June: Monday, Wednesday to Saturday 10.30 - 17.00, Sunday 14.00- 17.00;

October to May: Monday, Wednesday to Saturday 10.30 - 13.00 and 14.00 - 16.30, Sunday 14.00 - 16.30.

Please note that the gallery will remain closed on Tuesdays from October to June, but special visiting arrangements can be made upon request. The gallery is also closed for the Christmas and New Year period (exact dates will be announced in advance). There is no admission charge for members of the House and their guests. Each Monday afternoon there is a guided tour of the collection from 2.30-3.15 pm. Special tours or talks can be arranged

for visiting groups or College societies (charges apply). The Picture Gallery can be hired as a venue for private views and drinks receptions.

*In addition to the general prohibition on smoking, eating and drinking are not permitted in the Gallery.*

## **25. THE COLLEGE CHAPLAIN AND CATHEDRAL**

Christ Church has a full time College Chaplain and Welfare Co-ordinator, the Reverend Clare Hayns, who is available to offer pastoral and practical support as appropriate to all members of the College, regardless of their religious beliefs. She can be contacted in her room, Killcanon 1, by phone on (2)76236, or by e-mail at chaplain@chch.ox.ac.uk. The Chaplain can also advise on various ways students can help as volunteers in the local community. The Chaplain's website is at [www.chch.ox.ac.uk/chaplain](http://www.chch.ox.ac.uk/chaplain).

College services take place regularly in the Cathedral. These include an informal College Communion service at 8.45am every Sunday in term, followed by breakfast, a House Communion Service, to which all members are invited, and other services and events which are detailed on the Chapel Term Card and on the website - <http://www.chch.ox.ac.uk/cathedral/chapel-and-term-card>. The Chaplain is responsible for the College Choir, which is made up of graduates and undergraduates. The College Choir sings Evensong in the Cathedral most Mondays in term, and sings at the House Communion each term. Details about the College Choir can be found on <http://www.chch.ox.ac.uk/music/college-choir>. A Chapel Term Card is distributed at the beginning of each term giving details of all these activities and of Cathedral Services.

Christ Church Cathedral is both the College Chapel and the Cathedral Church for the Diocese of Oxford, and all members of the college community are encouraged to attend its services. Members also read and serve at cathedral services. The Cathedral Choir is one of the finest in the world, and, as well as singing on Sunday mornings, sings Evensong from Tuesday to Sunday at 6 p.m. Sunday Evensong includes prayers for the College. Please note that Cathedral time is five minutes after GMT or BST (i.e. services begin five minutes later than advertised). Details of Cathedral services and events can be found in the Cathedral section on the Christ Church website: [www.chch.ox.ac.uk/cathedral-services](http://www.chch.ox.ac.uk/cathedral-services)

## **26. COLLEGE COMMUNICATIONS AND WEBSITE**

### **College Communication Officer**

The College Communication Officer works to represent Christ Church online through our social media channels (Facebook and Twitter), as well as writing articles about college news to appear on the college website. The main focus of the role is in publicising student and research staff news and achievements, so that these can be recognised and celebrated both internally and externally. Please contact the College Communications Officer, Eleanor Sanger, [eleanor.sanger@chch.ox.ac.uk](mailto:eleanor.sanger@chch.ox.ac.uk) if you have any potential news items that you would like to be featured.

### **Christ Church Website**

The Christ Church Website ([www.chch.ox.ac.uk](http://www.chch.ox.ac.uk)) has a considerable amount of information about the College and the Cathedral, intended primarily for those who are outside Christ Church. The 'Current Students' section (<http://www.chch.ox.ac.uk/current-students>) includes information on Examinations, Health and Welfare and Useful Resources intended for Junior

Members. Links to the JCR, GCR, and SCR can also be found on the Christ Church website. Members with relevant content, updates, amendments, or notices appropriate for the website, are encouraged to contact the Website Manager, Mark Hook, mark.hook@chch.ox.ac.uk

## **Oxford University Website**

Oxford University ([www.ox.ac.uk](http://www.ox.ac.uk)) offers a range of on-line resources for members of the College. It is available from any computer registered with the Computing Office and connects using the University's Single Sign On authentication outside college. A range of documents, information and forms, can be found and downloaded as required. The site has links to other on-line facilities, such as Webmail, and a Contacts Search page.

## **27. LAWNS AND GARDENS**

*Junior Members are not permitted on the grass in Tom Quad except during Trinity Term if they have dined at Formal Hall and are wearing their gowns. They are permitted, during Trinity Term only, to sit on the grass in Peckwater Quad, but may not use the grassed areas as pathways across the Quad. Junior Members are not permitted to play games of any sort on the grass in Tom, Blue Boar, or Peckwater Quads or at the Liddell Building. As elsewhere, Liddell lawns should not be used as pathways; however, picnics are permitted at Liddell along with croquet and garden bowls. The Masters' Garden is available from 0th week of Trinity Term until the end of the first week of August and from 0th week to the end of 4th week of Michaelmas Term during daylight hours (normally 8 a.m. – 9.30 p.m.) for use by Junior Members; croquet is permitted there, but no other games.*

## **28. COLLEGE ROOMS**

### **1. Allocation and Occupation**

The college complies with the Universities UK Code of Practice for Student Accommodation ([www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Pages/default.aspx](http://www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Pages/default.aspx)). All junior members occupying college rooms must sign a room licence agreement *before* they take occupation of their rooms. The licence agreement is sent out electronically to all students, with a deadline for submission. Freshers are assigned rooms in College before they come into residence. Any special needs should be communicated to the Academic Registrar well before arrival.

All undergraduates are also normally eligible for College rooms in their second, third and (where relevant) fourth years. Rooms are allocated at the end of Hilary Term and the beginning of Trinity Term through a ballot organised by the JCR. Some rooms are reserved for musicians, for whom a separate ballot is organised. In the main ballot, Scholars, Exhibitioners and Academical Clerks take precedence in the selection of rooms, and then rooms are allocated to Commoners through the ballot. In the interests of fairness, no deviation from the system of room allocation may be made, unless a strong medical reason is presented to the Senior Censor well in advance of the ballot. The Senior Censor's decision on room allocation is final.

Anyone who wishes to move out of College during the course of an academic year *must give at least one term's notice*. Failure to do so will make them liable to pay the lodging charge for a term in lieu of notice. Freshers are required to live in College during their first year.

Permission to reside during the vacation must be obtained well in advance: the procedure is described in Section 8(5) above. Organ Scholars and Academical Clerks, as well as all other undergraduates, should follow this procedure. Undergraduates are reminded that their rooms are likely to be required for conferences during the vacation. Graduates may normally remain in their rooms during the vacations.

Graduates and undergraduates who reside on the main College site, in St Aldate's Quad, 117 St Aldate's, the Liddell Building, 12 Abbey Road, 181 Woodstock Road and 102 Abingdon Road are considered to be 'living in'. Those living elsewhere, including those living in houses leased from the Treasury, are considered to be 'living out'.

Whilst College Officers reserve the right to access all areas if necessary, your right to privacy in your own room is recognised. Thus, you will normally receive 7 days' notice from the Steward's office to your Christ Church email address for planned maintenance such as window cleaning, significant maintenance work (such as electrical testing), and conference show-rounds (designated rooms only), although non-urgent maintenance work or conference show-rounds may be undertaken at shorter notice with your agreement. Please note that it will not be possible to give 7 days' notice for unplanned (reactive) maintenance which may be done within 48 hours' notice. Any maintenance work considered, in the opinion of the House Surveyor and/or Clerk of Works, to be urgent or an emergency will be undertaken within 24 hours unless it requires immediate action; where required, alternative accommodation will be provided for the duration of any works to minimise disruption to the resident.

Routine access during the working week is required by your Scout, for cleaning, and (occasionally) by the House Manager and her Assistants (or the Manager at the Liddell Building) and by Lodge Porters in the course of their management duties including inventory, safety, security and staff supervision. Other than for health and safety reasons and/or where there are reasonable grounds to suspect contraventions of the licensing agreement (where no notice will be given), access by management staff, to check on staff performance and general standards of room cleanliness and repair will be in accordance with the timetable on the following pages. It is inevitable, however, that due to staff availability, occasional changes to the schedule of inspections are needed and occupants will, where practical, be informed in advance about any such changes applying to their rooms by a member of the housekeeping team. The Steward also conducts occasional inspections. Such routine visits will not normally be pre-notified, though your immediate convenience will be respected. This understanding includes essential Legionellosis-related routine health and safety checks by the Compliance Officer (a member of the Clerk of Works' staff).

*The registered occupant of a College room is responsible for any breach of College rules which takes place in that room (in the case of a shared set, the occupants are jointly responsible). Please note that rooms, other than guest rooms, are not cleaned at the weekends, that there is a reduced cleaning service outside of full term and no service is provided during college closed periods. During these periods junior members are expected to keep their rooms clean and tidy and to dispose of rubbish in the main refuse bins located in the Meadow/St Aldate's; the same procedure applies at Liddell and the outside properties.*

### **College Main Site Room Inspection Schedule**

#### **Wk 1 & 5**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
BB 1 (S/C)	ME 1 (12-16)	SA 1 (3-4)	PE 1 (1 & 2)	ME 2 (S/C)
BB 2 (19-23)	ME 2 (7-8)	SA 2 (7-12)	PE 2 (10-12)	ME 3 (15 & S/C)
BB 3 (15-20)	ME 3 (7,8,10,11)	SA 3 (8-10)	PE 3 (7-8)	ME 4 (1-3)
BB 4 (1-3)	ME 4 (13-16)	SA 5 (1-3)	PE 4 (3-4)	ME 5 (1,2,S/C)
CAN 1 (1A)	ME 5 (11-13)	SA 5 (7-9)	PE 5 (5-6)	ME 6 (S/C)
CAN 2(1)	OLD LIB (10-12)	SA 7 (9-12)	PE 6 (12-14)	ME 7 (3-4)
CAN 4 (7,9,9A,10)	117 2 (1-5)	117 3 (S/C)	PE 7 (7-8)	OLD LIB (S/C)
117 1 (1-5)	TOM 5 (3-4)	117 4 (1-5)	PE 9 (15,16)	TOM 3 (3,S/C)
181 (1-3 S/C)	117 3 (11-15)			TOM 5 (S/C)

**WEEK 2 & 6**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PE 1 (7-8)	BB 1 (17-22)	ME 1 (3,4,7,8,17)	SA 1 (S/C)	PE 1 (S/C)
PE 2 (1,3)	BB 2 (13-18)	ME 2 (9-12)	SA 2 (13-15)	PE 2 (S/C)
PE 3 (1-2)	BB 3 (9-14)	ME 3 (3-6)	SA 3 (11-13)	PE 3 (S/C)
PE 4 (2)	BB 4 (4-6)	ME 4 (9-12)	SA 4 (3)	PE 4 (1,S/C)
PE 5 (1-2)	CAN 1 (S/C)	ME 5 (6,9,10)	SA 5 (10-13)	PE 5 (7-8)
PE 6 (3)	CAN 2 (2)	ME 6 (9-12)	SA 7 (13-16)	PE 6 (S/C)
PE 7 (2)	CAN 4 (S/C)	ME 7 (S/C)	117 3 (6-10)	PE 7 (S/C)
PE 8 (7-9)	117 1 (S/C)	OLD LIB (7-9)	TOM 3 (1)	PE 8 (S/C)
PE 9 (10,12,13)	102 (4-6)	117 2 (6-10)	117 4 (6-10)	PE 9 (17, S/C)
117 3 (16-20)		TOM 5 (5-7)		181 (7-9)

**WEEK 3 & 7**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ME 2 (1-4)	SA 1 (1-2)	PE 1 (3-4)	BB 1 (5-10)	SA 2 (S/C)
ME 3 (12,13,15-17)	SA 2 (S/C)	PE 2 (7-9)	BB 2 (1-6)	SA 3 (S/C)
ME 4 (S/C)	SA 3 (6-7)	PE 3 (5-6)	BB 3 (1-3)	SA 4 (4-6)
ME 5 (14-16)	SA 4 (1-2)	PE 4 (5-6)	BB 4 (10-12)	SA 5 (S/C)
ME 7 (S/C)	SA 5 (S/C)	PE 5 (3-4)	CAN 1 (4)	SA 6 (S/C)
OLD LIB (S/C)	SA 6 (2,7,8)	PE 6 (8-11)	CAN 3 (S/C)	SA 7 (17,S/C)
117 4 (11-15)	SA 7 (5-8)	PE 7 (5-6)	CAN 4 (S/C)	117 2 (16-20)
TOM 5 (S/C)		PE 8 (3)	117 1 (11-15)	TOM 3 (3,S/C)
	12 ABB (1-4,S/C)	PE 9 (8,14)	117 4 (S/C)	117 3 (1-5)
	55 ABB (1-3)	181 W DST (4-6)		102 (7-9)

**WEEK 4 & 8**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SA 1 (S/C)	PE 1 (5-6)	BB 1 (11-16)	ME 1 (S/C)	BB 1 (1-4)
SA 2 (1-6)	PE 2 (4-6)	BB 2 (7-12)	ME 2 (13-16)	BB 2 (S/C)
SA 3 (1-5)	PE 3 (3-4)	BB 3 (4-8)	ME 3 (1-2)	BB 3 (S/C)
SA 4 (S/C)	PE 4 (7-8)	BB 4 (7-9)	ME 4 (5-8)	BB 4 (13-14,S/C)
SA 5 (4-6)	PE 5 (S/C)	CAN 1 (2,3,S/C)	ME 5 (3-5)	CAN 1 (5)
SA 7 (1-4)	PE 6 (4-5)	CAN 2 (2)	ME 6 (13-16)	CAN 2 (6)
117 2 (S/C)	PE 7 (3-4)	CAN 4 (1,4-6)	ME 7 (1-2)	CAN 3 (5,6)
TOM 3 (4)	PE 8 (5-6)	117 1 (6-10)	OLD LIB (2,3,5)	117 1 (16-20)
	PE 9 (7,9,11)		117 2 (11-15)	12 (5-7,S/C)
102 (1-3 S/C)	117 4 (16-20)		TOM 5 (8-11)	55 (S/C)

**Liddell Building Room Inspection Schedule****WEEK 1 & 5**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
STC 5 (1-4 s/c)	STC 5 (5,6)	STC 5 (9,10)	STC 5 (1,2)	
STC 5 (13-16 s/c)	STC 6 (9,10)	STC 6 (5,6)	STC 6 (1,2)	
STC 6 (1-4 s/c)	STC 7 (15,16)	STC 7 (8,9)	STC 7 (1,2)	
STC 7 (1-4 s/c)				

**WEEK 2 & 6**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
STC 5 (5-8 s/c)	STC 5 (13,14)	STC 5 (17,18)	STC 5 (21,22)	
STC 5 (17-20 s/c)	STC 6 (21,22)	STC 6 (17,18)	STC 6 (13,14)	
STC 6 (5-8 s/c)	STC 7 (17,18)	STC 7 (10,11)	STC 7 (3,4)	
STC 7 (5-7 s/c)				
STC 7 (8-11 s/c)				

### WEEK 3 & 7

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
STC 5 (9-12 s/c)	STC 5 (7,8)	STC 5 (11,12)	STC 5 (3,4)	
STC 6 (9-12 s/c)	STC 6 (11,12)	STC 6 (7,8)	STC 6 (3,4)	
STC 6 (21-24 s/c)	STC 7 (19,20)	STC 7 (12,13)	STC 7 (5,6)	
STC 7 (12-14 s/c)				
STC 7 (15-18 s/c)				

### WEEK 4 & 8

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
STC 5 (21-24 s/c)	STC 5 (15,16)	STC 5 (19,20)	STC 5 (23,24)	
STC 6 (17-20 s/c)	STC 6 (23,24)	STC 6 (19,20)	STC 6 (15,16)	
STC 6 (13-16 s/c)	STC 7 (21)	STC 7 (14)	STC 7 (7)	
STC 7 (19-21 s/c)				

## 2. Maintenance, Decoration and Servicing

The House Manager is the senior member of the Steward's staff responsible for the management of College accommodation (except for the Liddell Building - see below). Scouts work under the House Manager's direction. Scouts' duties during full term Monday-Friday, include the cleaning of rooms, comprising of dusting and vacuuming carpets, together with the regular cleaning of washbasins and emptying of waste bins. Scouts are also responsible for cleaning toilets, bathrooms and public areas. Please note that rooms are not cleaned or bins emptied at the weekends. Further, there is a reduced service outside of full term and no service is provided during college closed periods; *during these periods junior members are expected to keep their rooms clean and tidy and to dispose of rubbish in the main refuse bins located in the Meadow and St Aldate's; the same procedure applies at Liddell and the outside properties.*

You are expected to be cooperative in allowing Scouts regular weekly access and *in keeping rooms tidy enough to permit cleaning.* Regular daily access (Monday – Friday inclusive) is required by your Scout for the emptying of bins and to clean the washbasin. You may expect your room to be cleaned comprehensively once a week during full term. A reduced service is provided out of full term and no scouting service is provided during the closed periods at Christmas and Easter; during these periods junior members are expected to keep their rooms clean and tidy and to dispose of rubbish in the main refuse bins located in the Meadow and St Aldate's; the same procedure applies at Liddell and the outside properties. The need for civilised standards of personal hygiene and behaviour is obvious; *pets (including fish) may not be kept in College. Rooms must be left in especially good order at the end of term,* since conference delegates are accommodated during the Easter, Summer and Christmas vacations; Admissions candidates are also accommodated during the Christmas vacation (see sub-section 4. below: Vacation Conferences).

At the end of *every* term, rooms must be **completely** cleared for use by conference delegates, open day visitors and/or Admissions candidates. Lockable cupboards are provided in some rooms and may be used to secure any bulky, non-valuable or personally precious items which are not being taken home or put into storage during the Christmas and Easter Vacations. Members are expected to provide their own padlocks. Items may not be left under beds, on top of wardrobes or in chests of drawers.

No on-site storage is provided during the vacations, however, the college, along with other UK Universities and Oxford colleges, has an arrangement with a national company, 'Love Space' ([www.lovespace.co.uk](http://www.lovespace.co.uk)). Junior members may arrange to store items with this company for the vacation(s) at a modest cost and/or ship their belongings to any address in the UK.

Responsibility for personal effects cannot be accepted at any time by the College or its staff. Occupants will be charged on battels for any additional cleaning which is necessary and for the cost of removing property left behind.

*It is an express condition of the occupation of a room that alterations are not undertaken to the structure, fabric, furnishings, fittings, fixtures or any equipment under any circumstances. It is also an express condition - on grounds of good practice and to support the College in its exercise of statutory and other responsibilities including health and safety compliance - that occupants do not introduce items of furniture, or fabric or other materials. This prohibition includes, but is not limited to, partitions, panels, screens, drapes, curtains, carpets, chairs and beds. In cases of doubt please consult the House Manager or the Liddell Manager.*

*Occupants are not permitted to move items of furniture or (on fire and safety grounds) to place upholstered furniture in kitchens or pantries. Members may not introduce their own upholstered furniture to college rooms. Bicycles may not be kept in any college room under any circumstances.*

The House Manager is the principal channel for reporting faults and defects for residents. Faults and defects may be reported directly to the Staircase Scout or to the Porters' Lodge. Other members of staff such as the Scouts, other members of the House Manager's team and the Clerk of Works are also responsible for reporting any damage and for monitoring safety and compliance. Any faults reported will be forwarded electronically, as required, to the Clerk of Works and copied to the resident's Christ Church email address. If you report a maintenance matter to the House Manager directly, your consent to access your room to rectify the matter is deemed to have been granted and no further notice to access your room will be given. Notice of a maintenance matter generated by other means, will be deemed to have been given to the resident when a copy of the electronic report to the Clerk of Works is given to the resident. In cases of difficulty or urgency, faults and defects may be reported directly to the Steward. Occupants will be required to pay for any damage in rooms and the cost of repair work will be charged on battels. *Steel pins and drawing pins may be used only on the notice boards provided. Nails or screws must not be driven into walls or panelling, and "blu-tack", "white-tack" and other products intended for attaching objects or pictures to walls (including those advertised as not causing damage to paintwork) may not be used. Posters and flags must not be displayed from windows in College rooms unless permission has been given by the Censor(s).*

Rooms are redecorated in rotation: particular requests and enquiries may be directed to the Steward.

The nightly room charge includes the upkeep of rooms and furniture, and cleaning. It also includes a share of all communal services and supplies in College. The cost of light and heat in rooms is an additional individual charge. If rooms need additional cleaning or redecoration for any reason, occupants will be charged accordingly. If the charges are not paid by the date indicated on the relevant notice, occupants may be asked to vacate their rooms.

**St Aldate's Quad and 117 St Aldate's:** the only variation in the occupancy arrangements concerns the shared kitchens. Occupants are personally responsible for washing up and for maintaining standards of cleanliness and good order of cupboards, refrigerators, worktops, cooking equipment and sinks. Scouts will remove bagged rubbish and undertake general kitchen cleaning only. Any foodstuffs left in refrigerators at the end of Term will be removed and disposed of by the Scout.

**The Liddell Building**, designed as a single quad and opened in 1991, is a joint development between the House and Corpus Christi College. It is operated under the day-to-day control of the Liddell Manager, and has its own Lodge which is staffed at all times unless the porter is on patrol.

The Liddell main gate is operated by digital keypad/proximity reader; the gate code is changed from time to time.

The cleaning responsibilities of Scouts are similar to those at the main site (see above). Liddell residents are allocated a pigeonhole at the Liddell Building, in addition to their pigeonhole at Tom Gate. There is a daily mail delivery/collection between the two lodges, but mail will be transferred from one site to the other only if so addressed.

### **Smoking and Illegal Drugs in College-owned buildings**

Smoking is not permitted inside any College-owned building and, for the avoidance of doubt, this includes housing outside the main curtilage located in St Aldate's and at Abbey Road, Cripsey Road, Woodstock Road, Abingdon Road and the Liddell Building. Occupants of College-owned buildings are responsible for adhering to the smoking policy, including in regards to visitors to and during parties in their premises, including in communal areas. If there is evidence of smoking, occupants will be given a formal warning. After a second formal warning, a fine will be issued. If further infractions are reported, the occupants may be asked to vacate their rooms at short notice.

The College has clear policies on illegal drugs and the use of alcohol—see section 38 below ('Policy on Illegal Drugs and Alcohol Abuse'). Illegal drugs (e.g. cannabis, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, crack, etc) must in no circumstances be brought within the College or any College-owned premises, including in housing outside the main curtilage, and any infringement of this rule will result in severe penalties. The disciplinary framework for dealing with infractions of the College's drugs and alcohol policies in any College-owned building, including housing outside the main curtilage, is detailed in section 38. Note that sanctions may include asking occupants to vacate their College rooms at short notice.

**Other properties** (e.g., 12 Abbey Road, 181 Woodstock Road, and 102 Abingdon Road): occupancy rules are substantially the same as for main-site rooms including a prohibition on bicycles inside the dwelling (whether or not cycle racks are provided), a ban on installing non-college furniture, rules about nails, screws, pins, and "blu-tack", and the need for individuals to have a television licence if they wish to use a television. All personal belongings must be removed on going down; storage is not available, however, junior members may wish to use the services of a national company, Love Space (lovespace.co.uk), who will store belongings for a modest fee and/or ship to any address in the UK. Washing must not be dried in rooms: an outside washing line is provided. Staff will remove rubbish regularly, although the occupants of the aforementioned properties (other than the Liddell Building) are requested to ensure that the house waste bins are put out on the appropriate collection day. College staff or contractors will maintain gardens and grounds. Reduced scouting is provided outside full terms and no scouting is provided during college closed periods; occupants are expected to keep their rooms and public spaces clean, tidy and to remove and dispose of rubbish on a regular basis outside of full term.

A pigeonhole is provided at the Tom Gate Lodge. There is no internal mail/ message service to these properties.

In case of emergency, occupants should notify the emergency services directly and inform the Porters' Lodge as soon as possible thereafter.

The main contact for domestic requirements is the Scout or cleaner. The House or Deputy House Managers may be contacted during office hours: [house.manager@chch.ox.ac.uk](mailto:house.manager@chch.ox.ac.uk) or telephone (2)76499 / (2)76268. Normally, rooms will be available from 1 September and must be vacated by 31 July (unless you have permission to retain the room for the following academic year).

Occupants will be charged on battels for any damage, for any additional cleaning which is necessary and for the cost of removing property left behind. As noted above, warnings and fines will be issued for violating regulations governing the occupancy of College-owned property and occupants may be asked to vacate their rooms at short notice for repeated violations.

### 3. Refrigerators

Larder refrigerators are provided. The cleanliness and safe operation of the refrigerator and the wholesomeness of the food stored therein are the responsibility of the room occupant(s) or in the case of Liddell the responsibility of the flat occupant(s). Members are not permitted to provide their own refrigerators.

### 4. Vacation Conferences

Residential conferences in vacations make a substantial contribution to College finances, and help to keep charges to Junior Members reasonable. The Steward and her staff endeavour to ensure that conferences take place with the least possible inconvenience to members of the House. Conference bookings are not normally taken for 0th or 9th weeks (though in 9th week of Michaelmas term most rooms are required for Admissions candidates), and during the rest of the vacations the numbers of conference delegates are restricted so as to leave a limited number of rooms free for Junior Members; these may be located off-site.

Lockable cupboards are provided in many rooms and may be used to secure any bulky, non-valuable or personally precious items which are not being taken home or being sent to 'Love Space' storage during the Christmas and Easter vacations. Members are expected to provide their own padlocks. Items may not be left under beds, on top of wardrobes or in chests of drawers. A note on how to contact Love Space will be circulated at the end of each term ([Lovespace.co.uk](http://Lovespace.co.uk)).

As described in Section 8 above, **permission must be sought for any residence** beyond the Saturday at the end of 8th Week or for return prior to the Sunday at the beginning of 0th Week, by all undergraduates, including Organ Scholars and Academical Clerks. Subject to satisfactory and timely completion of the relevant forms and the consent of the Junior Censor (see also Section 8 above), vacation residence will also be influenced by room availability.

Please note that even if permission for vacation residence has been granted, members (including Organ Scholars and Academical Clerks) may need to move rooms - whether they are in standard or *en suite* accommodation. Those taking examinations during this period will not usually be asked to move.

Please note that those resident in Peckwater Quad 1, 2, 4, 5, 6, 7, 8 and Old Library, **in particular**, (including Organ Scholars and Academical Clerks) may need to vacate their bedrooms on the Saturday of 8th Week and move to other bedrooms within College if they are staying up after the end of term.

Vacation residence can only be extended beyond 9.00am on the Saturday at the end of 9th Week of Trinity Term in exceptional circumstances.

## 5. Overnight Guests in College

You are permitted to have a guest stay in your room for a maximum of three consecutive nights. The maximum number of nights you may normally have a guest staying in your room in any one Term is 9. *You must notify the College of any guest staying in your room by submitting a Guest Form (available at the Porters' Lodge) to the Lodge in advance.* You may also arrange accommodation for a guest in a guest room during term, subject to availability. Single and twin rooms are available. Requests should be made to the Conference Office, giving as much notice as possible. The guest charge, from £31 per person nightly, including breakfast, can be charged to battels (see Section 44 below) or paid by cash, cheque or credit card at the Porters' Lodge.

## 6. Noise

Radio sets, televisions, audio equipment, pianos and other musical instruments may be installed and played in College or in College-owned accommodation outside the main curtilage, but the work and peace of others must not be disturbed. *The doors and windows of a room in which music of any sort is being played should be kept shut and all loud playing must be avoided; disruptive noise of all other kinds is also forbidden.*

Junior Members who persist in lacking consideration for others in this matter may be fined and/or required to forfeit their rooms in College or in College-owned accommodation outside the main curtilage.

A measure of excessive loudness is whether or not music can be heard outside the room within which it is being played. The surest way of not disturbing neighbours is to use headphones. *Music and other noise of this kind without the use of headphones is strictly forbidden after 11 p.m. on weekdays or midnight on Friday and Saturdays.*

See also Section 29: Parties and Section 30: Noise and Other Disturbance below.

## 7. Electrical Safety

No repairs or alteration to the standard electric fittings may be carried out except by the order of the Steward. *Cooking is not permitted in rooms.* The only cooking appliance permitted in your room is an automatic electric kettle or coffee maker. Toasters are not permitted except in rooms in Tom Quad and Peck 1-5 inclusive where there are no tea points. In the Liddell Building and St Aldate's Quad, all cooking appliances must be kept in kitchens. **Any electric iron, electric heater, electric, open flame cooking appliances or toasters (see above the exception to the rule on toasters) will be confiscated and the occupant of the room in which they are found fined.** You are permitted to bring into your room a radio, television set, computer and printer, audio equipment and a hair dryer, *but it is your responsibility to ensure that all items of electrical equipment brought for use in College accommodation are safe. The accepted method of demonstrating electrical*

**safety of electrical equipment, irrespective of age, is for it to be PAT (Portable Appliance Tested) by a qualified electrician and labelled stating ‘tested for electrical safety – PASSED’, with the date of the test and the name and contact details of the tester. Christ Church carries out PAT tests biannually on its own appliances and expects equipment brought in to be tested at similar intervals.**

The College electrician will be available for two half days at the beginning of each term in the JCR or other location (details and dates to be advised) to check and PAT the occasional electrical appliance where testing and labelling may have been overlooked. Simple remedial work to enable an appliance to pass, such as replacing fuses, but not replacing power plugs, will be carried out. However, any items which comprehensively fail will, at the College electrician’s discretion, be rendered unusable, confiscated or labelled as ‘failed’ and the owner will be informed in person at the time. In some cases, it may be appropriate for the College electrician to replace a power plug but this would first be agreed with the owner of the appliance.

Similar action will be taken for any other electrical equipment deemed to be unsafe discovered in rooms. In these cases, notification of all items confiscated will be given to the Junior Member by way of a note left in the room or by email from the House Manager or a member of her staff.

Electricity supplies worldwide can vary between 100 volts and 240 volts. The normal voltage and frequency of the electrical supply in the United Kingdom is 230v 50Hz and only equipment designed for the standard UK electrical supply may be connected to the College’s electrical system. All electrical equipment should display the British Standard Kite-mark or a genuine CE mark (European Certificate of Conformity). Furthermore, please note that adaptors may not be used: the connection of more than one portable electrical appliance must be effected by the use of a multi-way extension lead, and the loading must not exceed 13 amps. ***It is strictly forbidden to tamper with electrical circuits and the College’s fixed wiring on obvious grounds of personal safety.*** Please follow these simple rules:

- Never touch electrical equipment with wet hands.
- Never touch light switches if they are cracked or show signs of damage and report this immediately to your scout and/or the Porters’ Lodge.
- Never plug electrical equipment into sockets that show signs of damage, are cracked, or have part or all of the cover missing, and report damage of this kind immediately to your scout and/or the Porters’ Lodge.
- Never force plugs into sockets if they do not easily fit.
- Never use mains-powered electrical equipment in a bathroom.
- Always check that cables are securely attached to appliances and are not cut, nicked or damaged in any way. There should be no joints in cables and certainly no repairs with insulation tape. Cables should be checked for overheating or discolouration.

The introduction into rooms of decorative lighting arrangements including Christmas fairy lights is permitted subject to (i) being battery-operated only (ii) room occupants ensuring that these lights are turned off whenever the room is unoccupied.

**Television Licence:** it is your personal responsibility to have a television licence if you wish to use a television in College. Please note that live television viewed on a PC is also licensable and that the TV Licensing authority may seek to ‘visit students at selected colleges’ by advance arrangement to confirm compliance. This is a significant individual responsibility. Helpful information is available online at [www.tvlicensing.co.uk/students](http://www.tvlicensing.co.uk/students).

## 8. Cooking

When preparing food in the kitchens in the Liddell Building or St Aldate's Quad, Junior Members must ensure that extraction fans are turned on before they commence cooking, that grease is not allowed to build up in grills and ovens and that items are never left unattended during the cooking process when using hobs and grills.

## 9. Fuel economy and the '60% House'

You are strongly advised to be economical in the use of utilities. The cost of heat and light in rooms is charged to the occupant(s) on battels. Rooms are metered individually, excepting only where gas-fired central heating is provided, such as in Blue Boar, Meadow, Old Library, Peck 6, 7 and 8 where charges are divided equally amongst all occupants, and St Aldate's where costs are shared per building. Where communal kitchens are provided, such as at Liddell, all fuel charges are shared equally amongst the occupants.

Christ Church spends a six-figure sum each year on utilities, in addition to what individual members pay, and emits 2467 tons of CO<sub>2</sub>. The institution is aware of its own corporate social responsibility and has introduced an energy reduction policy ('the 60% House') in line with national targets. Christ Church is aware of the significance of this challenge, and its own responsibility in achieving it. The community has also committed itself to sensible good-practice fuel economy measures by all its members on the basis of a *Switch it Off – Turn it Down* approach.

The following recommendations are an indication of the good-practice, practical and collaborative approach that all members of our collegiate community are invited to adopt:

- Switch off all lighting and equipment, including all IT equipment, whenever not required, during the day and overnight and even for short periods. This includes fluorescent and low-energy lamps. Do not leave equipment on standby. Lights and equipment use least energy when switched off!
- Do not switch on all lights when none or only a few are needed; if possible, use local task lighting whenever possible.
- Turn your heating off or down when leaving your room. Close windows and curtains to retain heat (although remember to periodically ventilate your room to avoid the development of mould which can damage decorations). Learn to operate your storage heater efficiently. Heating will be turned off in college from May until September.
- Buy energy efficient equipment – as close to 'A' rating as possible.
- Put just enough water in your kettle – don't boil more than you need.
- Help widen good practice through your own good example.

Safety point: tungsten bulbs have widely been replaced with CFLs, which save a significant amount of electricity for the same light output. In the unlikely event of an accidental breakage of a CFL, all of which contain a minute amount of mercury, please open the windows and contact the Porters' Lodge without delay. Arrangements will be made to clear the breakage – do not attempt this yourself. The House Manager can provide further information about this and other precautionary measures.

In rooms where heating is by fixed electrical heaters or appliances, simple and precise instructions for their safe and efficient use will be provided.

## 10. Recycling

It is possible, with members' co-operation, to recycle a significant proportion of the waste that we produce. This is achieved through a system of 'co-mingled recycled waste' and the provision of two bins in each room. Each member is regarded as having a responsibility to ensure that waste is segregated into these bins as follows: clean plastic bottles, containers and bags, cling film, aluminium foil, tin cans, cardboard, paper (including magazines and newspapers) and unbroken glass items should go into the green bin; all other waste should be placed in the other bin. Broken glass needs to be wrapped and a note stating 'broken glass' placed with it so that the scout is aware. Both bins will be emptied daily on weekdays by your Scout (no service is offered at the weekends or during closed periods; a reduced service is provided during the vacations). In addition, Junior Members are requested to separate out clothes which are sent to TR Aid and other materials such as books, CDs etc. which are donated to the British Heart Foundation. Waste bins for the recycling of food waste are provided in college kitchenettes and in St Aldate's and at Liddell.

It is anticipated that the local authority will shortly introduce extended requirements for segregation of domestic waste, together with penalties for compliance failures. The co-operation of Junior Members will be expected.

## 11. Security and Safety

Christ Church takes safety and security matters seriously, and all members are expected to cooperate with necessary precautions. There are fire alarms throughout the College, and a CCTV surveillance system is in operation. Members are asked to report immediately to the Lodge: suspicious behaviour, intruders, the presence of strangers outside visitors' hours and suspect packages.

The College accepts no responsibility for the loss of, or damage to, personal possessions. Insurance arrangements are described in Section 44.

The custodial staff, who monitor security at all the main gates, may ask you, from time to time, to show your university card when entering the college. The custodial team are responsible for ensuring the safety of visitors to the college and for general security. They are also responsible for implementing the policies and rules in relation to visitors. As it is not possible for custodians to recognise every member of Christ Church, we ask you to be patient, courteous and cooperative.

Fob entry locks are fitted at the entrance doors of most staircases, and many also have key-code entry pads: please do not undermine security by propping a door open or by divulging the entry code more widely than necessary. Please be vigilant and do not allow anyone you do not know to tail-gate at main entrances. If you lose your room fob, please report this to the Lodge Porter immediately so that your fob can be cancelled and in order not to compromise your security. The Lodge Porter will issue you with a replacement fob. There is a charge of £5 for a replacement fob; however, if you find your original fob and return it to the Lodge within 24 hours the charge will be waived. **All residents are strongly advised to lock their doors when absent from their rooms, however briefly.** The loss of any article from rooms in College should be reported immediately to the Junior Censor (if available) and the Porters' Lodge.

Windows in many rooms in college, including those in Blue Boar quadrangle, can be partially opened to provide natural ventilation; window restrictors are in place for safety

reasons. To avoid any risk of falling, please do not lean out of the window or sit on the window sill. Please do not leave ground floor windows open if you leave the room and ensure you secure them to prevent theft and intrusion.

It is strictly forbidden to go on the roofs of any part of the College, to climb any walls or to be on the window ledges above the ground storey of any College building. You are also forbidden to be in the pond ('Mercury') in Tom Quad, or to cause any other person to be in the pond. Any contravention of these rules will be treated by the Censors as a disciplinary offence.

Maintenance of the building fabric of the buildings means that there will inevitably be scaffold in position at various times. Climbing of scaffold or other access to contractors' compounds or other site accommodation is strictly prohibited and will be treated by the Censors as a disciplinary offence.

During vacations, rooms may be entered for cleaning and repair by College staff, and used for occupation by conference delegates: it is important that nothing of value is left unprotected. Safety deposit boxes are available in some rooms for use during term. Access by Works staff and or contractors is controlled by a fob management system.

Personal 'attack alarms' may be borrowed, free of charge, from the Porters' Lodge. If you expect to be out of College late at night, you are advised to carry one of these alarms.

## **12. Fire Safety**

In accordance with its obligations, Christ Church routinely tests fire alarms throughout college between 10 a.m. and 11.30 a.m. each week. The alarm will sound for up to five seconds only and the building should not be evacuated. This is the only circumstance in which members should not respond to the alarm – in all other circumstances, the building must be evacuated as quickly as possible in accordance with the fire notice found in each room.

A Fire Awareness talk for all freshers takes place in Hall on the first Saturday of Michaelmas Term, and attendance is compulsory, as is the viewing of the short film on fire safety sent as a link with the room contract. There is a fire safety notice in each room and residents should familiarise themselves with the procedures, means of escape and location of appliances. Fire drills are held each term.

*It is criminal offence as well as a life-threatening and extremely serious offence to block or limit access or egress, or to interfere unnecessarily with fire escapes, fire alarms, detection devices and the fire-fighting appliances distributed throughout the College. Because of fire risks, no inflammable items may be used in Junior Members' rooms and smoking is not allowed inside any of the buildings. The ban on inflammable items includes candles.*

*Other than in an emergency, it is a criminal offence to wilfully set off, to damage or to misuse any fire alarm bell, smoke or heat-detector, fire extinguisher or any other emergency appliance. Such offences will attract a substantial fine and the Junior Censor will also take such action as he deems appropriate to recover the cost of repair and refilling.*

## **13. Emergencies**

In case of emergency, contact the Porters' Lodge at Tom Gate and alert other occupants of a staircase if possible. If there is a bomb alert or other emergency, it may be necessary to

evacuate the College. An evacuation will be organised by the Lodge Porters, who will use whistles to alert residents and will check that rooms have been vacated. All Junior Members are asked to follow the instructions of College Officers and Porters. During the period of an evacuation, hospitality and meals will be provided on a reciprocal basis by St John's College. In the case of evacuation of the Liddell Building, residents should proceed to the Great Hall.

#### **14. Terrorism**

Junior members should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal. In the event of an incident, quickly determine the best way to protect yourself and follow the national guidelines of 'Run, Hide and Inform'.

#### **15. First Aid**

The Lodge is staffed 24/7 and staff are trained in basic first aid. There is also a part-time college nurse on site (see section 33 on Health).

#### **16. Health and Safety**

All Junior Members are expected to maintain a reasonably safe environment in their own accommodation for staff who enter their rooms (e.g., by ensuring that cables to personal electrical equipment are in good condition and do not pose a trip hazard).

If any Junior Member has concerns about any matter that could represent a health and safety concern they should contact the Junior Censor and/or the Steward immediately. If a Junior Member has an infestation of any kind in their room they should report this immediately to their scout or directly to the House Manager or the Steward.

#### **17. Snow and Ice Clearance**

In the case of a snowfall, or freezing temperatures after rain, main traffic routes, entrances and exits will be cleared and/or salted/gritted. This will be undertaken by staff and or external contractors reporting to the Clerk of Works and will take place as a first priority as soon as staff are available. Stocks of salt and/or grit will be kept accordingly. At Liddell this will be the responsibility of the Manager. The Boatman will retain stocks of salt in order to treat the hump-back bridge to the Boat House.

The routes initially to be cleared are the Tom Gate entrance, Tom Quad (upper level only), a pedestrian access route through Schools Quad, the route from Hall to the Meadow Building, to Meadow Gate and to Meadow Quad staircase entrances, the steps to Meadow Quad to the south of the Bell Tower, routes to Blue Boar, Peckwater Quad, the Library and Picture Gallery and the Canterbury Gate exit. The stone path in the War Memorial Garden will be cleared and, if possible, a car parking area on the Broadwalk. The aim will be to keep these routes clear of snow and ice during periods of prolonged cold, though it may be reasonable to place some practical limits if conditions become severe. The Treasurer will advise when Tom Quad central paths are to be cleared. While these paths remain un-cleared, the Visitor Manager will arrange for prominent notices preventing members, staff and visitors from using these untreated routes. Paths in the Meadow will not be salted, gritted or cleared of snow.

## 18. Weapons

No weapons may be brought into college. Junior Members with sporting equipment which comes under this category (e.g. fencing foils) must contact the Junior Censor and obtain a specific exemption.

## 29. LODGINGS

Undergraduates and graduate students living out of College *are required to complete and return a Living-Out form* at the beginning of each term to give notice of addresses and confirm University residence. *The Lodge Manager and Censors' Office should be notified immediately of any change of address.*

**Undergraduates and graduates are responsible for the regular and punctual delivery of Living-Out forms to the Porters' Lodge at Tom Gate. Failure to do so may result in forfeiture of a term's residence.**

The University Accommodation Office keeps a list of inspected and approved lodgings and a list of flats for married Junior Members. Please see their website [www.admin.ox.ac.uk/accommodation](http://www.admin.ox.ac.uk/accommodation). The College also has a limited number of furnished flats for graduates. The Graduate Administrator will send out application forms in late February for college flats available in the following year.

By University regulation, no *undergraduate may reside outside a six-mile limit*. This rule will only be relaxed in exceptional circumstances and at the particular request of the College; any undergraduate who has good reason to wish to reside outside the limit should give early notice to the Senior Censor. Graduates may reside up to twenty-five miles from the centre of the city.

## 30. PARTIES IN COLLEGE

A party is defined as any gathering of eight or more people. ***Junior Members must seek the permission of the Junior Censor at least 48 hours in advance for all parties in College regardless of venue, Junior Members must seek the permission of the Junior Censor at least seventy-two hours in advance for all parties in College regardless of venue and including College-owned accommodation outside the main curtilage in St Aldate's and at Abbey Road, Cripsey Road, Woodstock Road, Abingdon Road and the Liddell Building.***

***They should complete a party permission form (available from the racks outside the Censors' Office) and take it to the Junior Censor during her regular hours.*** The Junior Censor will make every effort to accommodate Junior Members' wishes. Circumstances under which permission may not be granted include clashes with other College events or with examinations. Permission for parties is not normally given out of full term or on Sundays after Hall. The limits on the number of guests and times given below have been fixed in line with health and safety requirements and with the need to ensure a reasonable level of peace and quiet for the community as a whole. (See also Section 27.6, above)

*In the interests of those with University Examinations, Junior Members are asked to refrain from organising parties in their rooms during Trinity Term, and in all circumstances to act with appropriate concern for other members of college. During the second half of Trinity Term, parties will only be permitted on Saturdays.*

*It is the responsibility of the host(s) in whatever venue a party is held to ensure that the party finishes on time and that any guests who are not members of Christ Church are escorted out of College or College-owned accommodation. The Porters and Wardens have instructions to close down parties which are too large, noisy or unruly, or which continue after the proper time, and to report the host(s) to the Junior Censor.*

*It is the responsibility of party host(s) to ensure that rooms and other venues are tidied up afterwards and to bag heavy rubbish and bottles and transport them to the recycling and rubbish bins. The cost of making good any damage which occurs as a result of parties will be charged to the host(s).*

Venues and conditions pertaining to their use in College are:

**Junior Members' rooms:** Junior Members may hold parties in their rooms, with the exception of those living in Liddell who may use the Handel Davies room. *Permission to hold a party in a Junior Member's room must be obtained from the Junior Censor no less than seventy-two hours before the party. Permission will not be granted to use more than one room/set of rooms, to use corridors or for more than one party on a single staircase. It is the responsibility of the person holding the party to make sure that everyone leaves on time. Parties will be considered to continue for as long as 8 or more people remain together.*

- **Number Limit:** 40, and in small rooms fewer
- **Times:** Monday – Thursday 7pm to 11 pm;  
Friday and Saturday 7pm to midnight
- **Other conditions:**
  - ▶ You are not allowed to lend your room to anyone else for the purpose of giving a party.
  - ▶ Live music is not permitted. Other music must be kept to a level that is considerate of other members of College and must be turned off by 11 pm, or midnight on Fridays and Saturdays.
  - ▶ Seven days' notice to the Liddell Manager is required, in addition to receiving permission from the Junior Censor.
  - ▶ Permission will **not** be granted for parties in the second half of Trinity Term other than on Saturdays.

**The Handel Davies Room:** Liddell Building: available for booking by residents of Liddell Building for private parties and barbecues and on behalf of College clubs. Booking must be made through the Liddell Manager. The Junior Censor's permission must also be obtained at least seventy-two hours in advance of the event.

- **Number Limit:** 80
- **Times:** Monday – Thursday 7 pm to 11 pm;  
Friday and Saturday 7 pm to midnight
- **Other conditions:**
  - ▶ Self-catered food and drink permitted
  - ▶ No live music. Other music must be kept to a level that does not disturb residents of Liddell Building.
  - ▶ Seven days' notice to the Liddell Manager required, in addition to receiving permission from the Junior Censor.
  - ▶ Presence of a steward at the site gate to control unauthorised access.

**McKenna Room:** is available for dinners organised by Junior Members and on behalf of College clubs. Bookings must be made through Haley Wiggins, the Senior Assistant Conference and Events Administrator in the Steward's Office.

- *Number Limit:* 47
- *Times:* Monday to Friday 8 pm to 10.30 pm
- *Other conditions*
  - ▶ Bookings should be made not less than 14 days in advance
  - ▶ *College catering*

Pre-dinner drinks can be arranged in the Buttery Bar or the Ante Hall at 7.30 p.m.

**Cathedral Garden:** available for Junior Members' garden parties during Trinity full term. No amplified music, including electric keyboards, is allowed. Bookings may be made through Haley Wiggins, the Senior Assistant Conference & Events Administrator in the Steward's Office.

- *Number Limit:* 100
- *Times:* Monday to Friday 7 p.m. to 9 p.m.  
Saturday 2 p.m. to 4 p.m. and 7 p.m. to 9 p.m.  
Sunday – no parties allowed

Booking Procedure:

- Check garden availability with Haley Wiggins, the Senior Assistant Conference & Events Administrator who will check, on the enquirer's behalf, with the Cathedral and Treasury for any conflicting events.
- If the date and time are available, a permission form will then be given to the organiser.
- A signature confirming permission should then be obtained by the organiser from the Dean and from the Junior Censor (during Junior Censor's hours).

Other Conditions include the following:

- Booking should be made not less than 14 days in advance.
- Drink will be provided from the Buttery and should be ordered, along with any food (a short list is available), via the Senior Assistant Conference & Events Administrator.
- Unamplified music may be played only in exceptional circumstances and then only with the permission of the Dean and the Junior Censor.

*The Master's Garden is not available for parties organised by Junior Members or on behalf of clubs and societies.*

## **31. COLLEGE PLAYS AND THE CHRIST CHURCH DRAMATIC SOCIETY**

Christ Church Dramatic Society supports student drama involving members of the college. It has recently helped to fund ever-popular garden plays in college as well as a number of successful productions outside of Christ Church including the first ever student drama production at the Sheldonian Theatre and new student writing at the North Wall Theatre, as well as supporting Freshers at Oxford Playhouse, plays at the O'Reilly and elsewhere. The Society has also arranged gatherings with theatre professionals when there is sufficient interest.

The Society's Honorary Treasurer is The Venerable Martin Gorick, Archdeacon of Oxford and former Chaplain to the RSC in Stratford. For further information and informal advice, please contact him at martin.gorick@chch.ox.ac.uk

The 4th and 6th weeks of Trinity term have been reserved for undergraduate plays in the Cathedral Garden. Applications should be made to the Treasurer **by the end of 2nd week of Hilary term** for permission to perform a play in the Cathedral Garden and will only be considered from acting companies with clear links to Christ Church or from OUDS. Further information and advice may be obtained from:

Treasurer's Administrator – Miss Sally Gillard (sally.gillard@chch.ox.ac.uk) who will be happy to send a set of guidelines.

### **32. NOISE AND OTHER DISTURBANCES**

Members of the College must be free to study in peace, and the peace of those who make their homes here should also be respected. In particular, you should avoid noisy conversation, including the use of mobile phones, in the quadrangles late at night.

This includes accommodation outside the main curtilage located in St Aldate's and at Abbey Road, Cripsey Road, Woodstock Road, Abingdon Road and the Liddell Building. If reports of noise or other anti-social behaviour are made to the Porters, then the on-duty Warden will be asked to visit the property and to report students making unacceptable noise or other anti-social behaviour to the Junior Censor.

Celebrations after examinations, as at other times, should not be disruptive or cause untidiness on college premises. In particular, the throwing of foodstuffs, confetti and the like is wasteful and unsightly and offensive to many. The Junior Censor may require payment of fines and cleaning up costs for excesses of this kind.

See also Section 27.6 and Section 30 above.

### **33. LAUNDERETTES**

Laundry facilities are provided in launderettes situated in Blue Boar Quad, Peckwater 8 basement, Meadow 4 basement, the Liddell Building, St Aldate's Quad 5 and the basement in 117 St Aldate's. Users are asked to treat the machines with care and to use them in accordance with the instructions provided. Any breakdown of the machines at Liddell should be reported to the Liddell Manager and any breakdown in College should be reported to the House Manager (each launderette has information on how to use the machines and who to contact in the event of a breakdown; there is also a link on the Christ Church website). Electric irons are provided in laundry rooms and any defective irons should be reported to the Liddell Manager or the House Manager as appropriate.

### **34. CARS, MOTOR CYCLES, ELECTRIC SCOOTERS, HOVER BOARDS, DRONES AND BICYCLES**

It is not normally appropriate for Junior Members to keep cars in Oxford. The city is extremely congested, College and University facilities are close together, and there is very little public parking space. Parking space in College is not normally available to Junior Members. Electric scooters, hover boards and drones are not permitted on college property. In **exceptional circumstances** (such as disability), application for a parking permit can be

made to the Junior Censor. *Motor vehicles may not be parked on College property without the prior permission of the Junior Censor, except briefly on the Broadwalk for delivering and collecting belongings at the beginning and end of term. Motor cycles or bicycles with motor attachments may not be kept within the College walls.*

There is a limited number of parking spaces at the Liddell Building, principally for the use of Junior Members living at Liddell. Applications may be made to the Junior Censor. Vehicles parked without authority may be clamped.

Junior Members are reminded that bicycles should be used safely and responsibly. Helmets should be worn and lights must be used after dark. The wearing of light coloured clothing to improve visibility is also recommended. All traffic regulations should be obeyed. Within college, *bicycles may only be parked in the bicycle stores at Tom Gate, Canterbury Gate and St Aldate's*. There are also bicycle racks at the Liddell Building and at 117 St Aldate's. The bicycle racks in Schools Quad and outside Blue Boar 1 are for use by Senior Members only. *Bicycles are not to be kept in rooms or accommodation areas under any circumstances; if found they will be removed by staff. Bicycles should not be wheeled or ridden through college.* The fob (issued to all Junior Members) opens the cycle stores for those who have completed the registration process (see below). Since storage space is limited, *cyclists must park their bicycles with consideration for others*. For the better security of members' bicycles, **registration is compulsory**. Registration is via the Porters' Lodge. *Bicycles parked or left within the curtilage of Christ Church that are not registered and/or are not parked in a cycle store will be removed.*

**Undergraduates' bicycles, intact or broken and not removed from the Tom and Canterbury bicycle stores by 9th Week of Trinity Term, will become the property of Christ Church. Christ Church reserves the right to dispose of all such bicycles or parts as appropriate.**

### 35. DISABILITY

Christ Church wishes to enable any student with disabilities to study at the college, and will make reasonable adjustments to make this possible, in line with the University's 'Common Framework for Supporting Disabled Students':

(<http://www.admin.ox.ac.uk/aad/swss/disability/commonframework>)

In accordance with this Framework, Christ Church has a Disability Lead and a Disability Co-ordinator:

Disability Lead	Dr Brian Young (the Senior Censor)
Disability Co-ordinator	Alison Tesh (the Academic Registrar), tel.: (2)76157, email: <a href="mailto:alison.tesh@chch.ox.ac.uk">alison.tesh@chch.ox.ac.uk</a>

We advise students to contact the college and to let us know of any disabilities as early as possible during your studies, so that any reasonable adjustments can be put in place.

#### **The Disability Advisory Service**

The University Disability Advisory Service provides support and advice to students who have a disability. They can arrange disability assessments and help students apply for disability-related financial support. They also advise the College on what examination arrangements would be suitable for students with disabilities, liaising with the Academic Registrar.

If you have any queries about the process of applying for alternative examination arrangements, please contact the Academic Registrar.

The Disability Advisory Service website (<https://www.ox.ac.uk/students/welfare/disability>) has a lot of information about the support they can provide and they can be contacted by email: [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk) or you can ring them on 01865 280459.

The Disability Advisory Service is located at 3 Worcester Street, Oxford, OX1 2BX.

## 36. HEALTH

### Medical Advice and Treatment and the College Nurse

The College Nurse, Ms Midge Curran, has a surgery in Killcanon Room 2 and can also be contacted by telephone on (2)76176 or email ([chchnurse@nhs.net](mailto:chchnurse@nhs.net)) Please note that the nurse has access to electronic medical notes through the EMIS system.

The Nurse is in College from the Monday of 0th week to the Friday of 9th week and holds a regular surgery. Surgery hours are:

Monday to Friday                      9.00 a.m. – 11.00 a.m.

Anyone in need of treatment or medical advice should attend the Surgery or otherwise inform the Nurse without delay.

The Nurse also provides advice on family planning, smoking cessation and travel health precautions, and can arrange for meals for those not well enough to go to Hall.

Scouts enter junior members' rooms regularly and it is part of their work to report any cases of sickness or injury so that the Nurse can be informed.

### Registration with a General Medical Practitioner

*All freshers are required to register with a General Practitioner in Oxford by the end of the second week of Michaelmas Term and continue to be registered with such a Practitioner for the duration of their course.* The College Doctor is Dr Sarah Ledingham of 27 Beaumont Street, Oxford (telephone 311500), who will in an emergency visit Junior Members either in College or in lodgings within the limits of the Oxford By pass system, and also in North Oxford beyond the Northern By pass, in Boars Hill and in Cumnor Hill. Junior Members in lodgings beyond these areas should register with a doctor in the area in which they have chosen to live.

All freshers will be registered with the College Doctor unless they prefer to be registered with a doctor of their own choice. *Any fresher not registering with the College Doctor must inform the College Nurse of the name and address of their medical practitioner in Oxford by the end of the second week of Michaelmas Term.*

**National Health Service regulations require each new registrant to meet with their chosen doctor and, therefore, Freshers will be invited to a registration session after College Registration at which the College Doctor and Nurse will be present. To register as a National Health Service patient, Freshers will need to bring their medical card to College Registration.**

When seeking medical advice out of surgery hours, it is essential that the patient (or someone who has personally seen the patient) speaks to the doctor concerned, giving the name, room number and some details of the illness.

### **Dental Treatment**

Students can go to the NHS Student dental practice located in the Colonnade Building at Oxford Brookes University, telephone 848608. Those entitled to full or partial exemption from charges (as very many students are) must have an exemption certificate **before attending for treatment**, or the appropriate NHS fee must be charged. The exemption forms (HC1) can be obtained from GP surgeries, dental practices and the Post Office.

### **University Counselling Service**

The University has a professional Counselling Service for assistance with personal, emotional, social and academic problems. Both undergraduate and graduate students of the University may use the Service without charge and individuals may self refer from the website, or be referred by a member of the Welfare Team. Information is not divulged to colleges or parents without prior permission. The Service can also act as a bridge to other therapeutic facilities where appropriate.

The counselling centre is at 11 Wellington Square (telephone 270300), and is open from 9.00 a.m. to 5.15 p.m. Monday to Friday through most of the year.

### **Smoking**

Christ Church is a no smoking institution. This rule and understanding comprises not only enclosed public areas (as required by law) but also members' private single study bedrooms, quads, gardens and other outside areas within the curtilage and Junior Member housing at Liddell, St Aldate's and Abbey, Critchley and Woodstock roads.

Governing Body has designated just four exterior areas where smoking is permitted and receptacles are provided. These are (i) at the east end of the New Library (ii) immediately outside Tom 7 staircase entrance (JCR and GCR) (iii) outside the Undercroft close to the Schools Quad Gate and (iv) to the east end of the Meadow Building.

Scouts will report any evidence of smoking in study bedrooms to the Junior Censor who will impose fines accordingly. Porters will take names of any Junior Member seen smoking outside designated smoking areas and pass these on to the Junior Censor for similar punishment. Please remember that smoking represents a Health and Safety Concern in addition to its impact on other Junior Members.

## **37. POLICY ON ILLEGAL DRUGS AND ALCOHOL ABUSE**

### **College Policy on Illegal Drugs**

The University Statutes clearly state that: 'No member of the University shall in a university context intentionally or recklessly...possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal.'

*Possession, use or supply of illegal drugs (e.g. cannabis, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, crack, etc) on College premises is strictly forbidden.* The use of

illegal drugs in College is no different from use outside the University, and is subject to the same laws. The Censors cannot, and would not wish to, prevent police officers entering the College on drug-related investigations. *Illegal drugs must in no circumstances be brought within the College or College premises, including in housing outside the main curtilage located in St Aldate's and at Abbey Road, Criphey Road, Woodstock Road, Abingdon Road and the Liddell Building.*

The College's policy on illegal drugs is in effect in any College-owned building, including housing outside the curtilage. Occupants of College-owned buildings are responsible for adhering to the policy, including in regards to visitors to and during parties in their premises, including in communal areas. Note that the policy also applies to activities within a 'College context', which includes College activity within or outside Oxford, whether academic, sporting, social, cultural, or 'other'.

Evidence of possession, use, or supply of illegal drugs in any College-owned building (including outside the main curtilage) or in a 'College context' will be dealt with severely. As appropriate, formal warnings and fines will be issued, occupants may be asked to vacate their rooms at short notice, and the local police may be informed. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police.

### **Alcohol Abuse**

It is not customary to consider alcohol alongside prohibited drugs. Yet the former is a more general risk to student welfare than the latter. Amongst the population as a whole, excessive consumption of alcohol is common and this is reflected in the student body. Junior Members, particularly those who may be unused to alcohol, should resist encouragement and peer pressure to consume more than is sensible or good for them. It is important to remember that the state of drunkenness often leads individuals to types of behaviour which are dangerous, and often degrading, of which the perpetrator will be thoroughly ashamed when they sober up. There may also be longer-term reputational repercussions for the individuals involved given the prevalence of social media and a general appetite for stories about student misbehaviour, particularly at Oxford. You are therefore urged to be careful and moderate in your relation to alcohol.

The College will not tolerate any antisocial behaviour resulting from excessive drinking. The organisation of 'drinking games' or exerting undue pressure on others to consume alcohol to excess are prohibited. Note that evidence of such pressure being exerted or 'drinking games' or other alcohol-related anti-social behaviour taking place in a 'College context' (as defined in the College Policy on Illegal Drugs above) or in any College-owned building, including housing outside the main curtilage, will result in a fine and a formal warning. After a second formal warning, occupants may be asked to vacate their rooms at short notice.

## **38. SPORT AND SPORT SAFETY**

### **Safety on the River**

*It is a University and College rule that all Junior Members rowing on the river must be able to swim, and must meet any requirements of the Oxford University Rowing Clubs (website [www.ourcs.org.uk](http://www.ourcs.org.uk)) including passing their swimming test. All Christ Church rowers must complete a safety form and medical questionnaire, and confirm that they have been inducted for use of the ergs and weights in the Boat House; forms may be obtained from the President of the Boat Club. Further information can be obtained from the President, Head Coach or the Steward who is also the Senior Member of the Boat Club.*

## **Squash Courts**

The College has two squash courts, which may be booked through the College website ([www.chch.ox.ac.uk/squashcourts](http://www.chch.ox.ac.uk/squashcourts)). Bookings should be made for one-hour slots only. The courts are to be used solely for playing squash, and appropriate white-soled footwear must be worn at all times. Further details are available from the Senior Treasurer of the Amalgamated Clubs, Professor Jason Davis (telephone (2)76243; e-mail: [jason.davis@chch.ox.ac.uk](mailto:jason.davis@chch.ox.ac.uk)).

## **Sportsground**

Junior members are expected to abide by the University rules relating to particular sports, which can usefully be found on the University Sports website at <http://www.sport.ox.ac.uk/sportsfed/safety/>.

Users of the Sports ground need to be aware of personnel, vehicle, plant and equipment movements throughout the Sports ground and particularly in the vicinity of the roadway between the Workshop and the equipment compound. The pathway and steps between the Groundsman's Workshop and the Multi Use Games Area (MUGA) should be used in preference to the road.

The University Safety Officer is Andy Hadcroft, who can be contacted at [safety@sport.ox.ac.uk](mailto:safety@sport.ox.ac.uk). Further details are available from the Senior Treasurer of the Amalgamated Clubs, Professor Jason Davis (telephone (2)76243; e-mail: [jason.davis@chch.ox.ac.uk](mailto:jason.davis@chch.ox.ac.uk)).

## **Gym**

Junior members are also permitted to make use of the indoor fitness suite at Magdalen College School, outside the normal school hours of use (which are 8.30 a.m. to 5.30 p.m. Monday to Friday). Members of Christ Church have priority of use during school terms on Mondays, Wednesdays and Fridays between 6.30 p.m. and 8.30 p.m. Registration and attendance at a short induction are required.

## **The Oxford University Sports Complex**

Christ Church has provided finances that permit all Junior Members membership of the Pulse Gym and Rosenblatt Swimming Pool.

### **Rosenblatt Swimming Pool**

Times: Monday – Friday 6.00 a.m. – 9.00 a.m. and 12 noon – 9.00 p.m.  
Saturdays 7.00 a.m. – 5.00 p.m.  
Sundays 8.30 a.m. – 6.00 p.m.  
Pool updates and full timetable available at [www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)

### **Pulse Gym / Running Track \***

Times: Monday – Friday 6.00 a.m. – 10.30 p.m.  
Saturday 7.00 a.m. – 7.30 p.m.  
Sunday 8.00 a.m. – 7.30 p.m.

\* Please note: The power-lifting (heavy weights) club room requires a separate membership, which is available at a small additional cost to Christ Church students.

## 39. DISCIPLINARY PROCEDURE

**Breach of College Disciplinary Rules:** The Censors will, reluctantly but when necessary, penalise breaches of College rules (as printed in *italic* in this booklet and contained in Censorial notices and letters from time to time) and other anti-social or dangerous behaviour. The Junior Censor is empowered to levy fines up to £500 and to limit the use of College facilities including the deprivation of rooms in College or in College-owned accommodation outside the main curtilage. If, on investigation, the Junior Censor considers that a case might warrant the imposition of a more serious sanction (the levying of a fine in excess of £500), rustication (temporary suspension) or sending down (permanent expulsion) the matter will be referred by the Junior Censor in writing to a Disciplinary Panel consisting of the Senior Censor and at least two members of Governing Body not connected with the case. The Disciplinary Panel may penalise serious breaches of College rules by the levying of fines, by limiting the use of College facilities including the deprivation of rooms in College, or in College-owned accommodation outside the main curtilage, by rustication or by sending down, as appropriate. A person appearing before a Disciplinary Panel will be sent a copy of the Junior Censor's written referral, and given written guidelines about the Panel and its procedures.

The College has separate disciplinary rules and procedures for the investigation of complaints of harassment: see Section 39 below.

In addition to any sanctions imposed by the Censors or a Disciplinary Panel, the Censors may charge on battels the cost of repair, additional cleaning or replacement of College property damaged by Junior Members.

Junior Members may appeal to the Dean against decisions of the Censors or a Disciplinary Panel. In addition, Christ Church is a participating college in the Conference of Colleges' Appeal Tribunal. This means that any Junior Member wishing to appeal against a decision of the Dean may do so by filing a written application with the Secretariat of the Conference of Colleges within 5 days of the date of the decision appealed against. Details of the procedures for making such an appeal are available from the Academic Registrar.

## 40. CHRIST CHURCH EQUALITY POLICY

### Statement

Christ Church welcomes diversity amongst its Junior Members, staff and visitors, recognising the particular contributions to the achievement of our statutory objects that can be made by individuals from a wide range of backgrounds and experiences.

In relation to staff, the policy and practice of Christ Church require that all the staff are afforded equal opportunities within employment and that entry into employment with Christ Church and the progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their age, disability, gender reassignment, race, religion, sex or sexual orientation.

In relation to Junior Members, Christ Church aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In

pursuit of this aim, Christ Church is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all junior members are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

This policy statement is supported by employment equal opportunities policy, codes of practice for staff, and Christ Church rules on harassment.

### *Equality Policy*

1. Christ Church is committed to promoting equality of opportunity and avoiding discrimination.

### *Background*

2. The Equality Act 2010 has placed a general duty on public authorities, including Christ Church, to promote equality and in particular to:

- eliminate unlawful discrimination
- promote equality of opportunity; and
- promote good relations between people of different protected groups relating to age, disability, race, religion or belief, gender reassignment, sex and sexual orientation, age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation

3. The Act has placed further specific duties on Higher Education Institutions to publish an Equality Policy and an action plan for its implementation, and to put in place appropriate monitoring and audit to allow for effective assessment of the impact of the policy and constructive development of new policies and the enhancement of existing policies.

4. This policy has been developed with regard to the guidance and code of practice issued by the Equality and Human Rights Commission.

### *Commitment*

5. To support these aims, Christ Church will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of discrimination, whether direct or indirect, and to promote good relations between different protected groups.

6. Any discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

### *Consultation*

7. At all stages in the implementation and review of this policy, consultation will be a key feature. This will include all staff and Junior Members and in particular those from different affected groups, and other interested and relevant groups within the College.

### *Community partnership*

8. Christ Church will incorporate into the development and implementation of outreach activities an awareness of the need to promote equality and good relations between different protected groups.

### *Guidance, support and training*

9. Appropriate guidance, support and training will be provided to members of staff to ensure that Christ Church's commitment to equality is fully achieved. The purpose of training is to inform individuals and also to ensure that principles underlying the Equality Policy underlie decision-making processes throughout Christ Church.

### *Monitoring and auditing*

10. Christ Church has put in place arrangements to monitor, by reference to different groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by Christ Church's Senior Censor, Tutor for Admissions, Tutor for Graduates and Steward and reported to the Governing Body.

11. In addition to the monitoring and assessment arrangements already in place, Christ Church will put in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that Christ Church is able to identify possible improvements in its practices, whether in relation to teaching, learning and assessment; management and governance; admissions, access and participation; Junior Members' support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.

12. The College's Equality data will be reviewed as required and the policy and practice modified and developed as necessary.

### *Responsibilities*

13. The Governing Body is responsible for securing compliance with the general and specific duties and for overseeing implementation of the policy.

14. The Dean is responsible for providing leadership in the promotion and implementation of the policy.

15. All Committees in Christ Church are responsible for ensuring that this policy is embedded in their duties and functions in relation to both junior members and staff.

16. All those with managerial responsibilities have a duty to take forward specific actions under this policy in addition to the general duties under the Act.

### *Review*

17. The Equality Policy will be reviewed periodically to assess its effectiveness.

### *Publication*

18. Christ Church will publish the Equality Policy and will update this policy in the light of any reviews. This will include provision of information on consultation undertaken as part of the assessment and monitoring process.

## **41. REGULATIONS AND PROCEDURES ON HARASSMENT**

*Please note that this is a newly adopted policy and is subject to further amendments.*

Harassment, which is defined in paragraph (2) below, is an unacceptable form of behaviour. Christ Church is committed to protecting Members, Employees, and any other person for whom the College has a special responsibility from any form of harassment which might

inhibit them from pursuing their work or studies or from making proper use of College facilities, or substantially reduce their quality of life. Complaints of harassment will be taken seriously and may lead to disciplinary proceedings.

The Harassment Officers of the College are Revd Clare Hayns and Professor Aarts from whom advice on the operation of these regulations and procedures may be sought at any stage.

Two members of the Governing Body are appointed to deal with conciliation procedures (paragraph (3) of the Procedures on Harassment, below): in 2017/18 they are the Junior Censor and Professor Stephanie Cragg. In case of any possible conflict of interest or other difficulty at this stage of the procedures, the Governing Body has appointed Professor Ian Watson as alternate for the Junior Censor, and Professor Sarah Rowland-Jones as alternate for Professor Stephanie Cragg.

Christ Church's Harassment Policy is set out below.

### **Introduction**

1. Christ Church does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.
2. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.
3. The aims of the College as reflected in this Policy are to:
  - a) Promote a positive environment in which people are treated fairly and with respect;
  - b) Make it clear that harassment is unacceptable and that all members of the College have a role to play in creating an environment free from harassment;
  - c) Provide a framework of support for staff and junior and senior members who feel they have been subject to harassment; and
  - d) Provide a mechanism by which complaints can wherever possible be addressed in a timely way.
4. Members of Governing Body and those in positions of authority, such as College Officers, heads of administrative departments and all other managers, have formal responsibilities under this Policy and are expected to familiarise themselves with the Policy and Procedures on appointment. All College Officers, heads of department and equivalent have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur in the areas for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.
5. All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the College community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:
  - a) Treating others with dignity and respect;
  - b) Discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
  - c) Supporting any member of the College who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

## Definitions

6. A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

- violating another person's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person (Statute XI: University Discipline, [www.admin.ox.ac.uk/statutes/352-051a.shtml#\\_Toc28142342](http://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342)).

The recipient does not need to have explicitly stated that the behaviour was unwanted.

7. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

8. **Bullying** is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

9. The College seeks to protect any member of the College community from **victimisation**, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith:

- a) made an allegation of harassment, or
- b) indicated an intention to make such an allegation, or
- c) assisted or supported another person in bringing forward such an allegation, or
- d) participated in an investigation of a complaint, or
- e) participated in any disciplinary hearing arising from an investigation, or
- f) taken any other steps in connection with this Policy and Procedure, or
- g) is suspected of having done so.

## Behaviours

10. Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

11. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

12. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

13. Harassment can take a variety of forms:

- a) Through individual behaviour
  - face to face, either verbally or physically
  - through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the University's (and therefore the college's) regulations relating to the use of Information Technology Facilities
  - directly to the person concerned, or to a third party

- b) Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

14. Examples of behaviour which **may** amount to harassment under this Policy include (but are not limited to) the following:

- a) unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
  - inappropriate body language
  - sexually explicit remarks or innuendoes
  - unwanted sexual advances and touching
- b) offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of disability, race or sexual orientation
- c) insulting, abusive, embarrassing or patronising behaviour or comments
- d) humiliating, intimidating, and/or demeaning criticism
- e) persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- f) constantly criticising an individual without providing constructive support to address any performance concerns
- g) persistently overloading an individual with work that they cannot reasonably be expected to complete
- h) posting offensive comments on electronic media, including using mobile communication devices
- i) threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission
- j) deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
- k) isolation from normal work or study place, conversations, or social events
- l) publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

15. **Stalking may** also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

- a) following a person;
- b) contacting, or attempting to contact, a person by any means;
- c) publishing any statement or other material –
  - Relating or purporting to relate to a person, or
  - Purporting to originate from a person;
- d) monitoring the use by a person of the internet, email or any other form of electronic communication;
- e) loitering in any place (whether public or private);
- f) interfering with any property in the possession of a person;
- g) watching or spying on a person including through the use of CCTV or electronic surveillance.

### **Application of the Policy**

16. Harassment is a serious offence. Any member of the College community who feels they have been subject to harassment can make a complaint via the appropriate Procedure: see Annexe A for the Procedure in relation to complaints about staff/senior members; and Annexe B for the Procedure in relation to complaints about students.

17. When a criminal offence may have been committed, the relevant harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Junior Members can seek advice from the Junior Censor, and/or the College Chaplain and Welfare Co-ordinator and/or approach the Police directly; and staff members can seek advice from the Steward, the College Chaplain and Welfare Coordinator and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available from the University at: [www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance/](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance/).

18. Any member of the College community who feels they have been subject to harassment can also contact the University Harassment Advisory Service, or their local Harassment Advisor, for support. The Service is also available to those against whom an allegation of harassment has been made. Other sources of help and advice can be found at: [www.admin.ox.ac.uk/eop/harassmentadvice.shtml](http://www.admin.ox.ac.uk/eop/harassmentadvice.shtml)

19. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

20. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

## **Procedures**

### ***A. COMPLAINTS OF HARASSMENT AGAINST COLLEGE PERSONNEL***

1. Senior Members, Academic and Non-Academic Staff will be referred to as College staff or simply staff.

2. The Procedure below applies in all cases where the person who is the subject of the complaint is a member of College staff.

3. Where the complainant is a Junior Member, support during this process will be provided by the Welfare Team - <http://www.chch.ox.ac.uk/current-students/welfare-support-christ-church>

#### *Initial action*

4. The Procedure below assumes that the individual has not been able first to resolve the issue through an informal approach. If a member of staff wishes to seek informal resolution, they should approach their immediate supervisor, a senior departmental colleague or equivalent to ask for help in achieving a resolution to the problem. Junior Members should seek support from the Welfare Team. All College Personnel can contact the College Harassment Advisors for support. At no time should a member of the College feel obliged to approach an alleged harasser.

5. In some situations, it may be appropriate to ask the parties to consider entering into a mediation or conciliation process. Although mediation or conciliation may be attempted at any time before or after a formal investigation, it may be particularly helpful if it is considered at an early stage before the formal procedure is invoked.

6. In the case of a complaint involving two members of staff, an experienced mediator or conciliator acceptable to both parties can be appointed – the University’s Equality and Diversity Unit (EDU) has access to a pool of trained mediators. In the case of a complaint involving a member of staff and a junior member, a College Officer may seek advice from the EDU - 01865 270760 or email [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk), and/or the Director of Student Welfare and Support Services as appropriate. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing.

7. All those involved in the mediation or conciliation process must maintain appropriate confidentiality.

### *Complaints procedure*

8. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written complaint to the Junior Censor, their Head of Department, the Steward or, if the complainant feels it is not appropriate to approach that person, another Senior College Officer. In cases where it is not immediately clear to whom a complaint should be addressed, or if the complainant feels it is not appropriate to approach a Senior College Officer, or wishes to make a complaint against a head of department or a senior College officer, advice may be sought from the Senior Censor or the Dean, or in the case of a Junior Members complainant from the Welfare Team, the EDU and/or the Director of Student Welfare and Support Services’ office.

All Senior and Junior Members, and College staff can seek support from College Harassment Advisors throughout the complaints process. If the Junior Member or staff member does not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (Tel. 01865 270760 or e-mail [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)).

### *Submission of the complaint*

9. When submitting the complaint the complainant should set out as clearly and succinctly as possible

- a) the nature of the behaviour that they are concerned about;
- b) the effect of this behaviour on them; and
- c) the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any, have been made to resolve the difficulties and the outcome they are seeking.

10. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the investigation within a period of no more than six weeks. Both the

complainant and the person who is the subject of the complaint will be expected to co-operate with the College in achieving that result. In exceptional cases, an investigation may take longer than six weeks, and both parties will be kept updated about the progress of the investigation.

11. Both parties to the complaint have the right to be accompanied and supported by a trade union representative or by a colleague of their choice from within the College at any meeting held under this procedure. If the complaint involves a Junior Member they may be accompanied by another Junior Member of the College or a member of the College's welfare team, a senior member of the College, or a member of staff from OUSU's Student Advice Service. These people must maintain appropriate confidentiality.

12. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but senior members of the College consider that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Dean or Senior Censor or other senior member may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

*Action by the Head of Department, Senior Censor, the Steward, or other Senior Member (henceforth referred to as Head of Department etc) on receipt of a complaint*

13. On receipt of a complaint, the Senior Member or Head of Department will, in consultation with the Steward and/or the Censors take such steps as they think necessary or appropriate to understand the nature of the complaint and the outcome sought which may include:

- a) informing the person against whom a complaint has been made of the allegations against him or her;
- b) meeting separately with the complainant and the alleged harasser (at which meetings they should be provided with the right to be accompanied);
- c) speaking to other relevant people on a confidential basis; and/or
- d) obtaining further relevant information.

14. The Head of Department etc will then decide how to proceed and will inform the parties in writing. They may make such enquiries as are necessary to determine the complaint, or may commission an investigation, where circumstances preclude them from concluding the matter in a timely fashion.

15. The Head of Department etc may also determine that immediate interim action is necessary pending the outcome of a formal process.

### *Investigation*

16. The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant.

17. As a general rule, the Investigator should not have had previous involvement with the issues in the case. The investigation should be concluded as soon as is reasonably practicable. The Investigator will prepare a report and may, if specifically requested to do so by the head of department, make recommendations on possible courses of action.

18. The head of department will inform the complainant and the person who is the subject of the complaint in writing (i) of the conclusions they have reached having reviewed the

evidence, including any investigation report; (ii) of the action the Head of Department intends to take; and (iii) of the reasons for any such action.

19. The head of department will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.

#### *Investigation procedure*

20. The procedure for an investigation will normally be as follows, but may be adapted by the Investigator to meet the needs of the case:

- a) The Investigator will meet the complainant to confirm the details of the complaint.
- b) The complaint as clarified will be forwarded to the person complained against together with any other relevant material that the Investigator has.
- c) The Investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.
- d) The Investigator will meet the person complained against to hear their response to the complaint and any further evidence that has come to light.
- e) The Investigator will interview, where reasonably practicable, individuals identified by the person complained against as having relevant evidence.
- f) Having considered all the evidence, including any relevant documents, the Investigator will prepare a written report of their findings, in relation to which they may check relevant sections in draft with the parties before finalising.
- g) The report will be forwarded to the head of department, usually with a copy to the Dean / Senior Censor and other relevant college officers, and, if the complainant is a junior member, normally to the Junior Censor. In cases involving junior members, consent should be sought from the complainant to inform their department if appropriate. The Junior Censor will ensure that appropriate support is available to junior members following an investigation.

#### *Possible outcomes of a complaint*

21. Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the head of department etc in consultation with College Officers and, in the event of a Junior Member complainant, the Welfare Team and/or the Director of Student Welfare and Support Services will either:

- a) Take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable professional relationships between the parties.  
or
- b) Initiate resolution of the issues (e.g. by requiring that certain individuals undergo specific training, or implementing practical arrangements to improve professional relationships). If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period.  
or
- c) Institute disciplinary proceedings where the head of department etc. is reasonably satisfied that there is evidence to support allegations of harassment of a sufficiently serious nature that should be further examined through the disciplinary process. In this event, the head of department etc. will determine what intermediate measures are necessary, including any re-allocation of duties, in consultation as appropriate with the relevant department.

or

- d) In rare cases disciplinary action may be instituted against the complainant if the head of department etc. is satisfied that the complaint of harassment is unfounded and not made in good faith.

#### *Appeal from the head of department's decision*

22. If either party does not accept the outcome of the complaint (including any judgement that the complaint was vexatious), they may invoke the relevant grievance or complaint procedure within the time scales specified. If a junior member complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. They must do so within three months of the date of the Completion of Procedures letter.

#### *Confidentiality*

23. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis, including as appropriate with the individual against whom a complaint is brought. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

24. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator ("OIA") and the civil and criminal courts. The College will not normally report a matter to the police without the complainant's agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

#### *Records*

25. The College and all those involved in this process must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

26. Those interviewed in the course of any investigation will be asked to review the notes of their individual discussions with the Investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions.

27. The Senior Censor and/or the Steward should be consulted about filing and retaining any notes and documents, all of which must be held in confidence.

### ***B COMPLAINTS OF HARASSMENT AGAINST JUNIOR MEMBERS***

1. This Procedure is designed to deal with Junior Members' complaints of harassment by other Junior Members that arise in a College context. Complaints of harassment brought by Junior Members against college staff will be dealt with under the staff Procedure, with the Junior Members supported by the College's Welfare Team.

2. If a member of College staff wishes to make a complaint of harassment against a Junior Member this will normally be considered as a disciplinary issue. In the first instance,

a member of staff should seek support and guidance from the head of department who should consult the Student Welfare Lead and/or DSWSS as relevant.

3. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, serious assault or threat of serious assault. This Procedure therefore focuses on complaints of harassment which can be dealt with within the College environment. However, it also includes the procedure for informing and receiving support from the College in cases where there is police involvement.

4. In serious cases, it is likely to be appropriate to proceed directly to stages 2 and 3 of this Procedure.

#### *Stage 1 – Informal action*

5. In some cases, a Junior Member who feels that they are being harassed by another Junior Member may feel able to approach the person in question to explain what conduct they find upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should anyone feel obliged to approach an alleged harasser, and the College does not wish to suggest that a Junior Member who feels that they have been harassed is responsible for rectifying the situation. It may often be appropriate to proceed directly to stages 2 and 3 of the procedure.

6. Before taking informal action, the Junior Member could discuss the situation with a College Harassment Advisor. If they do not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (Tel. 01865 270760 or e-mail [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)). Harassment Advisors will not approach the alleged harasser on behalf of an individual. Details of the role of the harassment advisor can be found at [www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf).

7. Other sources of advice when considering informal resolution include the Chaplain, the Nurse, members of the College Welfare Team, JCR and GCR Welfare officers, Peer Supporters, and OUSU's Student Advice Service (Tel. 01865 288466 or e-mail [advice@ousu.org](mailto:advice@ousu.org)).

8. These sources of support and advice are also available to students who have been accused of harassment.

#### *Stage 2 – The Welfare Team and University Support*

9. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the Harassment Advisor and the Welfare Co-ordinator & Chaplain are available for support and advice to any Junior Member who feels that they are being harassed.

Harassment Advisor – Dirk Aarts – [dirk.aarts@chch.ox.ac.uk](mailto:dirk.aarts@chch.ox.ac.uk)

Junior Censor – Geraldine Johnson – [junior.censor@chch.ox.ac.uk](mailto:junior.censor@chch.ox.ac.uk)

Chaplain and Welfare Co-ordinator – Clare Hayns - [clare.hayns@chch.ox.ac.uk](mailto:clare.hayns@chch.ox.ac.uk)

If they wish, students can also contact the EDU (01865 270760,

email [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk) and/or Director of Student Welfare and Support Services' office by email: [director.swss@admin.ox.ac.uk](mailto:director.swss@admin.ox.ac.uk)

10. The student making the complaint will be referred to a senior member trained in dealing with harassment cases. This Senior Member will be available to support the student throughout the process, including if they decide to move to stage 3 and make a formal complaint, and will also provide support following the outcome of any formal complaint. Actions taken will vary depending on the case. Actions taken may include:

- a) giving advice on options for ways to proceed, and helping the student to make decisions on the action they want to take
- b) referring the student to appropriate support services (such as the Student Counselling Service, Harassment Advisors and OUSU Student Advice Service).

Actions taken by the Welfare Team may include:

- c) facilitating a mediation or conciliation process between the student and the alleged harasser, if both parties agree. An experienced mediator or conciliator acceptable to both parties will normally be found by the Welfare Coordinator who may seek advice from the University's Director of Student Welfare and Support Services. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing. All those involved in the mediation or conciliation process must maintain appropriate confidentiality.
- d) ensuring that relevant members of staff within the College are informed of the case if appropriate, with the Junior Member's consent, and having due regard for obligations of confidentiality owed to others.

11. Support from the Welfare Team is also available to Junior Members against whom complaints of harassment have been made. Actions taken will vary depending on the case, but the support will be equivalent to that available to a Junior Member who feels that they are being harassed by another Junior Member, including referral to appropriate support services, and facilitation of a mediation or conciliation process if both parties agree. The Welfare Team will ensure that, where a complainant and a student complained against are both seeking support, they will be dealt with by different members of the College, who will maintain appropriate confidentiality.

12. Brief records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

### *Stage 3 – Formal written complaint*

13. If action taken at stages 1 or 2 does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the student should make a formal written complaint to the Senior Censor. In some cases, it will be appropriate to proceed directly to this stage. In these cases, if the complainant has not already been offered appropriate support from a trained member of staff, this will happen.

14. The complaint should normally be made as soon as possible after the event(s) to which it refers, or normally within one month of the completion of any resolution attempts made at stages 1 and 2.

15. The complainant should set out as clearly and succinctly as possible (a) the nature of the behaviour that they are concerned about; (b) the effect of this behaviour on them; and (c) where possible, the resolution they are seeking. The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties and, where possible, the outcome they are seeking. If the complainant has already made a statement about the behaviour under stage 2, this may be sent as their formal written complaint, with the proviso that the Senior Censor may request further information.

16. The Senior Censor or another person appointed by them will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken. This may include: informing the person against whom a complaint has been made of the allegations against him or her; holding meetings with both the complainant and the alleged harasser; speaking to other relevant people on a confidential basis. At all times both parties will have the right to be accompanied at meetings by another Junior Member of the College, a member of the College Welfare Team, a senior member of the College, or a member of staff from OUSU's Student Advice Service.

17. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. Both the complainant and the Junior Member who is the subject of the complaint will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.

18. At all times both the complainant and the Junior Member complained against will be kept informed of proceedings, and will be referred as appropriate to sources of support and advice. Both parties will be informed in writing of the outcome of the investigation of the complaint.

19. In some circumstances, in the interests of the complainant and/or the Junior Member complained about, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned.

20. Investigation of a formal written complaint of harassment may result in:

- Deciding that the alleged harasser should face disciplinary procedures under the College's disciplinary procedures.
- Recommending to a department/faculty actions to take, including making arrangements to limit contact between the parties concerned. The Senior Censor or head of department will have responsibility for implementing and monitoring any actions.
- Referring either or both parties to appropriate support services.
- Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties.
- In rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.

21. If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may be able to apply to the Dean and/or to the Proctors Office for a review of the case.

### *Referrals*

22. On occasion, complaints of harassment which should be considered under this Procedure may be made to senior members other than the Senior Censor or the Welfare Team. In this situation the complainant should be asked if they would like the case referred to the Senior Censor or the Welfare Team so that they can receive support from a trained member of the College.

23. If a Junior Member does not wish to seek support and advice, or to make a complaint, under stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, the Director of Student Welfare and Support Services can be contacted for advice on a confidential basis.

24. There may be occasions where a Junior Member does not wish to seek support and advice or to make a complaint under stages 2 or 3 of this Procedure, but where the Censors or College Officers considers that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Senior Censor may initiate an investigation and make a decision on further action on the basis of such evidence as is available. The individual's consent will normally be sought if disclosure is to be made, and a decision on disclosure would be made at a senior level with the College.

### *Potentially criminal misconduct*

25. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but not be limited to, cases of serious assault or threat of assault. In the first instance such matters would normally be a matter for police investigation and action.

26. Support for any student affected by such an incident may be sought from the Welfare Team and the College Harassment Advisors who may take advice from the DSWS.

27. In addition the Senior Censor, the Junior Censor and other senior members of the Welfare Team will consider whether it is appropriate to make recommendations to appropriate bodies regarding arrangements that would have the purpose of limiting contact between students for so long as may be considered reasonably necessary.

### *Confidentiality*

28. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

29. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator ("OIA") and the civil and criminal courts. The College will not normally report a matter to the police without the complainant's agreement,

except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

### *Records*

30. The College and all those involved in this Procedure must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

31. Those interviewed in the course of any investigation will be asked to review the notes of their individual discussions as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and until such time as the College's internal processes and any external processes are concluded.

### *C: SOURCES OF ADVICE*

1. The sources of advice set out below are available to anyone who believes that they may be being harassed, and who wishes to discuss any concerns in confidence and anyone who has been told that their conduct is perceived as harassing.

2. Christ Church has a number of trained Harassment Advisors and for 2017/2018 they are: Clare Hayns (College Chaplain and Welfare Coordinator), Dirk Aarts, Brian Young, Pauline Linieres-Hartley (Steward) and Alison Tesh (Academic Registrar).

3. The University's Harassment Advisory Service is also available to staff and students. It comprises a network of around 300 voluntary advisors, supported by the University's Equality and Diversity Unit (EDU) - Contact: (2)70760, or [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk).

4. The role of the Harassment Advisors is to listen non-judgementally to individuals' concerns and provide them with support by:

- guiding them through this Policy and relevant procedures, clarifying the options open to them and assisting them to resolve the matter informally where possible;
- where requested, supporting them through the resolution process, whether formal or informal;
- dealing with all cases with the utmost confidentiality except where there is an unacceptable risk to a student, a member of staff or to the College; and
- referring them to another advisor where necessary or to other agencies or support systems as appropriate.

5. Harassment advisors do not:

- approach the alleged harasser in an attempt to mediate or resolve the matter;
- act as a representative or advocate; or
- act as a party to any formal stage of the complaint process, except in the role of providing support.

Full details may be found at [www.admin.ox.ac.uk/eop/harassmentadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice)

6. Members of staff may also contact their local trade union representatives for support.

7. Junior Members may also contact:

- A member of the College Welfare Team (the College Nurse, the Chaplain, the Welfare Tutors), The JCR or GCR Welfare Reps, The Peer Supporters
- Details can be found on:  
<http://www.chch.ox.ac.uk/current-students/welfare-support-christ-church>

- The Director of Student Welfare and Support Services Office, director.swss@admin.ox.ac.uk
- OUSU's Student Advice Service is independent from the University and provides impartial advice and guidance: ousu.org/advice/student-advice-service, email: advice@ousu.org, telephone: 01865 288466
- The Proctors' Office: www.admin.ox.ac.uk/proctors/contact, email: proctors.office@proctors.ox.ac.uk, telephone: 01865 (2)70090
- The Student Counselling Service: www.ox.ac.uk/students/welfare/counselling email: counselling@admin.ox.ac.uk, telephone: 01865 270300
- Nightline: users.ox.ac.uk/~nightln, telephone: 01865 270 270, Skype: 'oxford nightline'.

## 42. SOCIAL MEDIA GUIDANCE

**Social media is considered by Christ Church to be included within its boundaries and as part of the House Community.**

**As such, if any Junior Member of Christ Church uses social media to abuse a fellow student, a tutor or staff member, the college, your department, or others in the university, the Censors will regard it in the same way as verbal face-to-face abuse. Such behaviour will be investigated by the Junior Censor and if found to be abusive, the individual will be disciplined and fined.**

Social media can bring enormous benefits and opportunities to an academic community, including by enabling global communication and collaboration and promoting healthy and lively academic debate.

1. There is, however, an inherent risk involved in using social media, in that it is an instantaneous and far reaching form of communication and inappropriate use has the potential to cause serious, and sometimes unexpected and long-term, consequences.
2. Christ Church encourages you to engage, collaborate and innovate through social media; however, wherever and however you do this, you must be aware of the potential impact on you and other users.

### **Freedom of Speech & Academic Freedom**

3. Freedom of speech and academic freedom are central tenets of university life, including in a social media context, and nothing in this guidance is intended to compromise these fundamental freedoms.

### **Online Etiquette**

4. Remember that innocently intended comments posted online may be misconstrued, as the written word can lack the nuances of face-to-face interaction. Think twice about how you post content if you're feeling angry about something and consider the effect that this might have on the situation.

### **Consequences of posting inappropriate material**

5. Using social media to post offensive comments, images or other content may be a breach of Christ Church's Harassment Policy, as found in The Blue Book. If so, this behavior could result in disciplinary action from the Junior Censor.

## **Professional Courses**

6. If you are taking a course which will result in a professional qualification (such as teaching, medicine or law) you may have to meet standards of behaviour set by the national professional body or by an institution you are working for (eg a school for students on the PGCE), or by the University under the **Fitness to Practise** (<http://www.admin.ox.ac.uk/statutes/regulations/110-056.shtml>) or **Fitness to Teach** (<http://www.admin.ox.ac.uk/statutes/regulations/111-056.shtml>) regulations.

7. These rules may expect you to uphold the reputation of the profession, or of an institution and so may cover a very broad range of conduct, including conduct which would otherwise be acceptable. An example could be a PGCE student posting criticism on Facebook about the partnership school he or she had been placed with.

8. Content you post on social media could result in you being in breach of these rules and if serious could result in you losing the opportunity to pursue your chosen profession.

### *Future Employment*

9. Many employers now carry out an internet search before making offers of employment, so bear this in mind when posting material online, and when setting the privacy settings for your social media accounts.

### *Civil and/or criminal legal action*

10. Remember that various civil and criminal laws apply to content posted online.

11. Civil claims that could be brought include actions for defamation, harassment, breach of intellectual property rights, fraudulent misrepresentation or breach of confidence.

12. Criminal offences that could occur online include harassment, stalking, hate crimes, coercive or controlling behaviour, disclosing private sexual images without consent, blackmail, malicious communications and terrorism offences.

## **Confidentiality**

13. Be careful not to post confidential material online without permission. This might be personal confidential information about an individual or information which is confidential for professional reasons. Examples could include information about a closed meeting, personal information about another individual (such as information about their medical history, or sexuality) or details of complaints and/or legal proceedings).

## **Relationships with Christ Church**

14. Christ Church is not responsible for, and does not hold any ownership of, any content posted on social media by its students.

15. When posting online there may be circumstances in which you risk giving the impression that you are speaking on behalf of Christ Church. If in doubt, you should consider adding a disclaimer to make it clear that you are posting in a personal capacity.

## **How to complain about social media content**

16. If you are concerned about material another student has published on social media and believe it constitutes harassment, you should follow the Harassment Policy procedure as laid out in The Blue Book.

17. For any other concerns about material published on social media, you should contact the Junior Censor.

### **University Guidelines and Regulations**

18. The University's *Code of Discipline* (in Statute XI), *Policy and Procedure on Harassment and Regulations Relating to the use of Information Technology Facilities* are especially relevant to social media interactions; for example, the harassment policy states that harassment can take place through communications via any form of electronic media or mobile communications device, and the IT regulations set out the obligations on users relating to the University's IT equipment and network and explain the circumstances in which users' data may be examined. The code, the harassment policy and procedure and the IT regulations are, along with other University regulations and policies that you should be aware of and comply with whilst a student of the University, explained and linked to in the University Student Handbook <http://www.proctors.ox.ac.uk/handbook/>

## **43. TRANSGENDER POLICY**

### **Purpose of this Policy**

1. The purpose of this Policy is to set a framework for how Christ Church will support members of the College who have initiated the process of gender reassignment. The Policy and associated University guidance give more detail on how the College's Equality Policy applies to transgender people.
2. This Policy also supports members of the College in meeting the requirements of the Equality Act 2010 which lists gender reassignment as one of the nine "protected characteristics" on the grounds of which people are protected against unlawful discrimination. The Policy also sets out the College's obligations under the Gender Recognition Act 2004.

### **Christ Church's commitment**

3. The College aims to give support and understanding to those individuals who wish to take, or have taken steps, to present themselves in a gender different to the gender assigned at birth. The College recognises that the period of transition can be very complex and difficult for the individual, and would wish to act in a supportive and sensitive way to ease any transition period.
4. The College aims to create an inclusive trans-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all transgender people are treated with dignity and respect in the gender in which they choose to present themselves, irrespective of their legal sex.
5. No prospective or actual Member or Employee will be treated less favourably than any other, whether before, during or after their study or employment at Christ Church on the grounds of gender identity or reassignment.

### **Transgender definitions**

6. In this Policy "Transgender" (Trans) is used to refer to the following groups:
  - People covered by the Equality Act definition: "A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is

undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.”

- People who do not wish to transition permanently to a new gender role, but who identify as genderqueer, gender variant or intersex or who choose to live permanently with a more fluid gender identity such as those outside of the gender binary.

### **Scope of Policy**

7. The Policy applies to transgender Members and Employees, with a particular focus on those who have indicated a wish to live permanently in a gender other than that to which they were assigned at birth (whether or not medical supervision or surgery are involved or contemplated). The Policy covers people at all stages of the process of gender reassignment, begun or complete.

8. This Policy will be available on the Christ Church Equality Policy webpage at <http://www.chch.ox.ac.uk/equality-policy>.

### **Review of Policy**

9. This Policy will be subject to regular review by the Governing Body consultation with other appropriate committees.

### **Meeting the needs of transgender individuals**

10. The College aims to anticipate and respond positively to the needs of trans Members, Employees and alumni, providing a professional and consistent service so that all trans people associated with the College feel welcome, safe, valued and supported in achieving their potential and contributing as a Member or Employee of the College.

11. With regard to Employees and members of staff, this Policy applies (but is not limited) to the advertisement of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures, and to termination of employment.

12. With regards to Members, this Policy applies (but is not limited) to admissions, to teaching, learning and research provision, to scholarships, grants and other awards under the College's control, to student support, to College accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

### **Support during transition**

13. In particular, the College aims to support trans Members and Employees living in their affirmed gender role from the time chosen by the individual concerned. By supporting students and staff through transition, they may be better able to perform well in their study and work, and more likely to meet the requirements of living in their new gender role. An individual action plan will be discussed and agreed with a Member of College who announces their intention to transition.

### **Confidentiality**

14. The College will respect the confidentiality of all trans Employees and Members and will not reveal information without the prior agreement of the individual.

15. If an individual notifies the College in writing of their intention to transition during their employment or education, the institution will agree with them the date from which their gender is changed on all records. A trans person's file should reflect their current name and gender. Any material that needs to be kept related to the person's trans status, such as records of absence for medical reasons, should be stored confidentially. No records should be changed without the permission of the Member or Employee concerned.

16. Legal proof of a change of name is required in order to issue or re-issue a degree certificate in a name different to that in which a student originally registered.

17. When a trans person receives a Gender Recognition Certificate, they have the right to request that all references to their former name and gender are removed and replaced with their current name and gender.

### **Creating an inclusive environment**

18. This means demonstrating respect from trans people, as well as people associated with them such as partners, spouses and other family members, and those who are perceived to be trans, in terms of:

- Their gender identity
- Their right to work and study with dignity
- Their name and personal identity
- Their privacy and confidentiality

### **Protection against harassment and bullying**

19. The College recognises it is the right of every individual to choose whether to be open about their gender identity and history. To "out" someone, whether staff or student, without their permission may amount to a form of harassment and possibly a criminal offence.

20. Transphobic bullying and harassment could be regarded as grounds for disciplinary action, which may include expulsion or dismissal. Such behaviour will be dealt with under the Christ Church Policy on Harassment and Bullying, as indicated in the Blue Book.

### **Consultation**

21. Existing arrangements for consultation will be maintained for reviewing the experience of transgender Members and Employees in the College. These include joint committees with staff representatives, and consultation with other interested and relevant groups within the University.

### **Guidance, support and training for College officers**

22. Guidance, support and training will be provided to College officers to ensure that the College's commitment to transgender equality is fully realised.

## 44. PREVENT POLICY

### Legal Responsibilities

1. Under Section 26 of the Counter-Terrorism and Security act 2015, Christ Church has a duty “to have due regard to the need to prevent people from being drawn into terrorism.”
2. The Terrorism Act 2000 uses the following two criteria to define terrorism. In order to qualify as an instance of terrorism, an action (or threat of action) must meet both of these criteria.
  - a) Terrorism involves the use of an action, or the threat of an action, that is *designed* to influence the government, an international governmental organisation, or to intimidate the public or a section of the public, and where the use or threat is made *for the purpose* of advancing a political, religious, racial or ideological cause.
  - b) The *means* through which this is to be accomplished must either involve serious violence against a person, serious damage to property, endangerment of a person’s life, creation of a serious risk to the health and safety of the public or a section of the public, or be designed seriously to disrupt or interfere with an electronic system.

### Statement on Freedom of Expression

*The following declaration is adapted from Chicago University’s Report of the Committee on Freedom of Expression and Trinity College’s Statement on Prevent.*

Christ Church is committed to freedom of expression and to free and open inquiry in all matters. As in any diverse organization, the ideas of different members of the Christ Church community will often and quite naturally conflict. Individuals should not be shielded from ideas and opinions they find unwelcome, disagreeable, or offensive. Although Christ Church greatly values civility, and although all members of the Christ Church community share responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect should not be used to justify closing off the discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever and whenever they wish. Christ Church may restrict expression that violates the law, that defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades privacy or confidentiality or interests, or that is otherwise incompatible with the functioning of Christ Church. In addition, Christ Church may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of Christ Church. However, these are narrow exceptions to the general principle of freedom of expression, and they should never be used in a manner that is inconsistent with Christ Church’s commitment to free and open discussion of ideas.

### Policy in Relation to Events

1. Christ Church is committed to freedom of expression and seeks to restrict expression only when it violates the law.

2. Internal and external speakers and audiences are reminded of their responsibilities to observe Christ Church's policies on harassment and to conduct a civil academic discussion.
3. If an event is likely to cause security concerns, the Dean reserves the right to relocate that event to premises where the safety of all participants can be properly protected.

### **Policy Regarding Staff and Members of the House**

1. If any member of the Christ Church community believes that another member is being drawn into terrorism, they should inform the appropriate Officer of the House: the Junior Censor in the case of Junior Members; the Senior Censor in the case of Senior Members; the Steward in the case of non-academic staff members outside Chapter; and the Sub-Dean in the case of Chapter members.
2. If the Officer of the House believes that Christ Church's legal duty under the 2015 Act is engaged, they should inform the Dean and Senior Censor, who will then determine the appropriate response to the incident, following consultation with that Officer.

## **45. THE GATES**

Tom Gate is open between 0600 hrs. and 2030 hrs. in term and 0600 hrs and 1930 hrs in the vacation, with occasional extensions or restrictions as required by circumstances; access at other times is through a wicket gate.

Canterbury Gate is open between 0800 hrs and 1730 hrs Sunday – Friday and 1000 hrs and 1730 hrs on a Saturday (0800 hrs – 1730 hrs on Saturdays of 8th weeks); access via the wicket gate between 1730 hrs and half past midnight.

Meadow Gate is open between 1000 hrs and 1615 hrs; it is accessible through the wicket gate between 0600hrs and 2030 hrs.

The gates to the Meadow and the Jubilee Bridge close at dusk. The gates are closed to ensure the safety and security of residents of the House and their property, and the property of which the House is owner or trustee.

You will be issued with a fob to the Tom and Canterbury wicket gates. Once you have registered your bicycle, the fob will also give access to the bicycle sheds. Residents of the Liddell Building are also issued with a Liddell gate key/proximity reader. The Liddell Building also has keypad coded access/proximity reader. It is your responsibility to take your gate key/proximity reader with you in circumstances where you may return to college after the gates have closed. *Keys/proximity readers must be returned to the Porters' Lodge on going down each vacation; they must not be given to non-members, or used to admit unauthorised visitors after guest hours.* If you are locked out of your room without a fob the lodge will cancel the original fob and issue a new one. If the original fob is not returned to the lodge within 24 hours then a charge of £5.00 is levied on battels.

To help maintain security:

*Upon entering college through a locked gate do not hold the gate open for others to enter unless they are personally known to you. Be aware of others "tailgating" you when entering college. Alert the Duty Porter to any suspicious behaviour.*

*All those entering or leaving the College after 11 p.m. are required to give their names to the Porter if requested.*

*Unaccompanied visitors are not permitted after 8.30 p.m., and all visitors and guests must be escorted from the College by 2 a.m. at the latest.*

*Members of the House are responsible for the behaviour of their guests and visitors within the College precincts and for their observance of College rules.*

## **46. MAIL AND MESSAGES**

### **Incoming Mail and Messages**

Incoming mail received for Junior Members is placed in the racks in the Porters' Lodge, unless specifically addressed to Liddell Building, 60 Iffley Road, Oxford OX4 1EQ.

The telephone numbers of the lodges are:

Porters' Lodge: 276150

Liddell Building: (4)31100

During Vacations, mail that has come via the Post Office (i.e. not hand delivered or internal mail) will be forwarded to UK-resident and overseas-domiciled current members of the House if detailed written instructions are left with the Lodge Manager. Otherwise mail will be held until the member's return.

Members will be expected to notify their correspondents of change of address when going down finally. If written instructions are left, mail will be forwarded for the remainder of that calendar year. If not, it will be returned to sender.

The pigeonholes and CCTV in the Porters' Lodge at Tom Gate are under the surveillance of the Duty Porter. However, this area is accessible to the public and you are advised to remove your mail promptly. Food items must not be placed in pigeonholes.

### **Outgoing Mail**

Letters for post, properly stamped, may be put into the messenger's boxes, into the letter boxes at Tom and Canterbury Gates, or handed in at the Porters' Lodge. Letters which are not stamped will be screened at Tom Gate and not posted.

### **College Messenger Service**

This free service is for the use of resident **members of the House only**. Letters are delivered to colleges and institutions (not private addresses) within the area bounded by St Margaret's Road in the North (including Wolfson College), the Liddell Building in the East, the Faculty of Music in the South and Tidmarsh Lane in the West. All letters must bear the name of the sender. If the writer cannot be identified the letter will be screened at Tom Gate. Letters for residents of the Liddell Building will be pigeonholed at Tom Gate, unless specifically marked for delivery to Liddell Building. Please note, this service is not for packages, parcels and is restricted to a maximum of five letters per person per day.

Boxes are emptied twice a day once in the morning and once in the afternoon Monday to Friday. There is no collection service on weekends or Bank Holidays. Letters placed in boxes for the messenger service after 3.45 p.m. on Friday will not be delivered until after 11.00 a.m. on Monday.

## Telephones

There are no telephones in rooms and no public telephones in college. However, there is a telephone on each residential staircase from which the Lodge may be contacted in an emergency by dialling (2)76150/76151 or the emergency services by dialling '999'.

## 47. PROVISION AND SERVICE OF FOOD

Hall: meal services in Hall are provided under the direction of the Hall Manager, Mr Andrew Hedges. Breakfast may be served in the Freind Room in the Lee Building during full term. Junior members will be advised by email of any changes to meal venues. Meals are provided as follows from the Monday of 0th Week until the Friday of 9th Week:

Breakfast	0800 – 0900 hrs	Monday to Friday
Lunch	1230 – 1330 hrs	Monday to Friday
Brunch	1100 – 1330 hrs *	Saturday
	1100 – 1330 hrs *	Sunday

These meals are provided on a multi choice cafeteria basis and no advance notification is required. The method of payment is via prepaid credits to your University card or by contactless bank/credit card (please note that we do not accept Uk Electron, Mastercard Debit, Maestro, Amex, Diners or Visa Delta). *\*Please note that members from the wider University are permitted to weekend brunch and therefore the first hour and a half (1100 – 1230 hrs .) is reserved solely for members of Christ Church and their personal guests.*

Dinner is a meal in two sittings at 1800 hrs. and 1920 hrs. The first sitting is an informal self-service meal and the doors will close promptly at 1820hrs: gowns are not worn but punctual attendance is required; anyone arriving after 1820 hrs will be asked to attend the second sitting at 1920 hrs. The second sitting is a formal served meal *and gowns must be worn over smart clothes: men must wear jackets and ties.* It is started immediately after Grace at 1920 hrs and members must arrive before Grace is announced. The Hall Manager is instructed not to serve meals to latecomers and to report misbehaviour to the Junior Censor.

Weekly dinner menus are published in advance together with notification of any change in meal time/arrangements. Constructive comments on the food and its service are welcomed and may be made in the first instance to the Hall Manager at the time, and/or subsequently to the Steward via the JCR or GCR Food Representatives, with whom the Steward holds regular meetings.

### Special Diets

We pride ourselves on providing good wholesome food at reasonable rates and with advance notice the college's chefs can provide a number of dietary options. However, due to the high volumes of catering provision at any one time we are limited to the following special diets: vegetarian, fish-eating vegetarian, vegan, gluten-free, halal, non-dairy, no nuts and no seafood. Season-ticket holders on special diets, whether resident or non-resident, are asked to notify the Hall Manager at the start of each academic year so that a personal diet card can be issued. Please bring this with you whenever dining to facilitate service. The particular cooperation of those members on special diets is requested: if you have opted for such a diet and are proposing not to dine on a given night, then you are asked to cooperate in keeping the Hall Manager informed of your intention. You are also expected to take responsibility for ensuring that you have been given the correct diet and for checking the menus which are posted on notice boards and which specifically identify allergens. This is important to prevent

unnecessary waste and will help college staff to ensure a good level of service at a fair cost. (This is a special request for the particular cooperation of members with special diets and does not affect season-ticket charging understandings.)

### **Dinner Notifications**

All graduate and undergraduate members of the House living on the main college site, in St Aldate's Quad and 117 St Aldate's are automatically included in the 'season-ticket' inclusive dining scheme and catered for each night at dinner. This is charged at a daily rate of only £2.52 per dinner on battels in arrears. A member's University card is programmed, facilitating entry to Hall at dinner. This arrangement provides economy and convenience to members and supports the House's dining traditions. There is no reduction for any dinner not taken.

Unless they are a Moritz-Heyman Scholar or a Christ Church Prize Scholar, undergraduate students with household incomes of £16,000 or less will receive a 50% subsidy on the 'season-ticket' for dinners. Students with household income above £16,000 and below £42,875.00 will receive a 25% subsidy on the 'season-ticket' for dinners.

Members of the House who reside at Liddell, at 181 Woodstock Road, 12 Abbey Road or Cripsey Road, and members classed as 'living out', are welcome to join the season-ticket scheme and may do so by contacting the Steward's Office. *If residents of the foregoing properties and those classed as 'living-out' wish to sign up for the season ticket meal arrangement then they should do so by the end of 1st week in any given term. Further, they must specify at the time of signing-up, in writing (by email to [simon.millin@chch.ox.ac.uk](mailto:simon.millin@chch.ox.ac.uk)), if they wish to sign up for one or more terms.* They may also attend an occasional dinner whenever they wish (as well as other meal services) and are asked to sign in for dinner by e-mail to [hallmanager@chch.ox.ac.uk](mailto:hallmanager@chch.ox.ac.uk) by 1100 hrs on the day in question or 1100 hrs on Saturday for Sunday. In such cases the standard dinner charge of £3.76 will apply.

Any graduate or undergraduate member of the House living on the main college site and in St Aldate's Quad may request a signing out option. Under this arrangement a member is again automatically booked for dinner every evening and charged £3.76 on battels. However, under this option it is possible to sign out in person or by e-mail to the Hall Manager, and the lists are available in Hall up to 1100 hrs on Mondays to Saturdays. Sunday lists close at 1100 hrs on Saturday. Lists are available up to a week in advance. A member wishing to select this option must notify the Steward's Office, in writing, by Monday of first week.

**Please note: The names of diners and, where applicable, their guests are checked every night. Please present your University card to the Hall Manager's staff, who may refuse entry if the card is not presented. You must not allow other people to use your University card.**

### **Dinner Sittings**

As a general understanding, for the convenience of members, you may take dinner at either sitting. If there is any restriction on a given evening, this is shown on weekly menus.

### **Guests in Hall**

Breakfast, Lunch and Brunch: guests are welcome subject to a reasonable limit on numbers at the Hall Manager's discretion. A guest charge of between £1.98 and £3.24 is made.

Dinner: guests are welcome at formal dinner subject to availability and to advance arrangements being made. Guest bookings may be requested by e-mail to hallmanager@chch.ox.ac.uk . The normal closing time for guest booking is 1100 hrs on the day in question or 11 a.m. on Saturday for Sunday. The guest dinner charge is £7.18 plus VAT (£8.62).

### **Bar Services and the College Wine Cellar**

The Buttery Bar, wine cellar and Undercroft Bar are overseen by the Bars and Buttery Manager, Mr Peter Keddie. He will be pleased to advise members on the provision of drinks for private dinners, parties, garden parties etc. For some events it is possible to charge purchases to battels.

**The Buttery** (adjacent to Hall) is open for the sale of drinks during term as follows:

1745 - 2015 hrs. daily

Draught beers, soft drinks and a large wine list (including House wines, port and sherry) are available, but only to members of the House and their bona fide guests.

**The Undercroft Bar** (in the basement of the Lee Building in School Quad) is open during term Wednesday – Saturday inclusive between 1930 and 2300 hrs for the sale of alcoholic and non-alcoholic drinks to members of the House and their bona fide guests. Special evenings, events and promotions are announced from time to time. The Manager may close the bar early if there is insufficient demand.

## **48. THE STEWARD**

The Steward (Ms Pauline Linières-Hartley) is the College Officer responsible for all domestic arrangements. These are administered through the following staff:

Accommodation	The House Manager, Ms. Rachel Arnold (Tom 6, ground floor, telephone (2)76499 e-mail: rachel.arnold@chch.ox.ac.uk)
Vacation Accommodation	The Steward's Assistant, Ms Jacqueline Folliard (Tom 9, ground floor (2)86580 e-mail: jacqueline.folliard@chch.ox.ac.uk)
Guest Rooms	The Conference and Events Assistant Ms Emma Seward (Tom 9, ground floor (2)86848 e-mail: conferenceoffice@chch.ox.ac.uk)
Accounts, battels, fees, and enquiries	The Manciple, Ms Vicki Ruston (Tom 9, ground floor, telephone (2)76175, e-mail: victoria.ruston@chch.ox.ac.uk)
Mail, messages, fire and security	The Lodge Manager, Mrs Amanda Roche (Porters' Lodge, telephone (2)76151, e-mail: amanda.roche@chch.ox.ac.uk)
Meals	The Executive Head Chef, Mr Chris Simms

Hall meal service	The Hall Manager, Mr Andrew Hedges (telephone (2)76164, e-mail: hallmanager@chch.ox.ac.uk)
The Bars and Buttery Manager	Mr Peter Keddie (telephone (2)76153, e-mail: peter.keddie@chch.ox.ac.uk)
Manager Liddell Building	Ms Karen King e-mail: liddell.manager@chch.ox.ac.uk

The telephone number of the Steward's Office is (2)86580.

College staff are expected to provide a satisfactory level of service, and many have committed themselves to the college over many years to achieve this. The thoughtful cooperation of all members of the House is required to help maintain good relations and acceptable standards. Cases of difficulty or dissatisfaction are best brought to the notice of the House Manager or Hall Manager, as appropriate, and/or to the Steward's attention via her office. Complaints, which should be substantive and precise, should be made to the Steward and will be dealt with effectively.

## **49. FEES AND CHARGES**

The costs incurred come under two main headings:

- Fees** for tuition and academic facilities; and
- Charges** for accommodation, living requirements and services.

### **Fees**

The Consolidated Fees for undergraduates and graduate students consist of:

- University fees, covering the use of University academic facilities; and
- College fees, contributing to tuition and supervision, establishment upkeep, and the provision of social and sporting facilities.

For Home/EU students taking an undergraduate course the University Fee may be paid by a 'Student Loan for Fees', which is available to all eligible full-time Home/EU higher education students, and is paid by the Student Finance England direct to the University, not the College.

For those taking a post-graduate course the University Fee may be paid by other award granting bodies and the relevant, written, confirmation must be supplied to the Steward's Office here at Christ Church.

Separate College Fees are payable by all students except Home/EU students taking their first publicly-funded course of Higher Education and eligible in principle to apply for public support for tuition.

**For those Home/EU students who are eligible to apply for financial support for tuition, we cannot overstate the importance of your providing the Steward's Office with a copy of your 'Student Finance Breakdown' document, which will ensure that you are charged fees at the correct level. Failure to supply this document will result in you being invoiced for both the University and College Fee.**

Fee invoices will normally be emailed to you by Friday, 1st September 2017 and payment is **due in full** by Friday, 22nd September 2017. Please note that fees are NOT payable by direct debit.

## Charges

A nightly room charge for Junior Members living in is set each year by the Governing Body, at a level comparable with other colleges. The rate for 2017-2018 is £21.44 per night. The charge includes the costs of College staff employed for Junior Members and a contribution towards the costs both of maintaining accommodation and of domestic overheads.

Unless they are a Moritz-Heyman Scholar or a Christ Church Prize Scholar, undergraduate students with household incomes of £16,000 or less will receive a 50% subsidy on accommodation. Students with household income above £16,000 and below £42,875.00 will receive a 25% subsidy on accommodation.

A 9% discounted rate for room only (£19.51 per night) is available to graduates or 4th year chemists who are residents of Liddell Building or St Aldate's Quad who elect, before the end of 4th Week of Michaelmas Term, to reside for a minimum of 40 weeks (280 days) period, which normally runs from 1st September.

A 12% discounted rate for room only (£18.87 per night) is available to graduates or 4th year chemists who are residents of 12 Abbey Road or 181 Woodstock Road only who elect, before the end of 4th Week of Michaelmas Term, to reside for a minimum of 40 weeks (280 days) period, which normally runs from 1st September.

A 15% discounted rate for room only (£18.22 per night) is available to graduates or 4th year chemists who are residents of 12 Abbey Road or 181 Woodstock Road only who elect, before the end of 4th Week of Michaelmas Term, to reside for a minimum 11-month period.

Further details of the discounted schemes are available from the Steward's Office.

Junior Members who live out (see Section 28 and below) contribute towards domestic overheads through an Establishment Overhead charge. The charge for 2017-2018 is £115.77 per year. Dinner is charged for separately on termly battels. Breakfast, lunch, and brunch are paid for as taken. Charges are reviewed annually in Trinity Term and may be reviewed at other times, should the Governing Body consider it necessary.

Graduates and undergraduates who reside on the main College site, in St Aldate's Quad, 117 St Aldate's, the Liddell Building, 12 Abbey Road, and 181 Woodstock Road are considered to be 'living in'. Those living elsewhere, including those living in houses leased from the Treasury, are considered to be 'living out'. Junior Members 'living-in' are normally charged for their accommodation from the Thursday night of 0th week to the Friday night of 8th week (a total of 58 nights): no refund or credit is given for periods of absence during Term. Outside Full Term, Junior Members will be charged only for the periods in which they are signed in as resident; **if someone goes out of residence without signing out, or signing in, he/she will be charged an additional £50 (See Section 8.5).**

Members' charges are paid by direct debit, bank details having been collected by the Steward's Office in advance. A member's bank account will be charged with the full outstanding battels balance on the Friday of Second Week, i.e. ten working days after bills are emailed to members. In the event of a query, members must notify the Steward's Office

before Friday of first week. In such cases the unqueried balance only will be debited, pending resolution of the query.

Where members domiciled overseas experience delay in establishing a UK bank account, current credit/debit card details must be lodged with the Steward's Office.

### **Charges for Additional Private Events**

Private events, such as dinners in the McKenna Room, are authorised by the Junior Censor (see Section 29 above) and detailed arrangements are made through the Senior Assistant Conference & Events Administrator, whose office is on Tom 9. The prices quoted for these functions include the cost of food, additional staff overtime, and a contribution towards overheads. In addition, VAT will be charged at the current prevailing rate, if applicable. Additional gratuities are not expected.

### **Battels (College bills)**

Credit accounts (known as battels) are maintained for most Junior Members. At the beginning of each term the Steward's Office presents a battels account for outstanding charges incurred during the preceding term **and**, for those living in College, a standard eight week and two days (from Thursday night of 0th week to Friday night of 8th week (a total of 58 nights) advance nightly room charge for the current term payable in advance. On arrival in Michaelmas Term, Undergraduate Freshers will receive a bill for eight weeks and six days' (from Sunday night of 0th week to Friday night of 8th week - 62 nights) advance nightly room charges plus a deposit of £250 a total of £1,579.28. Initially, Graduate Freshers are charged from Thursday of 0th week – 58 days and are charged £1493.52 which includes a deposit of £250. However graduates have the option to subscribe to 40 week contracts at a reduced rate (see section on Charges) All deposits will be offset against the final battels bill which is issued in July/August of the junior member's final year of study. Refunds will not be made to those who have suspended, until they become leavers. The battels account for each term is due on presentation.

The Senior Censor is notified of any Junior Members whose battels remain unpaid by the due date. If battels are unpaid by the end of 4th week, all credit facilities may then be withdrawn and the debtor will be unable to dine in Hall and in addition may be deprived of college accommodation. If battels remain unpaid thereafter, the debtor may be rusticated until the debt has been cleared. Those about to take Final Examinations must pay their Hilary Term battels by the 4th week of Trinity Term, or they may be rusticated. Junior Members with genuine and unavoidable financial difficulties should discuss their problems with the Academic Registrar or, in the case of graduates, with the Tutor for Graduates. Graduates should know that the College will not be able to give approval for transferral to or confirmation of D.Phil. status if a graduate has an outstanding battels or fees bill with the College.

Final Battels are payable by 15th September following the completion of a course, and credit beyond this date is not available. Interest is charged on overdue balances and legal action will be taken to ensure settlement. The present rate of interest is two per cent compounded monthly. An interim battels invoice will be issued for Finalists only by the end of the second week of July and settlement will be taken by direct debit. A final battels bill for all junior members will be issued during the second week of August each year.

Any queries about fees, charges and battels bills should be addressed to the Manciple in the Steward's Office.

## **Student Possessions Insurance**

All graduates and undergraduates who are living in (as detailed above) are covered by a Student Possessions Insurance Policy which is administered through Endsleigh Insurance Services. The annual premium of £7.47 will be charged to your first battels bill each Michaelmas term. You will already have received details of the insurance cover—another copy is available from the Steward's Office, if required.

## **50. THE JUNIOR COMMON ROOM**

The facilities provided in the JCR are available to all Junior Members during term time. The JCR is open from 7 a.m. to 3 a.m. for social use, and has newspapers, a television with satellite dish, and various games machines. The JCR door should be kept locked at all times to prevent theft; it is opened with the wicket gate key fob/proximity reader. There is also a common room, the Handel Davies Room, at the Liddell Building.

In accordance with its constitution, the JCR has agreed certain modest termly levies on its members. These are currently an Entertainments Levy of £7, a JCR Appeals Levy of £2, an Arts Levy of £1. These levies are charged to termly battels. If an undergraduate wishes to opt out of any of the levies, he or she may do so by resigning membership of the JCR, losing the right to stand for election to office, to vote in elections of JCR officers, and to attend JCR meetings. Anyone who resigns from the JCR still has the right to use the facilities of the JCR (See also section 47 below).

## **51. THE GRADUATE COMMON ROOM**

The GCR is open to all those who are registered for a second degree and to certain undergraduates in their fourth year. The common room is on the first floor of Tom 7. To gain access to the GCR a fob can be obtained from the Porters Lodge.

The facilities provided by the College include computers, laser printers and a photocopier, and a study room for graduates living out of College. In Hall, there is a graduates' table and special dinners and guest nights are held regularly.

During the vacations, special arrangements are made for graduate dining.

## **52. THE J.C.R. AND G.C.R.: CODE OF PRACTICE**

The Education Act 1994 requires the College to have a Code of Practice for the JCR and GCR. The Christ Church code is as follows:

1. The JCR is an association open to all Junior Members of the House. The GCR is a similar association open to all graduate students. Their main objects are to promote the interests and welfare of and social activities among their members and to represent the interests of Junior Members to the Governing Body of the House.
2. The JCR and GCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and GCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the Secretary of the JCR or GCR (as the case may be) not later than the Sunday of the Third Week of Michaelmas Term.

3. Membership is free of charge.
4. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR or GCR.
5. The written constitutions of the JCR and GCR 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 on behalf of the Governing Body by the Dean and Censors.
6. The House provides certain social, recreational and welfare facilities for all its Junior Members, including the use of common rooms and the Undercroft bar. It allows the JCR and GCR as associations to participate in the management and provision of these services and from time to time provides the JCR and GCR with funds to enable them to maintain these services on behalf of the House. The services provided by the House are available to all undergraduates or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.
7. Complaints about the management of the JCR and GCR should in the first place be made to the President in question. If anyone is dissatisfied with the handling of any complaint it may be referred to the Dean and Censors.
8. A copy of the constitutions of the JCR and GCR may be inspected in the Censors' Office.

### 53. COLLEGE CLUBS AND SOCIETIES

The permission of the Junior Censor must be sought before establishing any club or society. Junior Members are not permitted to suggest that any organisation is associated with Christ Church in any way unless such permission has been sought.

### 54. COPYING AND COPYRIGHT

Your attention is drawn to the following statutory regulations relating to copyright, which are summarised from both the detailed provisions of the Copyright, Designs and Patents Act 1988, and notes of guidance from the Society of Authors and the Publishers Association on the interpretation of the rules contained in the Act:

**Single copies** of copyright material may be made for private study, provided that no more than a 'reasonable proportion' is copied. This may be interpreted as follows:

**Books:** One copy of a maximum of a complete single chapter in a book, or one copy of a maximum otherwise of 5% of literary works. Poems, short stories, and other short literary works are regarded as whole works in themselves, and not as parts of the volumes in which they appear. In the case of poems and short stories published in such volumes, permissible copying for research or private study will be taken to allow the copying of a short story or poem which does not exceed ten pages in length. Poems embedded in a chapter of a book may be treated as part of the chapter.

**Periodicals:** One article from one issue of a serial publication providing that the article does not comprise the whole issue of the journal in which case the limitations for books apply.

**Multiple copies** (e.g. class sets) of copyright material may not be made without licence, or other prior permission of the publisher: payment may have to be made.

## 55. CCTV CAMERAS

CCTV cameras are in use in the College. Copies of the College's CCTV policy are available from the Censors' Office.

## 56. MEDIA INTEREST

Student newspapers are always on the look-out for news about particular colleges, and naturally they prefer to print news which is controversial or scandalous. Sometimes these stories are picked up by the national press. Junior Members should be cautious in dealing with any approaches from the media, and bear in mind that their words may well be quoted out of context or their views misrepresented, with potential damage to Christ Church's reputation.

### Who's Who in Christ Church?

Junior Members may find the following list of contact information within Christ Church of assistance:

**THE DEAN:** The Very Revd Professor Martyn Percy: tel. (2)76161 (e-mails should be sent to the Dean's Assistant, Rachel Perham ([rachel.perham@chch.ox.ac.uk](mailto:rachel.perham@chch.ox.ac.uk))).

**CENSORS' OFFICE:** Tom 8, first floor: tel. (2)76158

The Censors' Office is open from 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m. Monday to Friday.

The Censors are normally available for consultation in person in their offices at the times posted outside the Censors' Office, and at other times by appointment via the Academic Registrar or the Administrative Assistant. The Office deals with most academic administration e.g. examination entries; monitoring of student progress; problems with local authority awards; prizes and scholarships; book grants; vacation residence grants; travel grants.

#### **The Senior Censor**

Academic problems that cannot be resolved by Tutors

Professor Dr Brian Young: Tel. (2)76159  
e-mail: [brian.young@chch.ox.ac.uk](mailto:brian.young@chch.ox.ac.uk)

#### **The Academic Registrar**

Financial assistance, accommodation, problems with LEA grants, examination arrangements extensions, and extenuating circumstances  
appointments to see Senior Censor

Ms Alison Tesh: Tel. (2)76157  
e-mail: [alison.tesh@chch.ox.ac.uk](mailto:alison.tesh@chch.ox.ac.uk)

#### **The Academic Administrator**

Application for Liddell Car Parking, examination entry forms, payment of Junior Censor's fines, Degree Days, appointments to see Junior Censor

Ms Sarah Hope: Tel. (2)86574  
e-mail: [sarah.hope@chch.ox.ac.uk](mailto:sarah.hope@chch.ox.ac.uk)

**The Junior Censor**  
Tom 8, second floor  
Permissions for parties, absence  
during term, vacation residence  
Professor Geraldine Johnson: Tel. (2)86574  
e-mail: junior.censor@chch.ox.ac.uk

**The Graduate Administrator**  
All matters relating to graduates  
Ms Melanie Radburn; tel: (2)76158  
e-mail: melanie.radburn@chch.ox.ac.uk

**The Tutor for Graduates**  
Professor Edwin Simpson: Tel. (2)76158  
e-mail: edwin.simpson@chch.ox.ac.uk

**TUTORS' OFFICE:** Tom 8, ground floor

**The Tutors' Administrator**  
Booking of lecture theatre, lecture  
and Seminar rooms  
Mrs Jackie Webber Tel. (2)76182  
e-mail: jackie.webber@chch.ox.ac.uk

**The Administrative Assistant**  
Tower Poetry and Research Centre  
Ms Ingrid Heggli: Tel. (2)76156  
Email: ingrid.heggli@chch.ox.ac.uk

**STEWARD'S OFFICE:** Tom 9: ground floor; tel: (2)76250

The office is opens 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m. and deals with most of the arrangements for College accommodation, food, and bills.

**The Steward**  
Ms Pauline Linières-Hartley: Tel. (2)86580  
email: pauline.linieres.hartley@chch.ox.ac.uk

**The Steward's PA**  
Notification of changes  
to planned vacation residence  
Ms Jacqueline Folliard: Tel. (2)86580  
email: jacqueline.folliard@chch.ox.ac.uk

**The Conference Assistant**  
Booking of College  
guest rooms  
Mrs Emma Timms: Tel. (2)86848  
e-mail: conferenceoffice@chch.ox.ac.uk

**The Manciple**  
Enquiries about  
accounts, battels, and fees  
Ms Vicki Ruston: Tel. (2)76175  
e-mail: victoria.ruston@chch.ox.ac.uk

**The Conference & Events  
Administrator**  
Ms Joanna Malton: Tel. (2)86877  
e-mail: joanna.malton@chch.ox.ac.uk

**The Senior Assistant Conference  
and Events Administrator**  
Booking of McKenna  
Room, Ante-Hall and  
Cathedral Garden  
Ms Haley Wiggins: Tel. (2)86877  
e-mail: conferenceoffice@chch.ox.ac.uk

**The Lodge Manager**  
Mail, messages, fire and security  
Mrs Amanda Roche: Tel. (2)76151  
e-mail: amanda.roche@chch.ox.ac.uk

**The Deputy Lodge Manager**  
Mrs Denize Noel: Tel.(2)76150  
e-mail: denize.noel@chch.ox.ac.uk

**The Hall Manager**  
Meal service and special diets  
Mr Andrew Hedges: Tel. (2)76164  
e-mail: hallmanager@chch.ox.ac.uk

**The Buttery & Bars Manager**  
Mr Peter Keddie: Tel. (2)76153  
e-mail: peter.keddie@chch.ox.ac.uk

**The Executive Head Chef**  
Mr Chris Simms

**The House Manager**  
Reporting room damage and faults  
Ms Rachel Arnold: Tel; (2) 76499/76268  
e-mail: rachel.arnold@chch.ox.ac.uk

## **LIDDELL BUILDING**

**The Liddell Manager**  
Ms Karen King: Tel. (4)31100  
e-mail: liddell.manager@chch.ox.ac.uk

**The Liddell Lodge**  
Tel: (4)31100  
e-mail: liddell.lodge@chch.ox.ac.uk

**TREASURER'S OFFICE:** Tom 9, First Floor

Junior Members will rarely have cause to contact the Treasurer's office directly, but may need to contact the **Treasurer's Administrator**, Mrs Sally Gillard (Telephone: 276178) who oversees some off-site College accommodation.

## **SPORTSGROUND**

**Groundsman**  
Mr Carl Wright  
e-mail: carl.wright@chch.ox.ac.uk

## **HEALTH AND WELFARE**

**The College Chaplain and Welfare Co-ordinator**  
Killcanon 1  
Revd Clare Hayns; tel. (2)76236 (office),  
e-mail: chaplain@chch.ox.ac.uk

**The College Nurse**  
Killcanon 2  
Ms Millicent Curran; tel. (2)76176  
e-mail: chchnurse@nhs.net

**The College Doctor**  
27 Beaumont St  
Dr Sarah Ledingham; tel: 311500

**Wardens**  
Mr Sam Lane  
email: sam.lane@chch.ox.ac.uk

Mr Tim Rajakumar  
email: timothy.rajakumar@chch.ox.ac.uk

Ms Lauren Burton  
email: lauren.burton@chch.ox.ac.uk

**Dentist**  
Colonnade Building  
Oxford Brookes  
Studental: Tel: 848608

**The University Counselling**  
Mr Alan Percy: Tel: (2)70300

**Service Adviser**  
11 Wellington Square

## **COMPUTING**

The undergraduate computing room is in Peck 9, ground floor. The graduates' computing room is in Tom 7.

**Computing Officer** Mr Andrew Middleton; tel: (2)76273  
Schools Quad e-mail: andrew.middleton@chch.ox.ac.uk

## **IT**

Joint Information Communications Technology Service (with Pembroke College)

Christ Church IT Office Schools Quad (right of Lee Building)

Pembroke IT Office Left of Lodge

email: it-help@chch.ox.ac.uk  
Tel: (2)86001.

**Head of the JICTS** Mr Simon Thomson  
email: simon.thomson@pmb.ox.ac.uk

**Deputy** Mr Andrew Middleton  
email: andrew.middleton@chch.ox.ac.uk

**Senior IT Officer** Professor Kevin McGerty  
email: kevin.mcgerty@chch.ox.ac.uk

