

**INFORMATION AND REGULATIONS  
FOR JUNIOR MEMBERS**

CHRIST CHURCH

**OXFORD**

**OCTOBER 2011**

## CONTENTS

	Section	Page
1.	Christ Church	4
2.	The Dean	4
3.	The Censors	4
4.	The Tutor for Graduates	6
5.	Welfare Advisers	6
6.	Personal Tutors and College Advisers	6
7.	Communication and Consultation	6
8.	Residence	7
9.	Academic Work in Term and Vacation	9
10.	Academic Discipline	10
11.	Plagiarism	13
12.	Suspending status/Going out of residence	14
13.	College Examinations	15
14.	College Awards and Prizes	15
	Scholarships and Exhibitions	
	Other Prizes	
15.	Grants	18
	Book Grants	
	Travel Grants	
	Language Study Grants	
	Student Loans	
	Financial Assistance Grants and Loans	
	Grants for Academic Purposes	
	Sports Grants	
16.	University Examinations	20
	Entering names	
	College Book Prizes	
	First Public Examinations	
17.	Degrees	21
18.	Media Interest	21

19.	The Library	21
20.	Computing	23
21.	Lecture rooms, Blue Boar Lecture Theatre and Exhibition Space	24
22.	The Music Room	24
23.	The Art Room	24
24.	The Picture Gallery	25
25.	The College Chaplain & Cathedral	25
26.	The College Intranet	26
27.	Lawns and Gardens	26
28.	College Rooms	26
	Allocation and Occupation	
	Maintenance, Decoration and Servicing	
	Refrigerators	
	Vacation Conferences	
	Overnight Guests	
	Noise	
	Electrical Safety	
	Fuel Economy and the '60% House'	
	Recycling	
	Lockers	
	Fire, Safety and Security	
29.	Street Beggars	33
30.	Lodgings	34
31.	Parties in College	34
32.	Noise and other disturbance	36
33.	Launderettes	37
34.	Motor Cars, Motor Cycles and Bicycles	37
35.	Health	37
	Medical Advice and Treatment	
	Registration	
	Dental Treatment	
	University Counselling Service	
	Smoking	
36.	Drug Abuse	39

37.	Sport and Sport Safety	41
38.	Equality of Treatment and Opportunity	42
39.	Regulations and Procedures on Harassment	44
40.	Academic and Social Problems Arising from Ill-Health	47
41.	The Gates	47
42.	Mail and Messages	48
	Incoming Mail and Messages	
	Outgoing Mail	
	College Messenger Service	
	Telephones	
43.	Provision and Service of Food	49
44.	The Steward	51
45.	Fees and Charges	51
	Fees	
	Charges	
	Charges for Additional Private Events	
	Battels	
	Insurance	
46.	The Junior Common Room	54
47.	The Graduate Common Room	54
48.	J.C.R. and G.C.R.: Code of Practice	55
49.	Copying and Copyright	56
50.	CCTV Cameras	56
	Who's Who in Christ Church?	57

## I. CHRIST CHURCH

Christ Church (often known as “the House”) is a large and varied community: we have about 400 undergraduates, 150 graduate students, 80 academic staff, and 150 college staff. Some guidance is necessary to help so many people to live and work together, and this booklet seeks to give the essential information and regulations for Junior Members. Please read the booklet (usually known as the “Blue Book”) carefully, and make sure you know the basic requirements.

To facilitate its use, the Blue Book has a “Contents” page, printed at the front, and the electronic copy on the college website can be electronically searched. 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, from whom there is a further appeal to the Conference of Colleges’ Appeal Tribunal. 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.

## 3. THE CENSORS

The Censors are responsible for overseeing the academic and many aspects of the social life of the House. 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 Ian Watson; tel.: (2)76159, e-mail: [ian.watson@chch.ox.ac.uk](mailto:ian.watson@chch.ox.ac.uk).

The Censors’ Administrator, Ms Jane Nelson; tel.: (2)76157, e-mail: [jane.nelson@chch.ox.ac.uk](mailto:jane.nelson@chch.ox.ac.uk)

The Academic Assistant (Undergraduates) Ms Sally Boardman; tel.: (2)86574, e-mail: [sally.boardman@chch.ox.ac.uk](mailto:sally.boardman@chch.ox.ac.uk)

The Academic Assistant (Graduates), Ms Melanie Radburn, tel.: 276158, e-mail: [melanie.radburn@chch.ox.ac.uk](mailto:melanie.radburn@chch.ox.ac.uk)

The Junior Censor (Professor David Nowell) has an office on the second floor of Tom 8: his telephone number is (2)76198 and his e-mail address is [david.nowell@chch.ox.ac.uk](mailto:david.nowell@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 at the times posted outside the Censors' Office, and both Censors are also available by appointment via the Censors' Administrator or the Junior Censor's Secretary.

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 discipline. 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, discipline (see 10. Academic Discipline 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 XLI. 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 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.

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 read the Censorial notices** which are posted from time to time on the notice-boards in the Porters' Lodge, in the Ante-Hall and at Tom Gate; notices are also sometimes posted on staircases and in the Liddell Lodge. Censorial notices are also usually circulated electronically.

**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. 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, 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 38 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 Censors' Administrator.

In order that the college, through the University, can fulfil its monitoring duties under the Race Relations Amendment Act, the College will forward to the University's Diversity and Equal Opportunities Officer the names of any junior member who has been rusticated or sent down for disciplinary reasons.

#### 4. THE TUTOR FOR GRADUATES

The Tutor for Graduates (Dr Katya Andreyev) oversees graduates in the College. Queries concerning funding, travel grants, academic and other matters should, in the first instance, be referred to the Academic Assistant for Graduates, Melanie Radburn. Appointments to see the Tutor for Graduates can be made through Melanie in the Censors' Office (telephone (2)76158, email [melanie.radburn@chch.ox.ac.uk](mailto:melanie.radburn@chch.ox.ac.uk))

#### 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 Beata Javorcik and Dr Joseph Schear) are Tutors and member of the Governing Body of the College. Dr Javorcik (Peck 8.1) can be contacted by telephone ((2)76123) or e-mail ([beata.javorcik@chch.ox.ac.uk](mailto:beata.javorcik@chch.ox.ac.uk)). Dr Schear (Killcanon 5) can be contacted by telephone ((2)76248) or e-mail ([joseph.shear@chch.ox.ac.uk](mailto:joseph.shear@chch.ox.ac.uk))

The **College Chaplain** (the Revd Ralph Williamson) offers counsel and pastoral support to all members of Christ Church, whatever their religious beliefs. His room is Killcanon 1; telephone (2)76236 or e-mail ([ralph.williamson@chch.ox.ac.uk](mailto:ralph.williamson@chch.ox.ac.uk)). See further Section 24 below.

The **College Nurse** (Mrs Midge Curran) has a surgery in Killcanon 2. See further Section 34 below.

#### 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 and Graduate Common Room officers sit on the Computing Committee, the Grants Committee, the House Committee, the Library Committee, and the Pictures Committee. In addition, Officers of the J.C.R. and G.C.R attend meetings of the full Governing Body. The Censors hold weekly meetings with J.C.R. and G.C.R. 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. 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 J.C.R. or G.C.R. 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 complained about.

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 intranet (<http://intranet.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 oth week each term, and then to reside in Oxford until the end of 8th wee (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 oth 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.*
- (2) 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. 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. 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. Junior Members are encouraged to return the feedback forms circulated before Collections.

- (3) 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 his/her Tutor's consent and then apply for permission from the Junior Censor by letter or e-mail.*
- (4) **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 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 *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 nights during the term.

*Any undergraduate who wishes to be absent for a total of more than four nights during the term must obtain written approval from his/her 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' absence during Term by any graduate. *But 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.

- (5) **End of term arrangements:** *Every junior member must complete a Vacation Residence Request Form each term. This form will be made available online during 5<sup>th</sup> week and must be filled in online by the Wednesday of 6<sup>th</sup> week. On the form junior members will 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). These are indicated on the forms. 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 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 unless they occupy an en suite room. See also section 28.4 below 'Vacation Conferences'.

Please note that applications for Vacation Residence Grants must be made separately to the Senior Censor. Application forms are available from the Censors' Office and must be submitted by the Friday of 5<sup>th</sup> 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 House Manager (or the Resident

Manager at Liddell Building, 01865 431100) should be contacted by telephone at least five days in advance.

- (6) Junior Members (both graduates and undergraduates) who live in College *must hand in their room keys at the Porters' Lodge before going down at the end of term, present their University Card for scanning and sign and date individual room cards.* Anyone who fails to do so will be charged a Board and Lodging 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.* 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 in 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 he/she has applied). Such a request should initially be made to the undergraduate's personal tutor who, if he/she thinks the request deserves further consideration, will raise the matter with the Senior Censor.

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 should be returned by the Friday of 5th week. Vacation grants are limited to a maximum of 28 nights in any one academic year.

Apart from their weekly tutorials, there is a variety of ways that junior members may comment upon their own progress and bring to the attention of the college academic problems they may be experiencing. These include:

- Termly feedback forms (these include a provision for making a confidential return that is not seen by your tutor)
- Dean's and tutors' collections
- By appointment with the Senior Censor

## **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 his/her 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 of the formal meetings between an undergraduate and the Senior Censor will be kept and the record agreed with the undergraduate.

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

An undergraduate is of good academic standing as long as he/she:

- keeps the residence requirements laid down by the University and the College (see Section 8, above);
- passes (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 his/her course (see Section 16, below);
- attends 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);
- produces assignments (essays, problem sheets, etc.) and sits 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);
- produces work of an appropriate standard, given the undergraduate's particular level of academic ability, i.e. is working to his or her potential.

### 3. Stages in academic disciplinary procedure

#### Discussion

When concerns about an undergraduate's academic work are raised by his/her Tutor(s), these should be discussed with whoever can appropriately seek to resolve them (typically, the undergraduate and a Subject Tutor(s), 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 him/her 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, he/she 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 him/her 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 him/her 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, he/she 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 Tutor(s) who has 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 him/her, 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 rustication for such period and on such other terms (including academic conditions to be satisfied by the undergraduate before he/she may return into residence) as the Board may decide, and sending down. The Academic Disciplinary Board shall issue to the undergraduate and to the Senior Censor a written notice of its decision.

### **Appeals**

Where the Academic Disciplinary Board imposes penalties on an undergraduate, he/she 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 Censors' Administrator.

#### **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.

#### **5. Information to University**

In order that the College, through the University, can fulfil its monitoring duties under the Race Relations Amendment Act, the names of any undergraduate who has been rusticated or sent down for academic reasons will be forwarded to the University's Diversity and Equal Opportunities Officer.

## **II. PLAGIARISM**

*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.admin.ox.ac.uk/epsc/plagiarism](http://www.admin.ox.ac.uk/epsc/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 his or her 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 sections 10 and 11 of the Proctors' and Assessor's Memorandum (<http://www.admin.ox.ac.uk/proctors/info/pam/section11.shtml>).

## 12. 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) or when a junior member has been rusticated. 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 who 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 him/her.

*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.*

### 13. 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. 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 £40 in value may be awarded each year on the results of Collections.

### 14. 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 £200 p.a. and Exhibitions of £150 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 (even those named Scholarship or Exhibition) 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 respecting the awards and prizes from your Tutors or from the Censors’ Office.

The **Ancient History Prize** of £100 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 £500 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 £100 are awarded in Hilary Term on the recommendation of the Tutors in Natural Science other than Medicine.

One Clifford Smith Prize of £100 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 £100, 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 £100, 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 £250 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 Exhibitions:**

Two Fell Exhibitions of £150 each, tenable for three years or until termination of residence, are offered each year without restriction of subject and awarded by the Dean in Trinity Term on the recommendation of the Tutors.

Four Boulter Exhibitions of £150 each, tenable for one year, are awarded in Michaelmas Term on the results of Collections in Law, History, English and P.P.E.

Two Bostock Exhibitions of £150 each, tenable for one year, are awarded in Michaelmas Term after examinations in Natural Science and Mathematics.

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

The **Keith Feiling Prize** of £100 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 Exhibitions** of £250 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 Scholarships** 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 £100 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).

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

The **John V. Lovitt Prize** of £100 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 £250 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 Exhibitions** of £250 are awarded in Trinity Term. They are open to all undergraduates, with a preference for those reading Chemistry, for travel abroad.

The **John Radcliffe Exhibition** of £100 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 **Stanley Robinson Prize** of £100 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 £100 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 Exhibition** of £150, open to all subjects, is awarded in Hilary Term on the recommendation of the Tutors. This Exhibition 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 £100, 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 Exhibition** of £250 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 £100 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 Tutor 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.

## 15. 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 £210 for the purchase of academic books essential for his or her work. The grant may be claimed in one, two or three instalments of £70 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 Exhibitions, William Gurney Travel Prizes, the Roger Prentice Exhibitions and the Stahl Travel Exhibition.

## 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 he or she is not studying as part of his or her 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 Censors' Administrator.

## Student Support Grants and Loans

There are several possible sources of funds to assist in case of financial hardship. The College has a Financial Assistance Fund, contributed to by former members of the College, and there is a University Hardship fund as well as Government Access to Learning Funds, for which 'home' undergraduates and graduates may be eligible to apply. Fresher undergraduates will have received, prior to starting on course, information about the University and College bursary schemes.

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 Censors' Administrator, Jane Nelson, who will explain how to make an application for student support through the College - an easy and painless process.

The Senior Censor may also be able to make emergency loans to Junior Members, to help with short-term difficulties. The College also has a fund (the Stone-Mallabar Memorial Fund) which has been provided by a former member of the College for the purpose of making interest-free long-term loans to undergraduates to meet their financial needs.

Notices giving details of student support available to Junior Members, and details of how and when applications should be made, will be posted by the Senior Censor.

## 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 a grant of £200 towards the expenses of any Junior Member who has been awarded a Blue in University sport: written application should be made to the Senior Censor. Any undergraduate may only receive one such grant.

## 16. UNIVERSITY EXAMINATIONS

### Entering names for University Examinations

The dates by which names must be entered for each examination are published in the **Examination Regulations** (the 'Grey Book') and displayed on College noticeboards. The Censors' Office will send out Examination Forms to candidates at the appropriate time but candidates are themselves responsible for returning their completed examination entry forms in proper time and for ensuring their accuracy. If you do not receive an examination entry form at the appropriate time, please contact the Censors' Office immediately. Please note that candidates who are only sitting compulsory core papers will be entered for examinations automatically by the University. The University imposes a fine for late submission of examination entry forms.

The rules governing University Examinations are detailed in section 9 of the Proctors' and Assessor's Memorandum on the University website .

### College Book Prizes for performance in university examinations

A £100 book prize is awarded to each undergraduate who has been placed in the First Class in any Final Honour School.

A £60 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 £60 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. 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 rusticated 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.

## **17. 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, and that all debts to the College and the University have been paid. Details of the fees, procedure, dress and dates of Degree Days are provided on the Christ Church website <http://www.chch.ox.ac.uk/college/students-and-staff/degree-days>. Those taking degrees and their guests are offered appropriate hospitality that day. The Steward's Secretary will provide further information.

Degree Days are often booked up well in advance and early booking is strongly advised.

Undergraduate degrees may be conferred on any Degree Day after the results of Schools have been published. The M.A. degree may be conferred during or after the 21st term following Matriculation.

## **18. 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.

## **19. THE LIBRARY**

- (i) The College Library is open during Full Term from 9 a.m. until midnight in Michaelmas and Trinity Terms. The opening hours for Hilary Term are under review. Vacation opening hours will be posted on the College Intranet. The Library closes for parts of each vacation.

You must 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 up to four guests to visit the Upper Library on Fridays from 2 to 4.30 p.m. in weeks 1 to 7, and on Mondays from 10 a.m. to 1 p.m., and at most other times on weekdays by prior arrangement. 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 in the Member's name, or, if it is temporarily out of action, a correctly completed borrowing slip must be handed in at the desk.*

Please note that when a book is out on loan, library users and members of the College can see who has borrowed it using the library catalogue.

Junior Members may not normally borrow books printed before 1800. 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) You may keep a book for **seven days**, and should normally return it thereafter. However, you may keep it for a longer period unless a recall notice is received requiring the return of the book. *All such notices must be promptly obeyed.* Recall notices will be sent either to pigeon holes or by e-mail. During Full Term all Junior Members with books on loan should check their pigeon holes 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.

*Bound periodicals 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.*

***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.***

- (4) 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.
- (5) All books borrowed by undergraduates during term *must be returned on or before the last Monday in each term.* Graduate students are not normally required to return books until the end of June, unless the book is specifically recalled. Graduates should check their pigeon holes frequently, especially in the eighth week of term when books are recalled for undergraduate use during the vacation.

- (6) Undergraduates wishing to borrow Library books for the vacations, may reserve up to ten books for collection on the last Friday in term. Forms to do this may be obtained from the Library, and must be returned by the last Tuesday in term. *Periodicals may not be borrowed for the vacation.*

*You may not borrow for the vacation a book already allotted to someone else. Postage on books for the vacation which have to be sent by post because of delay in their return to the Library will be charged to the Junior Member responsible for the delay.*

*All books borrowed for the vacation must be returned before 6 p.m. on the Friday of the week before Full 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. **Junior 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. **Anyone who infringes this rule may be fined by the Junior Censor.***
- (12) *Mobile phones must be turned off upon entering the library. Portable computers may be used at the tables with sockets provided, *but should be silent in operation.* 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. Other 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 <http://www.chch.ox.ac.uk/library/local>.

## 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. Information and advice may be obtained from the College Computing Officer, Mr Andrew Middleton, and his assistant, Mr Michael Smith (Schools Quad). 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.***

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. 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. A copy of the College Rules may be obtained from Mr Middleton; a copy of the University's Rules for Computer Use may be obtained from Mr Middleton or may be viewed on the University's website at <http://www.ox.ac.uk/it/rules/rules.html>. **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.

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

## 21 LECTURE ROOMS, BLUE BOAR LECTURE THEATRE AND EXHIBITION SPACE

Junior Members who wish to make use of lecture rooms, including the Blue Boar Lecture Theatre, for meetings of societies, discussion groups etc., should consult the Tutors' Administrator, Jackie Webber, in the Tutors' Office (ground floor, Tom 8) about availability. In the case of the Lecture Theatre and the Exhibition Space it is also necessary to obtain permission from the Junior Censor.

## 22. THE MUSIC ROOM

There is a Music Room on Tom 4, for the use of members of the House. It contains a grand piano and a harpsichord.

The Music Room is open daily from 8 a.m. to 1 p.m., and from 2 p.m. to 11 p.m. Applications for its use should be made to the Tutor in Music, Dr S.M. Darlington (Meadow Building 2.5), from whom the rules governing the Music Room may be obtained.

***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 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 18<sup>th</sup> century English glass.

The Gallery opening times are:

July, August, September: Monday to Saturday 10.30 -17.00 and Sunday 14.00 - 17.00;  
 June: Monday, Wednesday to Saturday 10.30 - 17.00 and Sunday 14.00- 17.00;  
 October to May: Monday, Wednesday to Saturday 10.30 - 13.00 and 14.00 - 16.30 and 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 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, the Reverend Ralph Williamson, who is available to offer pastoral and practical support as appropriate to all members of the College, whatever their religious beliefs. He can be contacted in his room, Killcanon 1, by phone on (2)76236, or by e-mail at [ralph.williamson@chch.ox.ac.uk](mailto:ralph.williamson@chch.ox.ac.uk). Chaplaincy meetings and social events are organised throughout the term. The Chaplain also administers various projects for students to help as volunteers in the local community. The Chaplain's website is at <http://www.chch.ox.ac.uk/college/students-and-staff/chaplain>. Chaplaincy information can be found on the College Intranet at <http://intranet.chch.ox.ac.uk/chaplain>.

College services take place regularly in the Cathedral. These include an informal College Communion service at 9 a.m. every Sunday in term, followed by breakfast, and a Corporate Communion Service, followed by dinner together in Hall each term, to which all members are invited. 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 Corporate Communion. A Chaplaincy 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. 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 pm. 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, <http://www.chch.ox.ac.uk/cathedral/service-times> and at <http://intranet.chch.ox.ac.uk/cathedral/services>.

## **26. COLLEGE INTRANET – <http://intranet.chch.ox.ac.uk>**

The Christ Church Website (<http://www.chch.ox.ac.uk>) has a considerable amount of information about the College and the Cathedral but is intended primarily for those who are outside Christ Church. The Christ Church Intranet at <http://intranet.chch.ox.ac.uk> is an online resource for members of the College within the Christ Church network. It is available from any computer registered with the Computing Office within the College network. The Intranet is the place to find documents, information and forms, which can be found and downloaded as required. The site has links to other on-line facilities, such as the squash court booking system, vacation residence forms, an extensive contacts database, calendars, and the JCR, GCR, SCR and Christ Church websites as well as the University website, Webmail and Contacts Search page. It is recommended that all members of the College use the Intranet as their home page, for easy access to the information they require.

## **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 Quad, Blue Boar, Peckwater or at Liddell Building. As elsewhere, Liddell lawns should not be used as pathways. The Masters' Garden is available from 0<sup>th</sup> week of Trinity Term until the end of the first week of August and from 0<sup>th</sup> week to the end of 4<sup>th</sup> 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**

### **I. Allocation and Occupation**

Freshers are assigned rooms in College before they come into residence. Any special needs should be communicated to the Censors' Administrator 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 J.C.R. 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 him or her 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. 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, 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'.

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 advance written notice of access requirements for e.g. window cleaning, significant maintenance work, and conference showrounds (designated rooms only). Routine access is required by your Scout, for cleaning, and (occasionally) by the House Manager and his Assistants (or the Resident Manager at the Liddell Building) and by Lodge Porters in the course of their management duties including inventory, safety, security and staff supervision. The Steward also conducts regular rounds. 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).***

## **2. Maintenance, Decoration and Servicing**

The House Manager is the senior member of staff responsible for the management of College accommodation (except for the Liddell Building - see also below). Scouts work under the House Manager's direction. Scouts' duties include the cleaning of rooms, including dusting and vacuuming carpets, together with the regular cleaning of washbasins and emptying waste bins. Scouts are also responsible for cleaning toilets, bathrooms and public areas.

You are expected to be cooperative in allowing Scouts regular access and *in keeping rooms tidy enough to permit cleaning*. Regular access is required by your Scout for the emptying of bins and to clean the washbasin. You may expect your room to be cleaned comprehensively twice a week. 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 vacations (see sub-section 4. below: Vacation Conferences). Belongings left in rooms over vacations should therefore be kept to a minimum and valuables must be removed: *all personal property must be removed on going down at the end of Trinity Term*, although a limited amount of storage space is available for those who, because of residence overseas, are unable to transport all their belongings. 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 and in 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 and carpets. In cases of doubt please consult the House Manager or the Resident Manager (Liddell).*

*Occupants are not permitted to move items of furniture nor (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.*

Scouts are the principal channel for reporting faults and defects. In case of difficulty or urgency these may be reported directly to the House Manager. Scouts are also responsible for reporting any damage and for monitoring safety and compliance. Occupants may be required to pay for any damage in rooms and the cost of repair work may 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 similar products may not be used. Posters must not be displayed from windows in College rooms.*

Rooms are redecorated in rotation: particular requests and enquiries may be directed to the House Manager or the Resident Manager at Liddell Building.

The daily charge for board and lodging 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.

**Windows to many rooms in college, including all those in the recently refurbished Blue Boar quadrangle, can be fully opened to provide natural ventilation. To avoid any risk of falling, please do not lean out of the window or sit on the window sill.**

**Baths and Showers:** in response to Junior Members' preferences, additional shower cubicles are gradually being installed wherever possible. *Shower attachments on baths are **not** permitted*, as these have frequently been the cause of spillage and water damage to buildings.

**St Aldate's Quad:** 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, stoves, grills 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 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 Resident Manager, Mr Stephen Bartlett, and has its own Porters' Lodge which is staffed between 7:30 a.m. and 9 p.m. Monday to Saturday. The lodge is not open on Sunday and as a consequence it is not possible for members to arrive to take up residence on a Sunday unless specific and confirmed advance arrangements have been made.

A warden is on duty at other times. The duty warden is an undergraduate or postgraduate member of the House and his/her duties are principally to deal with emergencies. Members

should not disturb the warden for trivial reasons such as room access because of a forgotten key. A £15 fine will be levied for unreasonable disturbance of the duty warden.

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

The cleaning responsibilities of Scouts are similar to those in St Aldate=s Quad (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.

**Other properties** (12 Abbey Road and 181 Woodstock Road): occupancy rules are substantially the same as for main-site rooms including a prohibition on bicycles inside the dwelling (whether cycle racks are provided or not), 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. Washing must not be dried in rooms: an outside washing line is provided. Staff will remove rubbish regularly, though the co-operation of occupants may be requested, depending on local collection arrangements. College staff or contractors will maintain gardens and grounds.

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 Manager may be contacted during office hours (telephone 276268). 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.

### **3. Refrigerators**

Larder refrigerators are provided. The cleanliness and safe operation of the refrigerator and the wholesomeness of the food stored within, are the responsibility of the room occupant(s). Members are not permitted to provide their own refrigerators, excepting only at the Liddell Building where they must be placed in kitchens.

### **4. Vacation Conferences**

Residential conferences in vacations make a substantial contribution to College finances, and help to keep down charges to Junior Members. The Steward and his 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 9<sup>th</sup> 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 some rooms free for Junior Members.

During the two short vacations, rooms should be left in a state which allows them to be used by conference delegates. This means reducing personal belongings to a minimum. Lockable cupboards are provided in many rooms and should be used to secure any bulky, valuable or personally precious items which are not being taken home. Members are expected to provide their own padlocks.

As described in Section 8 above, permission must be sought for any residence beyond the Saturday at the end of 8<sup>th</sup> Week or for return prior to the Sunday at the beginning of 0<sup>th</sup> Week. 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. Members occupying ensuite rooms (Blue Boar Quad, Meadow Building staircases 1,2,4 and 5 and St Aldate's Quad staircase VII) are asked to note that, where extensions of residence during 9<sup>th</sup> week are permitted under the above procedure, in no circumstances can such vacation residence extend beyond the Saturday at the end of 9<sup>th</sup> Week. (It is possible that in some years this will not apply to the Christmas Vacation, depending on the College's conference business in a given year. The House Manager can advise.)

## 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 House Manager, giving as much notice as possible. The guest charge, currently £30 per person nightly, including breakfast in Hall, 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, 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. 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 30: Parties and Section 31: Noise and other disturbances 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 and, in areas where there is no Tea Point, an automatic pop-up toaster. Tea Points are provided on Meadows staircase 1 and in Blue Boar quadrangle. In the Liddell Building and St Aldate's Quad, all cooking appliances must be kept in kitchens. **Any electric or open flame cooking appliances 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 hair dryer, ***but it is your responsibility to ensure that any item of electrical equipment brought for use in College accommodation is safe.*** In particular, modern, insulated, correctly-wired and properly fuse-rated plugs should be used. If there is any doubt, equipment should be checked by a qualified electrician, and the electrician may also be able to offer advice. Adaptors may not be used: the connection of more than one portable electrical appliance must be effected by the use of a trailing socket; 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.*** The introduction into rooms of decorative lighting arrangements including Christmas fairy lights is permitted subject to (i) their being electrically tested and properly fuse rated prior to being plugged into a 13-amp socket and (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 TV Licensing, the 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. 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 Blue Boar, Meadow, and Old Library, where charges are divided equally amongst all occupants, and St Aldate's where costs are shared per flat. Where communal kitchens are provided, such as the Liddell Building, all the fuel charges are shared equally amongst all occupants.

Christ Church spends a six-figure sum each year on utilities, in addition to what individual members pay, and emits 2,700 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 computers, 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. Learn to operate your storage heater efficiently.
- 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.

An *Energy-Saving Suggestions Scheme* is in place and all members of the Christ Church community are invited to submit suggestions for consideration and small cash rewards. Suggestions may be submitted to the Steward in writing or by e-mail to [steward@chch.ox.ac.uk](mailto:steward@chch.ox.ac.uk).

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.

## 9. 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: all plastic bottles and containers, tin cans, cardboard and paper (including magazines and newspapers) should go into the green bin; all other waste (with the important exception of glass – see below) should be placed in the other bin. Both will be emptied daily (except on Sundays) by your Scout.

At the entrance to each staircase is a green recycling bin where members are asked to place all glass bottles of any colour.

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.

## 10. Lockers: Tom Quad Bath and Dressing Rooms

There are a number of lockers available on Tom 3 for Junior Members living out. Subject to availability, keys may be obtained from the House Manager, and must be returned when no longer required. Articles of value should not be left in the lockers: safety deposit boxes are available at the Porters' Lodge (see subsection 11 below). There are also baths and showers on Tom 3 for those living out. If the key is not returned at the end of Trinity Term you will be charged £10 for the cost of a new key.

## 11. Fire, Safety and Security

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

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

Digital entry locks are fitted at the entrance doors of most staircases: please do not undermine security by propping a door open or by divulging the entry code more widely than necessary. **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. 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 at the Porters' Lodge. To enquire about availability during the Vacation, please contact the Head Porter.

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.

In accordance with its obligations, Christ Church routinely tests fire alarms throughout college. Every Tuesday between 11 a.m. and 11.05 a.m. a section of the fire alarm system will be tested to ensure functionality. The bell 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 every room.

A Fire Awareness Drill for all freshers takes place in Hall on the first Saturday of Michaelmas Term and attendance is compulsory. There is a fire safety notice in each room and residents should familiarise themselves with the procedures, means of escape and location of appliances. Additional fire drills will be held.

*It is 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, except cigarettes, cigars and hand-held pipes, may be used or kept in Junior Members' rooms. The ban on inflammable items includes candles.*

In case of emergency, other occupants of a staircase should be warned and the Porters at Tom Gate informed. If there is a bomb alert or other emergency, it may be necessary to evacuate the College. An evacuation will be organised by the Porters, who will use whistles to alert residents and 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 Hall.

*You are forbidden to go on the roofs of any part of the College, to climb any walls or scaffolding 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.*

**Other than in an emergency, it is a criminal offence wilfully to 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.**

## 29. STREET BEGGARS

Members will recognise that this is an important, possibly controversial, social issue and one which has caused concern and some difficulty in Oxford. The City Centre Management Company, together with Thames Valley Police, aim significantly to reduce street begging, which is illegal. At the same time they seek to encourage 'diverted giving' through OXPAT, which supports the homeless and others in need in the city centre. This information is provided to help members determine their own response to street begging.

### 30. LODGINGS

Undergraduates and graduate students living out of College *are required to complete and return a Gate Bill* at the beginning of each term to give notice of addresses and confirm University residence. *The House 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 Gate Bills to the Porters' Lodge at Tom Gate. Failure to do so may result in forfeiture of a term's residence and failure to qualify for a degree.**

The University Accommodation Office, Wellington Square, Oxford, keeps a list of lodgings which it has inspected and approved, and of flats for married Junior Members. The College also has a limited number of furnished flats for graduates. Application should be made to the Tutor for Graduates by Friday of 8<sup>th</sup> Week in Hilary Term for the following academic 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.

### 31. 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 for all parties held in College regardless of venue.*** 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. The Porters 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 twenty-four 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.
  - 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 on behalf of College clubs. Booking through Stephen Bartlett, the Resident Manager at Liddell, having obtained the Junior Censor's permission in principle.

- *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 Stephen Bartlett required.*
  - *Presence of a steward at the site gate to control unauthorised access.*

**The Sports Ground Pavilion:** available for parties and summer barbeques. Booking through the sports ground manager.

- *Number Limit:* 70 for indoor events
- *Times:* Sunday – Thursday 7 pm to 11 pm
- Friday and Saturday 7 pm to midnight
- *Other conditions*
  - Music only in the pavilion and unamplified and with the windows closed;
  - Seven days' notice required;
  - *The college's rules for safety at barbecues must be followed.*

**McKenna Room:** available for dinners organised by Junior Members and on behalf of College clubs. Booking through Haley Greenhough, the Assistant Conference and Events Administrator in the Steward's Office.

- *Number Limit:* 47
- *Times:* 8 pm to 10.30 pm Monday - Friday
- *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 via the Assistant Conference & Events Administrator in the Steward=s Office.

Number: maximum 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 Greenhough, the 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 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 directly with the Buttery Manager; any food (a short list is available) should be ordered via the 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 Masters= Garden is not available for parties organised by junior members or on behalf of clubs and societies.*

### 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.

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. The Junior Censor may require payment of fines for excesses of this kind.

See also Section 28.6 and Section 31 above.

### 33. LAUNDERETTES

Laundry facilities are provided in launderettes situated in Blue Boar Quad, Meadow 4 basement, Peckwater 8 basement, Liddell Building Handel Davies Room and St Aldate's Quad 5. Users are asked to treat the machines with care and to use only low foam detergents. Any breakdown of the machines at Liddell should be reported to the Resident Manager. In each of the launderettes is a poster displaying a freephone number to call in the event of a breakdown. This number can be dialled from any room 'phone at no cost.

### 34. MOTOR CARS, MOTOR CYCLES 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. 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 are 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 should be aware that cycling in Oxford is dangerous and cycle helmets are highly recommended throughout the year. Bicycle lights are a legal requirement after 'daylight hours'. 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. *Bicycles are not to be kept in rooms or accommodation areas under any circumstances; if found they will be removed by staff*. The fob (issued to all Junior Members) opens the cycle stores. 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 available from the Porters' Lodge with the University scheme (administration charge 50p). *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 9<sup>th</sup> 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. HEALTH

#### Medical Advice and Treatment and the College Nurse

The College Nurse, Mrs Midge Curran, has a surgery in Killcanon Room 2 and can also be contacted by telephone 76176 and email [midge.curran@chch.ox.ac.uk](mailto:midge.curran@chch.ox.ac.uk)



## University Counselling Service

The Service offers professional counselling to members of the University, and the staff have expertise in study-related problems and anxiety management as well as in broad counselling issues. 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. Appointments can be made direct or via the College Nurse (see above)

## Smoking

Christ Church is substantially a no smoking institution. This rule and understanding comprises not only enclosed public areas (as required by law) but also quads and gardens and other outside areas within the curtilage. At present the Governing Body has not extended this comprehensive smoking ban to members' private single study bedrooms. In such rooms members are advised to observe the courtesies and consideration appropriate to our close-knit community and to refrain from smoking when others – including college staff – are present.

The Governing Body has designated just three 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) and (iii) outside the Undercroft close to the Schools Quad Gate.

Members are asked to honour these understandings and thus avoid the embarrassment that may be caused by the need for reminders.

## 36. DRUG ABUSE

*Possession, use or supply of banned drugs on College premises is strictly forbidden.* The use of banned 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. *Banned drugs must in no circumstances be brought within the College or College premises*, and any infringement of this rule will result in severe penalties. The University's Drug Policy is set out below in full:

### The University Drugs Policy

The use of specified drugs is illegal within the UK, and is inimical to the University's primary objectives of the pursuit of academic study and research. The presence of drugs within the University community is detrimental to the welfare of its members generally, and will not be tolerated. Taking illegal substances, including so-called 'soft' drugs, has a rapid and serious effect on academic study, and is likely to lead to long-term health problems. Although addiction to drugs is sometimes curable, it is often not, and therapy is a prolonged, expensive and specialised treatment, which is certainly disruptive. There are secondary but very real health risks such as exposure to infection with hepatitis, and AIDS. The University also recognises its duty to take firm action to protect people who may be affected or put at risk by drug misuse by other people, such as through dealing and supplying, or from the anti-social behaviour consequent upon misuse. The Colleges and the University are forbidden by law knowingly to allow drug misuse to take place on their premises. Students should be aware that the pastoral and disciplinary frameworks for action set out below, apply to activities within a 'University context' which under the University Statutes is defined as activities on University or College premises; in the course of

University activity within or outside Oxford, whether academic, sporting, social, cultural, or 'other'.

### **The Pastoral Framework**

One step with which anyone who has become involved with drugs needs to take is to recognise that a problem exists. The University and its constituent Colleges also recognise the need to provide appropriate support to students needing help. A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law.

1. **Counselling** is available at both college and University level. **Colleges** will supply details of persons within the College (e.g. College Advisers, Chaplain), to whom individuals might turn for advice. The **University Counselling Service** provides a source of confidential advice outside the College context. **OUSU's Welfare Officers** will assist students in finding appropriate support.
2. **Medical Help.** One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from LIBRA (01865 749800), or from the National Drugs Helpline (0870 776600), and other contacts are available at <http://www.drugs.gov.uk>.

### **The Disciplinary Framework**

Those involved with drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(k) makes it a disciplinary offence for members of the University intentionally or recklessly to use, offer, sell, or give to any person drugs, the possession or use of which is illegal.

**Personal use of drugs.** Students found using illegal drugs within their own Colleges or in College-owned accommodation will be subject to the provisions of their College's disciplinary code. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. In the case of use of Class C drugs, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action. In the case of Class A and B drugs (e.g. heroin, amphetamine sulphate, LSD, cocaine, crack, cannabis, ecstasy), the University or College authorities will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. The University Statutes provide that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Disciplinary Court. The Disciplinary Court has the power to expel student members.

**Supplying and dealing in drugs will be treated severely.** Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware

that ‘dealing’ includes supplying drugs to others irrespective of whether payment is made. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

### **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 (s)he sobers up. 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.

## **37. 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, obtainable from the President of the Boat Club. Further information can be obtained from the Honorary Treasurer of the Boat Club.*

### **Squash Courts**

The College has two squash courts, which may be booked through the College Intranet (<http://intranet.chch.ox.ac.uk/>). 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, Dr 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/>.*

The University Safety Officer is Andy Hadcroft, who can be contacted at [safety@sport.ox.ac.uk](mailto:safety@sport.ox.ac.uk). Barrie Hearn, the Resident Groundsman at the Sportsground (telephone 243992), is also available to discuss matters of concern with junior members, and further details are available from the Senior Treasurer of the Amalgamated Clubs, Dr 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.

### 38. EQUALITY OF TREATMENT AND OPPORTUNITY

#### 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 his or her 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, sex and 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.

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

Harassment 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 the Junior Censor and Dr Bose 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 2011/12 they are the Junior Censor and Dr Mishtooni Bose. In case of any possible conflict of interest or other difficulty at this stage of the procedures, the Governing Body has appointed Dr Brian Parkinson as alternate for the Junior Censor, and Professor Sarah Rowland-Jones as alternate for Dr Mishtooni Bose.

### **REGULATIONS**

- (1) *No Member or Employee of the College shall harass any other Member or Employee of the College or the University, or any other person for whom the College or University has a special responsibility.*
- (2) For the purposes of Clause 1 above, harassment shall be deemed to have taken place whenever, in the context of the working or social life of the College or University, a Member or Employee of the College has behaved, towards any other Member or Employee of the College or the University or any person for whom the College or University has a special responsibility, in an unwarranted manner such as to cause and as may reasonably be

expected to cause such distress or annoyance as seriously to disrupt the work or substantially to reduce the quality of life of that person, by such means as (a) single or successive acts of bullying, verbal or physical abuse, or ill-treatment of that person, or (b) otherwise creating or maintaining a hostile environment for that person.

- (3) Forms of harassment covered by Clause 2 include, but are not limited to, unwelcome sexual advances, and harassment depending on another's sex, sexual orientation, religion, race, or disability.
- (4) Any breach of these regulations shall be a disciplinary offence. Allegations of harassment will be thoroughly investigated, and appropriate action will be taken in all cases where an allegation proves to be valid.
- (5) These regulations and procedures are not intended to supplant the law, and any Member or Employee of the College may use other legal channels at any stage.
- (6) It may be that a complaint could be heard by more than one disciplinary body. Where the person complained against is a Junior Member the complainant will be expected to choose whether to pursue the procedures of this code within the college or the relevant disciplinary procedures of the University through the Proctors. If a complainant has previously brought or is in the process of bringing a complaint against the same person, founded wholly or partly on the same matter, before any other disciplinary body, he or she must reveal that fact when making a complaint under the procedures of this code.

## PROCEDURES

- (1) These regulations apply to all Senior Members, Junior Members and Employees of the College, although the procedures and sanctions will vary according to category. The strictest confidentiality consistent with operating these procedures should be observed.
- (2) **Complaints procedures**
  - (a) A complaint by a Senior Member (whether about another Senior Member, a Junior Member or an Employee) should be made to:
    - (i) the Censor Theologiae (Dr Judson (Michaelmas Term) and Professor Cartwright (Hilary and Trinity Terms)
    - (ii) the Junior Censor; or
    - (iii) Dr Javorcik or Dr Schear.

The person to whom the complaint is made should first discuss the matter with the complainant, but not investigate beyond that. If it is agreed that the matter should go further, it should be referred to either the Junior Censor or Dr Bose (or one of their alternates).
  - (b) A complaint by a Junior Member (whether about another Junior Member, or about a Senior Member or Employee) should be made to
    - (i) the Member's tutor or Personal tutor; or
    - (ii) the Junior Censor; or
    - (iii) the College Chaplain; or
    - (iv) the College Nurse; or

- (v) a J.C.R. Welfare Officer; or
- (vi) the G.C.R. Welfare Officer; or
- (vii) Dr Bose

The person to whom the complaint is made should discuss the matter with the complainant, but not investigate beyond that. If it is agreed that the matter is to go further, the complaint should be referred to either the Junior Censor or Dr Bose (or one of their alternates).

- (c) A complaint by an Employee (whether about another Employee or about a Junior or Senior Member) should be made to:
  - (i) the Employee's immediate supervisor; or
  - (ii) the College Nurse; or
  - (iii) the College Chaplain

The person to whom complaint is made should first discuss the matter with the complainant, but not investigate beyond that.

If it is agreed that the matter should go further and the complaint is against another Employee, the supervisor, Nurse or Chaplain should, where appropriate, seek to resolve the matter by informal conciliation. If such conciliation is not appropriate or is unsuccessful, the complaint should be referred (with the complainant's permission) to the member of Governing Body responsible for the Employee complained against, to be dealt with according to the appropriate Terms of Employment and Disciplinary Rules.

If it is agreed that the matter should go further and the complaint is against a Senior or Junior Member, the supervisor, Nurse or Chaplain should refer the matter to the Junior Censor or Dr Bose (or one of their alternates).

### (3) **Conciliation and Discipline**

The Junior Censor or Dr Bose (or one of their alternates) should attempt, where appropriate, to resolve complaints referred to them by informal consultation with the parties concerned. If such consultation is not appropriate or is unsuccessful, the Junior Censor and Dr Bose (or alternate(s)) should confer together, and, if one or both consider the matter is sufficiently serious, proceed as follows:

- a) In the case of a complaint against a Senior Member, the matter should be referred to the Dean, to be dealt with according to the Statutes of Christ Church.
- b) In the case of a complaint against a Junior Member, the matter should be referred in writing by the Junior Censor to the Senior Censor, who will convene a Disciplinary Panel consisting of the Senior Censor and at least two members of the Governing Body not connected with the case. The Disciplinary Panel may penalise breaches of the College rules on harassment by the levying of fines, by limiting the use of College facilities including the deprivation of rooms in College, 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. Junior Members may appeal to the Dean against a decision of the 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 Censors' Administrator.

- c) In the case of a complaint against an Employee, the matter should be referred to the member of Governing Body responsible for the Employee in question, to be dealt with according to the appropriate Terms of Employment and Disciplinary Rules. From the decision of that member of Governing Body there may be an appeal to the Dean.
- d) In the case of a complaint against a Member or Employee of another College or against a Member of the University Staff, the matter should be referred to the relevant Head of House or Head of Department or the Proctors, as appropriate.

Arrangements will be made where necessary to ensure that no person shall be involved in taking a decision on a complaint who has any previous involvement with the case.

In the event of a procedural complication or a possible conflict of interest at any stage, a complainant or a person against whom a complaint has been made may seek guidance from the Junior Censor or Dr Bose or either Dr Javorcik or Dr Schear.

#### **40. ACADEMIC AND SOCIAL PROBLEMS ARISING FROM ILL-HEALTH**

The Governing Body has adopted 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 Censors' Administrator or the Dean's Assistant.

#### **41. THE GATES**

Tom Gate is open between 5.30 a.m. and 8.30 p.m. in term and vacation, with occasional extensions or restrictions as required by circumstances: access at other times is through a wicket gate. Canterbury Gate is accessible via a wicket gate between 8 a.m. and midnight; the gate itself is open only between 8 a.m. and 6 p.m. 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.* For the sake of security the loss of a key/fob must be reported as soon as possible to the Censors' Administrator. A fine of normally £15 is levied for a lost key/fob, and a charge of £10/£5 is made for the cost of its replacement. 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 have been 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.*

## 42. MAIL AND MESSAGES

### Incoming Mail and Messages

Incoming mail received for Junior Members are placed in the racks in the mail room at Tom Gate, unless specifically addressed to Liddell Building, 60 Iffley Road, Oxford OX4 1EQ.

A fax receiving service is available at the Porters' Lodge on 01865 286588. The telephone numbers of the lodges are:

Tom Gate: 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 Steward's Office. 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 in the mail room 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.

Boxes are emptied frequently throughout the day between 9.30 a.m. and the final clearance at 3.45 p.m. Monday to Friday. There is no collection service on Saturday or Sunday. Letters placed in boxes after 3.45 p.m. on Friday for external delivery will not be delivered until after 11.00 a.m. on Monday.

### Telephones

There are no public telephones in College.

Each room in College has a telephone connected to the University Network and calls can be made to other telephones on the University Network at no cost. Freephone calls to 0800 numbers can also be made free of charge. Calls to any other number require a pre-paid 'phone card which can be purchased from the Porter's Lodge at Tom Gate.

### 43. PROVISION AND SERVICE OF FOOD

Hall: meal services in Hall are provided under the direction of the Hall Manager, Mr Andrew Hedges. Meals are served as follows from the Monday of 0<sup>th</sup> Week until the Friday of 9<sup>th</sup> Week:

Breakfast	8.00 - 9.00 a.m.	Monday to Friday
Lunch	12.30 - 1.30 p.m.	Monday to Friday
Brunch	11 a.m. - 1.30 p.m.	Saturday
	11 a.m. - 1.30 p.m.	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.

Dinner is a served meal in two sittings at 6.20 and 7.20 p.m. The first sitting is an informal meal: gowns are not worn but punctual attendance is required. The second sitting is a formal meal *and gowns are worn over smart clothes: men must wear jackets and ties*. It is started immediately after Grace at 7.20 p.m. 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 J.C.R. or G.C.R. Food Representatives, with whom the Steward holds regular meetings.

### Special Diets

The college's caterers are glad to meet almost all dietary requirements subject to advance notice and the personal cooperation of members. Season-ticket holders on special non-vegetarian diets, whether resident or non-resident, are asked to notify the Steward's Office 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 diet card must be renewed annually. The Hall Manager and Executive Head Chef will be pleased to discuss individual dietary requirements. The particular cooperation of those members on special diets other than vegetarian 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. 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 non-vegetarian 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 and in St Aldate's Quad 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 £2.10 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.

Members of the House who reside in the Liddell Building, at 181 Woodstock Road or 12 Abbey 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. 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 11 a.m. on the day in question or 11 a.m. on Saturday for Sunday. In such cases the standard dinner charge of £3.13 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 £3.13 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 11 a.m. on Mondays to Saturdays. Sunday lists close at 11 a.m. 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 be sure to show your University card to the Hall Manager's staff, who may refuse entry if the card is not presented.**

### **Dinner Sitings**

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 £1.65 and £2.70 is made.

Dinner: guests are welcome at dinner subject to availability and to advance arrangements being made. Guest bookings may be requested by e-mail as above or by contacting the Hall Manager personally. The normal closing time for guest booking is 11 a.m. on the day in question or 11 a.m. on Saturday for Sunday. The guest dinner charge is £5.98 plus VAT.

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

The Buttery Bar, wine cellar and Undercroft Bar are overseen by Mr Peter Keddie, the Bars Manager. 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:

12.15 to 1.30 p.m. daily, **except Sundays**  
6.00 to 8.30 p.m. 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 between 7.30 p.m. and 11 p.m. 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.

#### 44. THE STEWARD

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

Accommodation	The House Manager, Mr Philip Tootill (Tom 9, ground floor, telephone (2)76268, e-mail: philip.tootill@chch.ox.ac.uk)
Accounts, battels, fees, and enquiries	The Manciple, Mrs Jenny Gay (Tom 9, ground floor, telephone (2)76175, e-mail:jennifer.gay@chch.ox.ac.uk)
Mail, messages, fire and security	The Head Porter, Mr Philip Tootill (Porters' Porters' Lodge, telephone (2)76151, e-mail: philip.tootill@chch.ox.ac.uk)
Meals	The Executive Head Chef, Mr Chris Simms
The Hall Manager,	Mr Andrew Hedges (telephone (2)76164), e-mail: hallmanager@chch.ox.ac.uk
The Buttery Manager,	Mr Peter Keddie
Resident Manager Liddell Building	Mr Stephen Bartlett (telephone 725364, e-mail: stephen.bartlett@ccc.ox.ac.uk)

The telephone number of the Steward's Office is 276250.

The College staff are expected to provide a very 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. A comment form is available on request from the Steward's office or the Porters' Lodge.

#### 45. 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 Loans Company or SAAS 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.

**We cannot overstate the importance of your providing the Steward's office with a copy of your 'Financial Breakdown' form, or equivalent, each academic year, which you will receive from the centralised service known as Student Finance England, or from your LA, and will ensure that you are charged fees at the correct level. Otherwise you will be liable for substantial College fee charges.**

All Fees are due, in full, at the commencement of Michaelmas term unless you have taken advantage of the option of paying termly in instalments, which must be by the direct debit method only.

## Charges

A daily 'Board and Lodging' charge for Junior Members living in is set each year by the Governing Body, at a level comparable with other colleges. The rate for 2011-2012 is £17.86 per day. 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.

A 9% discounted rate of 'Board and Lodging Charge' (£16.25 per day) is available to graduates or 4<sup>th</sup> year chemists who are residents of Liddell Building or St Aldate's Quad who elect, before the end of 4<sup>th</sup> Week of Michaelmas Term, to reside for a minimum of 40 weeks (280 days) period, which normally runs from 1<sup>st</sup> September.

A 12% discounted rate of 'Board and Lodging Charge' (£15.72 per day) is available to graduates or 4<sup>th</sup> year chemists who are residents of 12 Abbey Road or 181 Woodstock Road only who elect,

before the end of 4<sup>th</sup> Week of Michaelmas Term, to reside for a minimum of 40 weeks (280 days) period, which normally runs from 1<sup>st</sup> September.

A 15% discounted rate of 'Board and Lodging Charge' (£15.18 per day) is available to graduates or 4<sup>th</sup> year chemists who are residents of 12 Abbey Road or 181 Woodstock Road only who elect, before the end of 4<sup>th</sup> Week of Michaelmas Term, to reside for a minimum 11 month period, which normally runs from 1<sup>st</sup> September.

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 2011-2012 is £96.45 per year. Dinner is charged for separately on termly battels. Breakfast, lunch, and brunch are paid for as taken at cost price. 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, 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 Wednesday night of 0<sup>th</sup> week to the Friday night of 8<sup>th</sup> week (a total of 59 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, he/she will be charged an additional £50 (See Section 8.6).**

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 31 above) and detailed arrangements are made through the 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 three days (from Wednesday night of 0<sup>th</sup> week to Friday night of 8<sup>th</sup> week (a total of 59 nights) advance board and lodging charge for the current term payable in advance. On arrival in Michaelmas Term, Freshers will receive a bill for eight weeks and six days' (from Sunday night of 0<sup>th</sup> week to Friday night of 8<sup>th</sup> week - 62 nights) advance board and lodging charges, a total of £1,107.32. 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. If battels remain unpaid by the end of the term in which they are due, the debtor may in addition 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 Censors' Administrator 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 30th 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. **No University degree can be conferred until outstanding battels are paid in full**, including an estimate of current charges incurred. No GSO forms for graduate students will be signed until battels are paid in full.

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 £5.90 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.

## **46. THE JUNIOR COMMON ROOM**

The facilities provided in the J.C.R. are available to all Junior Members during term time. The J.C.R. is open from 7 a.m. to 3 a.m. for social use, and has newspapers, a television with satellite dish, various games machines and a photocopier. The J.C.R. 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 J.C.R. has agreed certain modest termly levies on its members. These are currently an Entertainments Levy of £5, a JCR Appeals Levy of £2, an Arts Levy of £1, and a £4 contribution towards the Developing World Scholar Fund (now called Reach Oxford). These levies are charged to termly battels. In Trinity Term an additional Punt Levy of £5 is charged to 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 J.C.R. officers, and to attend J.C.R. meetings. Anyone who resigns from the J.C.R. still has the right to use the facilities of the J.C.R. (See also section 47 below.)

## **47. THE GRADUATE COMMON ROOM**

The G.C.R. 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. The Tutor

for Graduates' Secretary (Ms Melanie Radburn in the Censors' Office on Tom 8) issues a G.C.R. key (and, if desired, a key for an individual locker within the G.C.R.) to each member on request.

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.

#### **48. 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 J.C.R. and G.C.R. The Christ Church code is as follows:

1. The J.C.R. is an association open to all Junior Members of the House. The G.C.R. 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 J.C.R. and G.C.R. have written constitutions, elect officers and hold regular meetings. Membership of the J.C.R. and G.C.R. 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 J.C.R. or G.C.R. (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 J.C.R. or G.C.R.
5. The written constitutions of the J.C.R. and G.C.R. 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 O.U.S.U.), 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 J.C.R. and G.C.R. as associations to participate in the management and provision of these services and from time to time provides the J.C.R. and G.C.R. 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 J.C.R. and G.C.R. 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 J.C.R. and G.C.R. may be inspected in the Censors' Office.

#### 49. 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.

#### 50. CCTV Cameras

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

## 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 Christopher Lewis: 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

Open 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 Censors' Administrator or the Junior Censor's Secretary. 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.

Dr Ian Watson tel: (2)76157, e-mail: [ian.watson@chch.ox.ac.uk](mailto:ian.watson@chch.ox.ac.uk)

**The Censors' Administrator**

Financial assistance, accommodation, problems with LEA grants, appointments to see Senior Censor

Ms Jane Nelson; tel: (2)76157, e-mail [jane.nelson@chch.ox.ac.uk](mailto:jane.nelson@chch.ox.ac.uk)

**The Academic Assistant (Under-graduates)**

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

Ms Sally Boardman; tel: (2)86574 e-mail: [sally.boardman@chch.ox.ac.uk](mailto:sally.boardman@chch.ox.ac.uk)

**The Junior Censor**

Tom 8, second floor  
Permissions for parties, absence during term, vacation residence

Professor David Nowell; tel: (2)76156 e-mail: [david.nowell@chch.ox.ac.uk](mailto:david.nowell@chch.ox.ac.uk)

**The Academic Assistant (Graduates)**

All matters relating to graduates, Appointments to see the Tutor for Graduates.

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

**Tutor for Graduates**

Tom 8, second floor  
Appointments can be made through the Academic Assistant (Graduates).

Dr Katya Andreyev; tel: (2)76158 e-mail: [catherine.andreyev@chch.ox.ac.uk](mailto:catherine.andreyev@chch.ox.ac.uk)

**TUTORS' OFFICE:** Tom 8, ground floor: tel: (2)76182

**The Tutors' Administrator** Mrs Jackie Webber  
Booking of lecture theatre, lecture and Seminar rooms e-mail: [jackie.webber@chch.ox.ac.uk](mailto:jackie.webber@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 House Manager** Mr Philip Tootill; tel: (2)76268  
Booking of College guest rooms, problems with rooms, notification of changes to planned vacation residence (other than Liddell) e-mail: [philip.tootill@chch.ox.ac.uk](mailto:philip.tootill@chch.ox.ac.uk)

**The Manciple** Mrs Jenny Gay; tel (2)76175  
Enquiries about accounts, battels, and fees e-mail: [jennifer.gay@chch.ox.ac.uk](mailto:jennifer.gay@chch.ox.ac.uk)

**Conference & Events Administrator** Miss Joanna Malton; tel: (2)86877  
Booking of McKenna Room, Ante-Hall and Cathedral Garden e-mail: [joanna.malton@chch.ox.ac.uk](mailto:joanna.malton@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

Barrie Hearn, the Resident Groundsman; tel. 243992

## HEALTH AND WELFARE

**The College Chaplain** Revd Ralph Williamson; tel. (2)76236 (office),  
Killcanon 1 244770 (home)  
e-mail: [ralph.williamson@chch.ox.ac.uk](mailto:ralph.williamson@chch.ox.ac.uk)

**The College Nurse** Ms Millicent Curran; tel. (2)76176  
Killcanon 2 e-mail: [midge.curran@chch.ox.ac.uk](mailto:midge.curran@chch.ox.ac.uk)

**Welfare Advisers** Dr Beata Javorcik; tel (2)76123;

e-mail: [beata.javorcik@chch.ox.ac.uk](mailto:beata.javorcik@chch.ox.ac.uk);  
Dr Joseph Shear; tel: (2)76248;  
e-mail: [joseph.shear@chch.ox.ac.uk](mailto:joseph.shear@chch.ox.ac.uk)

**College Doctor**  
27 Beaumont St

Dr Jane Mortensen; tel: 311500

**College Dentist**  
3 George St

Mr Peter Dahlman; tel: 244304

**University Counselling  
Service Adviser**  
11 Wellington Square

Mr Alan Percy; tel: (2)70300

## COMPUTING

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

**Computing Officer**  
Schools Quad

Mr Andrew Middleton; tel: (2)76273  
e-mail: [andrew.middleton@chch.ox.ac.uk](mailto:andrew.middleton@chch.ox.ac.uk)

## PORTERS' LODGE

**Head Porter**  
Mail, messages,  
fire and security

Mr Philip Tootill  
e-mail: [philip.tootill@chch.ox.ac.uk](mailto:philip.tootill@chch.ox.ac.uk)

**Deputy Head Porter**

Ms Denize Noel; tel.(2)76151  
e-mail: [denize.noel@chch.ox.ac.uk](mailto:denize.noel@chch.ox.ac.uk)

## HALL

**The Hall Manager**

Mr Andrew Hedges; tel. (2)76164

**The Buttery Manager**

Mr Peter Keddie; tel. (2)76153

**The Executive Head Chef**

Mr Chris Simms

## LIDDELL BUILDING

**Resident Manager**

Mr Stephen Bartlett (tel. 725364, e-mail:  
[stephen.bartlett@ccc.ox.ac.uk](mailto:stephen.bartlett@ccc.ox.ac.uk))

**Liddell Lodge**

Tel. (4)31100