The Blue Book
Information & Regulations
for Junior Members
(Including Covid-19 Information)
Christ Church
Oxford
2020-2021
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Introduction

Christ Church (often known as ‘the House’) is a large and varied community, including about 450 undergraduates, 320 graduate students, 130 academic staff, and 180 College staff. This booklet (known as the ‘Blue Book’) provides useful information for Junior Members, and sets out the regulations that apply to their conduct at Christ Church. Please read it carefully, and become familiar with the basic requirements laid out in it. The latest version of this document can be found online as a PDF, which can be searched electronically: www.chch.ox.ac.uk/current-students/notices-and-useful-resources.

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 represent common-sense arrangements for communal cooperation, and some follow University regulations. This document is revised annually and circulated to all Junior Members at the beginning of each academic year. If changes are made during the academic year, a revised version of the document will be circulated.

Sections highlighted in grey refer to arrangements which have been put in place because of the Covid-19 pandemic, and to which both freshers and returning students should pay particular attention. All sections of the Blue Book may be updated over the course of the year in response to the pandemic as well as for other reasons – for the latest version refer to the above link.

Updates related to pandemic matters will come from the Academic Office, the Censors, the Steward’s Office or from a dedicated email address: pan@chch.ox.ac.uk. Please read and as necessary act on all notices received from College staff: to neglect to do so will be considered a breach of College rules.

Continuing uncertainty about the course of the pandemic and the public health measures to which it may lead is inevitably a source of anxiety and concern for many people, including our students. Junior Members who will be coming to Oxford for the first time will not begin their university life here in the way that they had expected to do. Junior Members who are returning for another year will be returning to changed circumstances.

Our aim is to keep all Junior Members, our staff and the local community safe in these difficult times. We are a Covid-secure institution, but in order to maintain that status, we need the full cooperation of Junior Members at all times.

We understand that this prospect may be challenging or difficult for many reasons. Please be assured that we empathise with the uncertainty that Junior Members face, and that student
representatives are involved in the plans that we are making to mitigate any risks to wellbeing, in order to offer the best experience that we reasonably can. We continue to plan for the academic year in the light of current public health advice, and we recognize that we may need to adjust our services in a flexible way, in response to changing circumstances.

We will work hard to support all Junior Members, but it is important for us to acknowledge that you may need to adjust your expectations of what university life will involve. This inevitably includes how you will interact with other Junior Members and with academic and non-academic staff in colleges and departments.

This document provides information about the support/provision available to Junior Members on their arrival at Christ Church, and contains important contact details. We ask that you follow this guidance as carefully as possible for your own safety and that of others.

Please note that separate guidelines have been issued to quarantining students. If you have not been sent this guidance and you need to quarantine, please contact the Academic Office. If you are unsure whether you need to quarantine, please check the Government website.

Section I: General information

Key Contacts
College Officers

Junior Members may come into contact with the following College Officers:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name (linked email)</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>The Very Rev’d Professor Martyn Percy</td>
<td>(2)76161</td>
</tr>
<tr>
<td>Senior Censor</td>
<td>Professor Geraldine Johnson</td>
<td>(2)76157</td>
</tr>
<tr>
<td>Junior Censor</td>
<td>Professor Dirk Aarts</td>
<td>(2)76182</td>
</tr>
<tr>
<td>Censor Theologiae</td>
<td>Professor Ian Watson</td>
<td>(2)76157</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mr James Lawrie</td>
<td>(2)76178</td>
</tr>
<tr>
<td>Steward</td>
<td>Ms Pauline Linieres-Hartley</td>
<td>(2)86580</td>
</tr>
<tr>
<td>Director of Development</td>
<td>Mr Mark Coote</td>
<td>(2)86235</td>
</tr>
<tr>
<td>Tutor for Admissions</td>
<td>Professor Edward Keene</td>
<td>(2)76196</td>
</tr>
<tr>
<td>Tutor for Graduates</td>
<td>Dr Anna Clark</td>
<td>(2)86873</td>
</tr>
<tr>
<td>Librarian</td>
<td>Professor Mark Edwards</td>
<td>(2)76169</td>
</tr>
<tr>
<td>Curator of Pictures</td>
<td>Professor Alex Vasudevan</td>
<td>(2)76172</td>
</tr>
</tbody>
</table>

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 and Senior Censor (in the case of undergraduates) or Tutor for Graduates (in the case of postgraduates) of their academic progress at Dean’s Collections.

The Senior and Junior Censors are academics who are responsible for overseeing the academic life of the House, serving in each role for two years, first as Junior and then as Senior Censor.
They sit on all the major Governing Body committees, convene a number of committees themselves, and hold regular meetings with representatives of the Junior Common Room (JCR) and Graduate Common Room (GCR). Either Censor may be consulted in confidence on personal issues which cannot be dealt with by Subject Tutors or other members of staff.

**The Senior Censor** oversees academic matters including general concerns about work, requests for a change of course, academic discipline, financial support, and general concerns of an academic nature. Students seeking guidance on academic matters usually approach their subject tutor in the first instance, but may also contact the Senior Censor directly if this is more appropriate.

**The Junior Censor** deals with routine matters such as permission to be absent, as well as with non-academic discipline and welfare. The Junior Censor also oversees the work of three Wardens (graduate students who have delegated authority on welfare and disciplinary matters).

**The Censor Theologiae** acts in the place of the Dean when the latter is unable to do so.

**The Treasurer** is concerned with the House’s investments, financial control procedures, buildings and estates.

**The Steward** is responsible for the provision of domestic services (including accommodation and catering), conferences and tourism.

**The Director of Development** manages the Development and Alumni Office, which maintains and builds relationships with alumni and other friends of the House, and raises money for Christ Church’s primary purposes, which include education and research.

**The Tutor for Admissions** oversees the undergraduate admissions process and Christ Church’s access initiatives.

**The Tutor for Graduates** oversees graduate students in Christ Church. Queries by graduate students concerning funding, travel grants, academic and other matters should, in the first instance, be referred to the Academic Office.

**The Librarian** has overall responsibility for the College Library and liaises when necessary with other College Officers in furthering the College’s library needs.

**The Curator of Pictures** is responsible for the overall maintenance of Christ Church’s collection of artworks, both in the Picture Gallery and elsewhere in the College.

Further information relating to Senior College Officers may be found on the [College website](http://www.christchurch.ox.ac.uk). The Senior Officers are members of Christ Church’s Governing Body, the approximately 65 trustees (the majority of whom hold academic roles in the College) who are responsible for the College and Cathedral that together make up the Joint Foundation that is Christ Church.
Please see Section V: Health & Welfare for details of staff with particular responsibility for the health and welfare of Junior Members.

When in doubt about whom to consult, Junior Members should email the Academic Office. If an emergency occurs out of hours, Junior Members may contact either the Senior or Junior Censor via the Porters’ Lodge (tel: 01865 276157).

Generally, any Junior Member who has exhausted the normal College channels described in the Blue Book can request an interview with the Dean by email to raise matters of concern. Junior Members are also able to appeal to the Dean against decisions of disciplinary and academic tribunals.

College staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name (linked email)</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC OFFICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td>Sarah North</td>
<td>(2)86873</td>
</tr>
<tr>
<td>Student Services Officer</td>
<td>Melanie Radburn</td>
<td>(2)76158</td>
</tr>
<tr>
<td>Academic Officer</td>
<td>Amy Harlow</td>
<td>(2)86574</td>
</tr>
<tr>
<td><strong>CENSORS’ OFFICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Registrar</td>
<td>Helen Etty</td>
<td>(2)76157</td>
</tr>
<tr>
<td>Censors’ Administrator</td>
<td>Jackie Webber</td>
<td>(2)76182</td>
</tr>
<tr>
<td><strong>ADMISSIONS &amp; ACCESS OFFICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions &amp; Access Manager</td>
<td>Ana Hastoy</td>
<td>(2)86583</td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>Gabriel Bather</td>
<td>(2)76196</td>
</tr>
<tr>
<td>Access &amp; Schools Liaison Officer</td>
<td>Matthew Adrian</td>
<td>(2)76181</td>
</tr>
<tr>
<td><strong>DEAN’S OFFICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean’s PA</td>
<td>Jessica Oliver</td>
<td>(2)76161</td>
</tr>
<tr>
<td><strong>HEALTH &amp; WELFARE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaplain &amp; Welfare Coordinator</td>
<td>Clare Hayns</td>
<td>(2)76236</td>
</tr>
<tr>
<td>College Nurse</td>
<td>Millicent Curran</td>
<td>(2)76176</td>
</tr>
<tr>
<td>Senior Warden</td>
<td>Sam Lane</td>
<td>(2)76150</td>
</tr>
<tr>
<td>Warden</td>
<td>Nader Raafat</td>
<td>(2)76150</td>
</tr>
<tr>
<td>Warden</td>
<td>Emily Swift</td>
<td>(2)76150</td>
</tr>
<tr>
<td><strong>IT OFFICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Office (Joint Information Communications Technology Service)</td>
<td><a href="mailto:It-help@chch.ox.ac.uk">It-help@chch.ox.ac.uk</a></td>
<td>(2)86001</td>
</tr>
<tr>
<td>Head of JICTS</td>
<td>Simon Thomson</td>
<td>(2)86001</td>
</tr>
<tr>
<td>Deputy Head of JICTS</td>
<td>Andrew Middleton</td>
<td>(2)86001</td>
</tr>
<tr>
<td><strong>LIBRARY</strong></td>
<td></td>
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</tr>
<tr>
<td>College Library main desk</td>
<td><a href="mailto:library@chch.ox.ac.uk">library@chch.ox.ac.uk</a></td>
<td>(2)76169</td>
</tr>
<tr>
<td>Acting College Librarian</td>
<td>Judith Curthoys</td>
<td>(2)76169</td>
</tr>
<tr>
<td><strong>PORTERS’ LODGE</strong></td>
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<tr>
<td>Porters’ Lodge (incl. for emergencies)</td>
<td></td>
<td>(2)76150</td>
</tr>
<tr>
<td>Lodge Manager</td>
<td>Amanda Roche</td>
<td>(2)76151</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Contact Information</td>
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</tr>
<tr>
<td>Deputy Lodge Manager</td>
<td>Steve Fredericks</td>
<td>(2)76150</td>
</tr>
<tr>
<td><strong>LIDDELL BUILDING</strong></td>
<td></td>
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</tr>
<tr>
<td>Liddell Manager</td>
<td>Karen King</td>
<td>(2)76122</td>
</tr>
<tr>
<td>Liddell Porter</td>
<td>Paul Tanner</td>
<td>(2)76999</td>
</tr>
<tr>
<td><strong>STEWARD’S OFFICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manciple (battels and fees)</td>
<td>Jackie Billington</td>
<td><a href="mailto:battels@chch.ox.ac.uk">battels@chch.ox.ac.uk</a> <a href="mailto:fees@chch.ox.ac.uk">fees@chch.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76175</td>
</tr>
<tr>
<td>Steward’s PA &amp; Accommodation Officer</td>
<td>Jackie Folliard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)86580</td>
</tr>
<tr>
<td>Housekeeping Manager</td>
<td>Camilla Mirto</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76499</td>
</tr>
<tr>
<td>Deputy House Manager</td>
<td>Karen Fisk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76268</td>
</tr>
<tr>
<td>Hall Manager</td>
<td>Andrew Hedges</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76164</td>
</tr>
<tr>
<td>Deputy Hall Manager</td>
<td>Neil Pinkney</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76164</td>
</tr>
<tr>
<td>Bars &amp; Cellar Manager</td>
<td>Emily Rowbotham</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76153</td>
</tr>
<tr>
<td>Conference &amp; Events Administrator</td>
<td>Haley Wiggins</td>
<td><a href="mailto:conferenceoffice@chch.ox.ac.uk">conferenceoffice@chch.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)86848</td>
</tr>
<tr>
<td>Senior Assistant Conference &amp; Events Administrator</td>
<td>Emma Timms</td>
<td></td>
</tr>
<tr>
<td><strong>SPORTS GROUND</strong></td>
<td></td>
<td></td>
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<tr>
<td>Sports Ground Administrator</td>
<td>Carl Wright</td>
<td></td>
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<tr>
<td><strong>TREASURY</strong></td>
<td></td>
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</tr>
<tr>
<td>Treasurer’s PA</td>
<td>Sally Gillard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2)76178</td>
</tr>
</tbody>
</table>

Support staff have been working at home during lockdown. In some cases, staff will return to on-site working in Michaelmas Term 2020, but even if staff are on-site, Junior Members should not visit their offices unless this is unavoidable and/or an appointment has been made in advance. Initial contact should be via email, with meetings to be arranged where needed via the online Microsoft Teams platform.

**Porters’ Lodge**

The Porters’ Lodge is the first port of call for many issues, whether problems with accommodation or welfare support. The Lodge is staffed 24 hours a day on 01865 276150. All students should add this to their phone contacts.

There is also a dedicated emergency mobile in the lodge which is set up to receive WhatsApp messages over the internet which should only be used for contact in an emergency situation and only when it is not possible to call from a mobile phone to the main lodge telephone.

All residents are asked to:
1. Ensure WhatsApp is installed on their mobile phone and
2. Add Christ Church Lodge with the mobile number 07540 297870 into their contacts.

The Lodge Manager, Amanda Roche, (Porters’ Lodge) deals with mail, messages, fire and security.
To access the Lodge for the collection of post/parcels etc, please wear a mask or other type of face covering, maintain social distancing and be patient if asked to wait before entering, as the number of people permitted in the Lodge at any one time is limited.

In the case of an emergency, please contact the Lodge in the first instance as noted above on (2)76150.

**Academic Office**

Tom 8, first floor: tel (2)76158; email academic.office@chch.ox.ac.uk
Opening hours: 10:00 – 12:00, and 14:00 – 16:00, Monday to Friday
Webpage: https://www.chch.ox.ac.uk/academic-office

The Academic Office is the point of contact for queries about Freshers’ Week arrangements and registration, University cards, disabilities, University examinations and Collections, including special exam arrangements, extensions to assessed work and mitigating circumstances notices, and other academic-related matters.

**Censors’ Office**

Tom 8, First Floor: tel. (2)76158; email censors.office@chch.ox.ac.uk
Opening hours: 10:00 – 12:00, and 14:00 – 16:00, Monday to Friday
Webpage: https://www.chch.ox.ac.uk/censors-office

The Senior Censor, Junior Censor, Academic Registrar and Censors’ Administrator are based in the Censors’ Office. Contact the Censors’ Office for appointments with the Senior or Junior Censor.

**Junior Members should read all Censorial notices**, which are circulated electronically by the Academic Office and the Censors’ Office. These may include important information or deadlines (including in relation to pandemic matters) and it is the responsibility of Junior Members to act on such notices. To neglect to do so will be considered a breach of College rules. Junior Members are expected to check their Christ Church email accounts at least once per day during term time and regularly out of term.

**Admissions & Access Office**

Tom 8, Second Floor: email access@chch.ox.ac.uk / admissions@chch.ox.ac.uk
Webpage: https://www.chch.ox.ac.uk/admissions-access-office

The Admissions & Access team work with schools and colleges in Christ Church’s link regions and across the country, and manage the undergraduate and postgraduate admissions processes, and College Open Days.

**IT Office**

The Joint Information Communications Technology Service is based in Schools Quad (right of Lee Building). Students should email it-help@chch.ox.ac.uk for IT support and assistance. The Senior Computing Officer is Professor Kevin McGerty.

**Steward’s Office**

Tom 9, Ground Floor; tel. (2)86580
Opening hours: The office is open 09:00 - 13:00 and 14:00 - 17:00
The Steward’s Office deals with most of the arrangements for College accommodation, food, and battels.
The Manciple, Jacqueline Billington, deals with accounts, battels, fees and related enquiries. The Steward’s Assistant and Accommodation Officer, Jacqueline Folliard, deals with all accommodation enquiries including vacation residence. The Conference & Events Office deal with guest rooms, private dinners and events, and booking of the McKenna Room, Ante-Hall and Cathedral Garden. Email conference.office@chch.ox.ac.uk to book guest rooms.

The House Manager, Camilla Mirto, and Deputy House Manager, Karen Fisk (ground floor, Tom 6), ensure the smooth running of the housekeeping operation. Housekeeping damages and faults should be reported to them.

The Executive Head Chef, Chris Simms, manages the kitchen staff. The Hall Manager and Deputy Hall Manager are responsible for the Hall meal service and special diets.

The Liddell Manager, Karen King, manages arrangements at the Liddell Building; the Senior Lodge Porter at Liddell is Paul Tanner.

The Bars & Cellars Manager, who is also overseeing the outdoor bar in the marquee in the Masters’ Garden during the pandemic, is Emily Rowbotham.

The Treasury
Tom 9, First Floor
Opening hours: 09:00 – 13:00 and 14:00 – 17:00, Monday to Friday
The Treasurer’s Administrator, Sally Gillard, oversees the Treasury-managed off-site graduate accommodation.

General Information about College Staff
College staff are expected to provide a satisfactory level of service, and many have committed themselves to the College over many years to achieve this. The thoughtful cooperation of all members of the House is required to help maintain good relations and acceptable standards. Cases of difficulty or dissatisfaction are best brought to the notice of the Steward via the Steward’s Office. Complaints, which should be substantive and precise, will be dealt with effectively.

College Policies & Codes of Practice
Christ Church’s Policies and Codes of Practice are publicly available on the College website. The following section gives a brief overview of the College Policies held on the website. Junior Members must ensure that they read and comply with all College Policies and Codes of Practice.

Christ Church Equality Policy
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. 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. Christ Church’s policy statement is supported by its employment equal opportunities policy, codes of practice for staff, and Christ Church rules on harassment. Christ Church’s Equality Policy can be found on the College website:

www.chch.ox.ac.uk/equality-policy

Complaints Procedure (Junior Members)
Junior Members wishing to complain about any aspect of College life should usually, in the first instance, discuss the matter informally with the relevant member of the College’s academic, administrative or domestic staff, or with the relevant JCR or GCR representative. This Procedure exists to enable Junior Members of Christ Church to bring matters of concern about the College to its attention, and to enable those matters to be investigated and responded to, with the aim of reaching a resolution satisfactory to all within a reasonable timescale and having due regard to the principles of procedural fairness. Christ Church’s Complaints Procedure can be found on the College website:

www.chch.ox.ac.uk/complaints-procedure-junior-members

Harassment Policy & Procedures
Christ Church affirms its commitment to ensuring a humane, fair, and supportive environment in which the rights and freedoms of all persons and groups of persons are respected, including all its members, employees, and visitors. 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. Christ Church’s harassment policy can be found on the College website:

www.chch.ox.ac.uk/harassment-policy

Safeguarding Policy
The vast majority of Junior Members are adults when they arrive at Christ Church. However, a small number of undergraduates do begin their studies before their 18th birthdays and there are also minors who attend the Cathedral School, sing in Cathedral choirs, live in family homes within Christ Church’s curtilage, attend services in the Cathedral, or visit Christ Church as tourists with their families. Christ Church has a robust safeguarding policy and detailed protocols for ensuring that all minors (including those studying for degrees) and vulnerable adults stay safe. For further information or if you have any safeguarding concerns about yourself or another individual, please see the College website, which includes detailed information about how to report concerns:

https://www.chch.ox.ac.uk/safeguarding-policy

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

Christ Church’s Transgender Policy can be found on the College website: www.chch.ox.ac.uk/gender

Prevent Policy

Christ Church’s Prevent Lead is the Senior Censor.

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

b. Freedom of Speech Policy
   See below for Christ Church’s Freedom of Speech Policy.

c. Policy in Relation to Events
   i. Christ Church is committed to freedom of expression and seeks to restrict expression only when it violates the law.
   ii. Internal and external speakers and audiences are reminded of their responsibilities to observe Christ Church’s policies on harassment and to conduct a civil academic discussion.

   If an event is likely to cause security concerns, the Dean reserves the right to relocate that event to premises where the safety of all participants can be properly protected.

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

Christ Church’s Prevent policy can be found on the College website: www.chch.ox.ac.uk/prevent-policy
Freedom of Speech Policy
Free speech allows Junior Members, teachers, and researchers to become better acquainted with the variety of beliefs, theories, and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.
Christ Church’s Freedom of Speech Policy can be found on the College website:
www.chch.ox.ac.uk/freedom-speech-policy

Privacy Policy
Christ Church is committed to protecting the privacy and security of personal data. The Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how Christ Church stores and handles that data, and keep it safe.
Christ Church’s Privacy Policy can be found on the College website:
www.chch.ox.ac.uk/privacy-policy

Social Media Guidance
Social media is considered by Christ Church to be included within its boundaries and as part of the House Community. As such, if any Junior Member of Christ Church uses social media to abuse a fellow student, a Tutor or staff member, the College, their Department, or others in the University, the Censors will regard it in the same way as verbal face-to-face abuse. Such behaviour will be investigated by the Junior Censor and, if found to be abusive, the individual will be disciplined and fined.

Student newspapers are always on the lookout for news about colleges and individual students, and naturally they prefer to print news that 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 their own and Christ Church’s reputation. They should also be cautious about what they post on their own social media accounts, which again can do serious damage to their own and the House’s reputation.

Social media guidance for Junior Members can be found on the College website:
www.chch.ox.ac.uk/welfare-support-christ-church

Christ Church’s Social Media Policy can be found on the College website:
www.chch.ox.ac.uk/social-media-policy

Junior Members should also refer to the UAS Proctors’ Office Social Media Guidance:
https://academic.admin.ox.ac.uk/social-media-guidance

Policy On Academic Integrity in Research
Christ Church expects anyone affiliated with the institution, whether a Junior or Senior Member (including all trustees), to observe the highest standards of ethics and integrity in the conduct of their research and to adhere to the Code of Practice and Procedure on Academic
Integrity in Research stipulated by the University of Oxford. For the most recent version, see: https://hr.admin.ox.ac.uk/academic-integrity-in-research#collapse1310981

Policy On Illegal Drugs, Alcohol Abuse, Smoking and Vaping

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

Possession, use or supply of illegal drugs (e.g. cannabis, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, crack, etc.) on College premises is strictly forbidden. The use of illegal drugs in College is no different from use outside the College or 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.

The College’s policy on illegal drugs is in effect in any College-owned building, including housing outside the curtilage located in St Aldate’s Quad, 117 St Aldate’s, Abbey Road (including no.12), Botley Road, Cripley Road, and the Liddell site.

Occupants of College-owned buildings are responsible for adhering to the policy, including in regards to visitors to and during parties on their premises, including in communal areas. Note that the policy also applies to activities within a ‘College context’, which includes College activity within or outside Oxford, whether academic, sporting, social, cultural, or ‘other’.

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

b. Alcohol Abuse
Alcohol is as much of a risk to student welfare as are prohibited drugs. Amongst the general population, excessive consumption of alcohol is common and this is unfortunately also reflected amongst students. Junior Members, particularly those who may be unused to alcohol, should resist peer pressure to consume more than is sensible or good for them. It is important to remember that the state of drunkenness can put individuals into dangerous situations or lead them to engage in risky behaviour. The psychological, physical and reputational damage can be serious, especially given the prevalence of social media which has in the past led to some situations ending up in the student or even national press—the appetite for stories about Oxford seems insatiable. All Junior Members are therefore urged to be careful and moderate in consuming alcohol.

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

c. Smoking and Vaping
Christ Church is a no smoking/vaping institution. This applies not only to enclosed public areas (as required by law), but also members’ private studies and bedrooms, quads, gardens and other outside areas within the curtilage and Junior Members’ housing at Liddell, St Aldate’s Quad, 117 St Aldate’s, Abbey Road (including no.12), Botley Road, and Criphey Road.

There are two designated exterior areas where smoking and vaping are permitted by Junior Members and receptacles are provided. These are:

i. outside the Undercroft close to the Schools Quad Gate
ii. the designated outdoor area at the Liddell site

Scouts will report any evidence of smoking or vaping in Junior Members’ rooms to the Junior Censor who will impose fines accordingly. Porters will take names of any Junior Member seen smoking or vaping outside designated smoking/vaping areas and pass these on to the Junior Censor for similar action. Please remember that smoking and vaping represent a health and safety concern in addition to their impact on other Junior Members. They may pose particular risks in relation to Covid-19 and Junior Members who smoke are urged to seek help from the Nurse or other health professional to try to quit.

Section II: Student regulations during the pandemic

All Junior Members have been asked to sign and return a ‘Covid-19 Student Responsibility Agreement’ to the Academic Office. This can be returned electronically, and must be returned before arrival. It is included as the final page of the Blue Book. Room fobs will not be issued until a signed agreement has been received. This agreement supplements Junior Members’ existing responsibilities under University and College policies (represented by University and College student contracts). All Junior Members are required to sign this agreement, whether they are living in or out of College. Note that any breach of the guidelines in this agreement would be considered a breach of College rules, and Junior Members would therefore be subject to disciplinary procedures as outlined in the present document.

As stated in the Student-College contract and the Student Responsibility Agreement, Junior Members must adhere to any measures or instructions given by the College or the University to reduce the risk of transmission of any illness including Covid-19. Without limiting that general obligation, reasonable measures may include imposing specific requirements regarding personal protective equipment such as the wearing of masks or face coverings, or specific safety measures such as use of sanitisers or social distancing procedures. Junior Members must also immediately declare to the College if they have, or suspect they have, symptoms of Covid-19 and comply with any required health, testing, isolation or distancing measures or advice given.
What to do if you are ill

Anyone who is experiencing symptoms of Covid-19 once they are in Oxford should notify the Porters’ Lodge immediately (phone 01865 276150). They should then request a test as soon as possible. All students in residence should do so via the University’s Early Alert Service (EAS). The main symptoms of Covid-19 are: a high temperature; a new, continuous cough; or a loss of, or change to, your sense of smell or taste. All those taking an NHS test should let the Porters’ Lodge know the outcome of any test as soon as it is known.

If an individual tests positive for Covid-19, formal contact tracing processes are instigated by Public Health England (PHE) and key information can be shared under appropriate data protection protocols. Prior to confirmation of a diagnosis, individuals who suspect they may have Covid-19 are encouraged to notify relevant parties themselves: any such disclosures to the College will be treated in strict confidence.

When Junior Members apply for a test, Welfare staff in College will be immediately notified and will make contact with them for further information. Junior Members will be asked to follow normal teaching absence procedures until they receive the test result and should consider who they have come into contact with during the last 48 hours. They may wish to contact those people to alert them, and are also responsible for notifying family members and their University department, as well as all members of their household, who will need to self-isolate with them.

If Junior Members are well enough, because they only have mild symptoms or because they are self-isolating as a precautionary measure, they may be able to provide for themselves if they have access to a kitchen; if they do not have access to a kitchen, meals will be provided upon request. If they are not well, the College’s Welfare team will keep in touch with them, and assist in making any medical arrangements if necessary.

As a precautionary measure, Junior Members are strongly encouraged to have the following items in their rooms at all times, in case they have to self-isolate at short notice:
- at least a 14-day supply of any required medication (include prescription medication, e.g., inhalers, contraception, etc)
- enough long-life food/snacks/drinks for one or two days, in case there are any delays in setting up delivery of meals for those in College rooms; if you are self-catering outside College, you should keep a larger supply of non-perishable food.
- a simple first aid kit consisting of Paracetamol, Ibuprofen (if allowed), plasters, diarrhoea medication, cold medication (e.g., cough syrup, Night Nurse, etc), and a thermometer

Government information

The UK Government guidance on quarantine
- the Government’s Coronavirus (COVID-19) information for the public
- Coronavirus outbreak FAQs: what you can and can’t do (on GOV.UK)
- Government’s guidance on ’Staying alert and safe (social distancing)’
- Foreign Travel Advice
- NHS website
Government advice is constantly changing and evolving and it is vital that all Junior Members stay abreast of the latest guidance and rules: [https://www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)

Please consult the [University information](https://www.ox.ac.uk/coronavirus) website about Covid-19 and arrangements for the coming year which is being continually updated. New information is regularly published on [Student Life](https://www.ox.ac.uk/college/student-life) and [Colleges and Accommodation](https://www.ox.ac.uk/college/colleges-and-accommodation).

**Social distancing**

The government has recently strengthened its [regulations on social distancing](https://www.gov.uk/coronavirus/social-distancing) and guidance and regulations are being continually updated. The health and safety of our Junior Members and staff is our highest priority, and we will all need to make adjustments to the way we live and work. There are certain actions that are crucial for all of us to adopt to make things as safe as possible for everyone in the community. In particular, you are asked to:

- Keep your **distance**
- Wash your **hands**
- Wear a **face covering**
- **Got symptoms?** Get a test
- **Contacted by track and trace?** Stay home

Please see new University guidance about keeping safe and well, and watch the video before you come to Oxford: [https://www.ox.ac.uk/coronavirus/students/health](https://www.ox.ac.uk/coronavirus/students/health)

Social distancing is essential to stop the spread of the virus, as it is more likely to spread when people are close together. An infected person can pass on the virus even if they do not have any symptoms, through talking, breathing, coughing or sneezing.

When with people you do not live with, you should also avoid: physical contact; being close and face-to-face; and shouting or singing close to them. You should also avoid crowded areas with lots of people; and touching things that other people have touched.

Where you cannot stay 2 metres apart, you should stay more than 1 metre apart, as well as taking extra steps to stay safe. For example:

- **wear a face covering**: on public transport and in many indoor spaces, you must wear a face covering by law, unless you are exempt
- move outdoors, where it is safer and there is more space
- if indoors, make sure rooms are well ventilated by keeping windows and doors open

**What do the social distancing rules mean for members of Christ Church?**

- All residents should limit social contact to small groups (aka Household groups). Under current guidance, students may socialise in groups of six including those from other households outdoors, but social distancing must be observed and a two-metre distance maintained at all times. Students may not gather socially in or out of College in groups of more than six. This includes inside student rooms.
- All College protocols (in particular Visitor Protocols [see Section VI](https://www.ox.ac.uk/college/visitors)) and Protocols for booking rooms (see [Section VII](https://www.ox.ac.uk/college/colleges-and-accommodation)) must be followed at all times.
Exemptions are currently in place for COVID-secure workplaces (like Christ Church), particularly in educational contexts. Activities for more than six people can continue in some circumstances so long as events are constructed carefully, have a purpose which would be seen as reasonable, medical advice is followed, government guidance is followed, a suitable risk assessment is carried out, and the event can be run safely. All events will need to have a relevant purpose related to our core educational mission, be subject to a specific COVID-19 secure risk assessment, and be compliant with the Government guidance on social distancing and the Government and University guidance on the use of face coverings.

Academic events in educational settings are permitted on the basis of social distancing and a suitable risk assessment. Therefore, students may take part in classes with more than six students present. Face coverings should be worn in all indoor settings and all participants must remain two metres apart. We expect teaching in the College and in your faculties to be a blend of online and in-person teaching.

Individual student-organised events and social gatherings, including mixing of student households, will not be possible where they will involve more than six people unless a special application is made with a clear educational purpose.

The number of people who can be inside the Lodge at any one time is strictly limited—please confirm with staff in the Lodge whether you can enter before going in.

Students should contact administrative and academic staff by email and not visit their offices unless specifically asked to do so. In those cases, face coverings should be worn.

Use of outside areas will be encouraged with social distancing measures in place. This includes the lawns in Tom Quad and at Liddell and the marquee in the Masters’ Garden, which will run an outdoor bar from Monday through Saturday in the evenings and will host approved events with an educational purpose during the day.

Social distancing rules in other venues (outside College) and activities
Venues following COVID-19 secure guidelines will need to follow the government rules applicable to that venue. When you visit one of these places, such as a pub, shop, leisure venue, restaurant or place of worship, you should:

- follow the limits on the number of other people you should meet with as a group
- avoid social interaction with anyone outside the group you are with, even if you see other people you know
- adhere to all local arrangements put in place by the venue
- provide your contact details to the organiser so that you can be contacted if needed by the NHS Test and Trace programme

Section III: Information for new students and student arrivals
New Junior Members must ensure that they have followed the necessary steps to activate their University email account. Once your University Card Form has been returned to the Academic Office and processed, two emails will be issued from University Student Administration providing details of how to access the Oxford University email account, which all new members will need to do before they are able to register online with the University’s Student Self-Service website. Please do this as soon as possible, since email communications may be sent to you
before the start of term. This will also allow you to access many key services ranging from the University Counselling Service to libraries.

Please also ensure that you follow the instructions to register with the College doctor as soon as possible. Any returning students who are not registered with the College doctor are advised to do so. This is particularly important in light of the pandemic.

All new Junior Members have been sent information and documents from the Admissions Office including actions to complete before arrival (see undergraduate documents or postgraduate documents). Please read this information carefully and ensure that relevant actions are completed, including returning documents by the requested deadline.

We advise that students bring with them any items that they will need immediately on arrival. Any items which need to be ordered online by students going into quarantine on arrival should be directed to the Porters’ Lodge and timed to arrive as closely as possible to your arrival date. Please be aware of the pressure on the Porters’ Lodge and the limited space available and only order parcels if unavoidable. If you are ordering perishable items (e.g., from food delivery services), please arrange to meet the delivery service promptly upon arrival outside the gate.

Freshers should refer to the following links for the above documents and information, including details about how to get to Christ Church:

- Undergraduate Freshers’ documents
- Postgraduate freshers’ documents

Student responsibility agreement

All students have been asked to sign and return the Student Responsibility Agreement to the Academic Office as soon as possible. Note that this form must have been received by the Academic Office before you come into residence and fobs cannot be provided unless it has been returned. As the Academic Office is only open on weekdays, forms for students arriving at a weekend must be received by 09:00 on the preceding Friday.

Read more about the agreement.

University cards

There have been some delays in the University Card Office issuing cards this term. If you have not returned your University card form as instructed, please do so as soon as possible. If you have returned the card form, please be reassured that it will be processed and you will then receive your Single Sign On (SSO) with an activation code in an email from IT Services. This may take a little time, but you will receive this information in time for the start of your course. Once you have activated your SSO, you will then be able to access your Oxford e-mail, Student Self Service and other online resources. Cards if received by the time of your arrival will be given out with your fob, unless you have a Tier 4 visa, in which case the card cannot be given out until you have scanned and uploaded a copy of your card.

For BRP (Biometric Residence Permit) collection, the requirement for students to collect the card within 10 days does not apply if in self-isolation or if flights are delayed, so they should collect it as soon as possible after self-isolation. We have also advised new students about this in offer holder communications and the same for police registration (if required for some
nationalities). They only need to complete the first online registration part within seven days of arriving (which they can do online and whilst in self-isolation) and can book the appointment with Thames Valley Police within the next few months.

**International students and Tier 4 visas**

A guide for international students arriving into Oxford is now available here: [https://www.ox.ac.uk/students/new/international](https://www.ox.ac.uk/students/new/international) and here: [https://www.ox.ac.uk/sites/files/oxford/finding%20your%20way%20to%20Oxford%20guide%202018.pdf](https://www.ox.ac.uk/sites/files/oxford/finding%20your%20way%20to%20Oxford%20guide%202018.pdf)

Advice on travel and visas, including arrangements for BRP collections for those who are self-isolating, can be found here: [https://www.ox.ac.uk/coronavirus/students/travel](https://www.ox.ac.uk/coronavirus/students/travel)

**Safe travel**

If travelling from outside the UK, you should consult the latest FCO (Foreign, Commonwealth and Development Office) travel advice before you travel. You should also check the latest guidelines on who should quarantine on arrival. You can subscribe to email alerts for the country/territory you are planning to visit or are coming from, via the ‘Get email alerts’ link on each travel advice page.

Before you travel, read the latest health advice and follow guidance for travellers to reduce your risk of exposure to coronavirus (COVID-19). You should also consult Public Health England (PHE) Public Health matters guidance before you travel.

You should be aware that travel advice may change whilst you are in the UK. You are advised to regularly check all relevant GOV.UK guidance, including before you return to the UK.

UK students should avoid using public transport where possible. If public transport use is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons, and you should follow these guidelines: [coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

**What to bring**

Quarantining students have been sent separate detailed guidelines. For those not quarantining, we advise that you bring the following items or buy them as soon as possible after arrival and you should also ensure that you keep them topped up throughout the term, in case your household needs to self-isolate at any point:

- Medication (to last one month)
  - Over-the-counter pain relievers (e.g. paracetamol or ibuprofen, if allowed)
  - Cough and cold medications (e.g. Lemsip, Night Nurse, cough syrup)
  - Diarrhoea medication
  - Multivitamins
  - Thermometer
  - Plasters
  - If you have regular prescription or other medication, make sure you always have at least 14 days’ supply in your room (e.g. inhalers, contraception, etc.)
Some medications can be ordered from online pharmacies such as the Independent Pharmacy and Lloyds Pharmacy.

- Soap, sanitising hand gel, sanitising wipes
- Face masks or other face covering (washable or disposable)
- Tissues
- Food if you are self-catering (please also see the Meals section). If you are not self-catering, you should keep a small selection of non-perishable snacks/food/drinks in your room (enough for 1 or 2 days) in case you need to self-isolate at short notice before meal deliveries to your room can be arranged.
- All students who have international (non-UK) phone numbers are strongly advised to get a UK Sim card for their mobile phones as soon as possible. Due to Covid-19 medical, nursing and welfare professionals are using phones to make initial contact with patients and they are unable to make calls to international numbers. It is therefore vital for your health and wellbeing that you have a working UK phone number.

**Arrival dates, including early and late arrivals**

We use dates that relate to the dates of the University's terms to set accommodation contracts. This term we will be asking students to arrive earlier than usual. We have advised that international students arrive by 14th September in order that they can complete their quarantine period (if applicable) by 30th September, which is the date on which UK students will start to arrive. All international students arriving early need to email the Accommodation Office as soon as possible to confirm their arrival date and time and whether they need to quarantine on arrival, if they haven’t done so already. We cannot provide self-isolation facilities for students who live in the UK but who have been travelling abroad, and such students are asked to complete this elsewhere. UK students are strongly advised against travelling from mid-September so that they can begin their studies in Oxford at the beginning of term.

UK students will be given a date and time to arrive, organised by Household groups. We ask that these slots are kept to so that social distancing can be maintained. First-year students will be given a slot between 30th September – 2nd October, and returning students will be given a slot between 2nd – 8th October.

Returning students who have examinations scheduled before the start of term or in the first weeks of term have received a communication about an early arrival. All early arrivals must be agreed with the Accommodation Office in advance. Early arrivals except for international students, for those with examinations before the end of October, or a course with an early start date, will not normally be agreed.

It is possible that students arriving early will not be accommodated immediately in the room they are allocated for the rest of the academic year since we may need to use en suite rooms temporarily for quarantining students.

**What to do on arrival**

When Junior Members arrive at College, they should arrive at the entrance designated to them by the Steward’s Office. Face coverings should be worn. Students should not enter the Porters’ Lodge; a member of staff or student helper will issue fobs (and card for new students) and
direct you to your room. Parents / carers or anyone else accompanying Junior Members to College may not enter any buildings and should leave as soon as belongings are unloaded.

**IT set-up information for new students**

The eduroam wireless service is available at Christ Church. Eduroam also has the advantage of providing internet access not only in Oxford but in academic institutions around the world – with the same username and password.

These are the steps for getting set up on eduroam:

1. Activate your Oxford Single Sign-on (SSO) account, if you haven’t done so already
2. Go to the Self-Registration website to generate a Remote Access account
3. Download the eduroam Configuration Assistance Tool (CAT) to help you set up eduroam
4. Install eduroam
5. When you want to connect to Wi-Fi, click on eduroam in your WiFi options and enter your Remote Access username and password. To avoid entering your credentials every time, you can select the option on your device to always connect/remember.

Tip: you will need a Remote Access account to get onto eduroam. This is separate from your Single Sign-On account, and has a different password but the same username. Don’t forget that your Remote Access login is your Oxford username followed by @OX.AC.UK (upper case). Simple descriptions of these different accounts are available on our helpful webpage Your University accounts.

If you have any problems getting connected to eduroam, please use The Cloud while waiting to get your issues resolved. You can sign up for The Cloud here [https://www.sky.com/wifi](https://www.sky.com/wifi). Support is available from it-help@chch.ox.ac.uk or 01865286001.

**Late arrivals**

If you think you will arrive later than the standard date (for example, because of difficulties obtaining a flight or a visa or for any other reason, including those related to the pandemic), please notify the Academic Office as soon as possible. If you are living in College accommodation, you should also notify the Accommodation Office.

College or university managed rooms will be held over for as long as possible in the case of travel or visa delays but strictly on condition that the delay has been agreed with the relevant Accommodation Office. Charges will not be waived.

**Luggage (returning students only)**

Returning students who left belongings at Christ Church when they left in March will find these delivered to their new rooms. Students who are using a temporary room may however need to wait until they move to their assigned 2020/21 room for these belongings.

**Passport and visa scanning**

Enrolment processes for students will mostly be handled remotely, including scanning of passports and visas. The College must receive a scanned copy of your passport and BRP card before you can be enrolled on your course and received your University card.
If you chose the ‘alternative collection’ option to collect your BRP card, you can collect this from the Porters’ Lodge at Christ Church when it is available. If you did not choose this option, you will need to collect the BRP from the St Aldate’s Post Office opposite the College. Students will need to show ID when collecting their BRP cards.

Students who are collecting their BRP from College should upload a scan of the photo page of their passport to our secure Sharepoint site. Students who are collecting their BRP from the Post Office should upload a scan of both the BRP (both sides) and the passport photo page to this site.

Support for early arrivals
The list of countries from which quarantine is required is constantly changing (see the Government advice: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) and so we have advised all Junior Members coming from overseas to try to arrive by 14th September, in case quarantine is required. Please keep the Accommodation Office updated of arrival dates and any changes to these. Undergraduates who are in College accommodation owing due to an early arrival for quarantine or any other reason (e.g. exams), will have their vacation residence grant automatically applied. Those who do not receive such a grant will be expected to pay a charge for this accommodation at the usual nightly rate. The College will be reviewing the annual vacation residence grant later in the term, as the ongoing pandemic situation becomes clearer. A programme of virtual events is planned for Junior Members in quarantine, and welfare and support services will be available. Timetables of events for both quarantining students and non-quarantining students are being issued. Please read these and the accompanying guidance.

Data privacy
In order that Junior Members arriving early can be contacted about our events and support networks, we have shared email addresses with our lead student helpers. Because Christ Church email addresses are not yet up and running, we will initially be using the personal email addresses we hold for you. At the beginning of term, when Christ Church email addresses have been set up, we will substitute these email addresses in place of any personal addresses and delete lists of personal email addresses held separately. Email addresses will not be shared with anyone outside the welfare and early arrivals support schemes without the individual’s consent.

Arrangements for students in quarantine
All students who must quarantine have been sent detailed arrangements and protocols. All students should be aware that quarantining students are able to leave their rooms at the following times and locations:

Students at Liddell can use the Christ Church section of Liddell lawn as follows, going from their rooms to the lawn by the most direct route. Liddell Lodge staff will be supervising:
- Sept. 15-21: 6:30am-7:30am and 7pm-7:30pm
- Sept. 22-30: 6:45am-7:45am and 6:45pm-7:15pm
Students at St Aldates or the main site can use the following outdoor spaces, which will be closed to other visitors during the specified times:

- **Masters’ Garden**: Sept. 15-21: 6:30am-7:30am and Sept. 22-30: 6:45am-7:45am
- **Christ Church Meadow**: Sept. 15-21: 7pm-7:30pm and Sept. 22-30: 6:45pm-7:15pm

Quarantining students must follow particular access routes, attached in Appendix 1. Arrangements for outdoor access for students in quarantine after September 30 will be reviewed. But no student experiencing Covid-19 symptoms should leave their rooms, except in an emergency—these arrangements are only for students without any symptoms who are in quarantine.

When leaving their rooms, all quarantining students must:

- **wear masks/face coverings** at all times when walking to/from the outdoor spaces, although masks can be removed while actually in the Masters’ Garden, Meadow or lawn at Liddell.
- **sanitise with wipes** any bannisters, doorknobs or handles they touch when coming/going to their rooms. (A starter pack of wipes will be provided.)
- **maintain a 2 m distance** from others (students, staff, members of the public) at all times.
- **not socialise** with non-quarantining students or staff outside their rooms.

**Freshers’ Week**

Activities will be a combination of remote and in-person events. We expect outside spaces to be utilised for most face-to-face meetings. Further information and a timetable will be issued to freshers.

**Section IV: Studying at Christ Church**

**The Academic Year**

The academic year at Oxford is divided into three terms. Within each term, a ‘Full Term’ of eight weeks is the main teaching period. The weeks of term are generally referred to as 1st Week, 2nd Week etc., and each Week begins on a Sunday. The week before the start of term is known as 0th Week, and the week after the end of term as 9th Week. See the University website for term dates: [www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1)

Students should also read the relevant section of the University Student Handbook (‘Residence’: [www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1)) to ensure that they are aware of the length of time they should be resident in Oxford, and the specified distance from the University within which they are required to live.

**Course Regulations**

It is essential that all students familiarise themselves with the regulations of their courses, as detailed in the Examination Regulations, and the appropriate Course Handbook. Students should contact the relevant Departmental Administrator if they do not have access to their Course Handbook. All arrangements for the study of optional papers must be made in consultation with College subject tutors. The College cannot be held responsible where a student has, without consultation, studied an illegal combination of papers.
Teaching during the pandemic
The University has confirmed that the University will be open for the 2020/21 academic year, with face-to-face (f2f) teaching in place (subject to a number of provisos). Alternatives to larger group teaching and lectures will be offered online for at least Michaelmas Term, and College teaching will be a blend of f2f and remote teaching, varying by subject and individual tutor. Tutors will inform Junior Members how teaching is to be managed in their subject.

Annual Registration
All Junior Members must register with the University at the beginning of each academic year. New students will be sent an activation code and log-in details by email once they have returned their University Card Form. Returning students will be sent a reminder to log-in to the Student Self Service once the registration window opens. Registration must be completed by Friday of 1st Week of term. All students must ensure that their personal information and contact details are always kept up-to-date on the Student Self Service. It is particularly important that Junior Members verify that their name is correct on their Student Record, as it will appear on all University documentation (e.g. degree certificate).

Matriculation
All new Junior Members, including exchange students, entering into their first degree at Oxford are required to attend Matriculation. Matriculation confers membership of the University, and is a requirement for entering into University examinations. More information about when Matriculation takes place, and the types of courses for which students must be matriculated, can be found on the University website. Students are required to wear Academic Dress for matriculation, along with University examinations and Degree Ceremonies.

Matriculation on 17th October 2020 will be a remote ceremony. Junior Members will attend a Formal Welcome to the University by the Vice-Chancellor online at 11:00, incorporating many of the traditions of the existing ceremony, but in a virtual form. We expect to be able to make arrangements for new Junior Members to take part in a socially-distanced photograph from 11:30 on 17th October; further details will be communicated. See here for details of the University ceremony: https://www.ox.ac.uk/students/new/matriculation

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 (which may take place online during the 2020/21 academic year) and proper preparation for them as laid down by Tutors is an absolute obligation. An undergraduate who finds it impossible to attend at the scheduled time must contact the Tutor in advance. Tutorials are sometimes replaced or supplemented by College or University classes. Attendance at such classes is also compulsory. Any undergraduate who fails to attend tutorials or to work satisfactorily will be reported to the Senior Censor.

a. All students are expected to devote the majority of their time, in both term and vacation, to academic study for their courses at Christ Church. Undergraduates should consult their Tutors before engaging in any time-consuming activities which might interfere with their
academic work. All members are expected to work to the best of their ability. All undergraduates are reminded that academic work is expected of them in every vacation, and it should take priority over other commitments. It is recognised that financial pressures may make vacation employment necessary, but undergraduates should consult their Tutors before undertaking such work.

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

b. Surreptitious recording of tutorials, classes or lectures is regarded as dishonest behaviour and a breach of College rules. This includes teaching done virtually via video calls and online platforms during the pandemic.

c. Undergraduates have applied to pursue a given course at Christ Church and there is an expectation that they pursue that course when they arrive. Requests to change course will only be approved in exceptional circumstances, and any such request is subject to the agreement of the Tutors in the ‘importing’ subject and to any conditions they may set (this may include the requirement that the undergraduate completes the First Public Examination in the subject for which they have applied). Such a request should initially be made to the undergraduate’s Personal Tutor who will contact the Senior Censor if they support the request.

d. Dean’s Collections (aka, academic meetings at the end of term) are important elements in the College’s academic monitoring and support procedures. Once a year, undergraduates are required to appear for such a Collection, at which Subject Tutors report on the undergraduate’s work to the Dean and the Senior Censor, who has academic oversight of all Junior Members. Undergraduates normally attend one such collection per year, with meetings at the end of the other two terms normally taking place with just their Subject Tutors. Details of the arrangements are emailed to attendees in advance. Most graduates are required to appear for Graduate Collections once each year; arrangements are also announced well in advance. Collections in 2020/21 may take place online.

e. In addition to weekly tutorials and classes, Junior Members may comment upon their own progress and bring academic problems they may be experiencing to the attention of the College in a variety of ways including:
   i. termly feedback forms (these include a provision for making a confidential return that is not seen by Subject Tutors);
   ii. Dean’s and Subject Tutors’ Collections at the end of term; and
   iii. by appointment with the Senior Censor or Tutor for Graduates.

Feedback forms are circulated before Collections and should be returned to the Academic Office once complete. Enquiries relating to these may be addressed to the Academic Office.
Academic Obligations
All Junior Members are required to fulfil certain obligations while studying at Christ Church, which include: maintaining good academic standing, satisfying their particular course requirements, completing the University’s annual registration process, satisfying the residence requirements, checking their mail and email regularly, and following the guidelines set out by the University about paid work.

Criteria for good academic standing
An undergraduate (including 2nd BA) is of good academic standing as long as they:

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

If an undergraduate fails to fulfil the criteria for good academic standing, academic disciplinary procedures may be initiated. See Appendix B for the Academic Disciplinary Procedure.

Residence requirements
All full-time matriculated students are subject to residency requirements set by the University. Students must read the relevant section of the University Student Handbook (‘Residence’) to ensure that they are aware of the length of time that they are required to be resident in Oxford, and the specified distance from the University within which they are required to live. The Handbook also contains information about the circumstances under which a student can apply for dispensation from the residency requirements. Non-matriculated students are exempt from the University residence requirements. In addition to the University residency requirements, all Christ Church students must ensure that they follow the College’s residence requirements, which are set out below.

All students, except for undergraduates who have extended terms (as stated on the University website: www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1), are required to return into residence by 15:00 on the Thursday of 0th Week each term, and then to reside in Oxford until the end of 8th Week. Special arrangements are made for freshers arriving in Oxford for their first term, and special arrangements will also be in place for returning students in the 2020/21 academic year to allow for safe arrivals with social distancing measures in place in light of the pandemic. Leave to return after this time for urgent reasons may be sought from the Junior Censor. Undergraduates who have extended terms are required to be in residence for those dates, unless they have permission from their Tutor and from the Junior Censor. Outside Full Term, Junior Members will be charged only for the periods in which they are signed
in as resident; if they go out of residence without signing out, or signing in, they will be charged an additional £50.

Once a year, undergraduates are required to appear for Dean’s Collections. Some undergraduates may have their Collections on the last Saturday of term, in which case they must make themselves available until 13:00 on that day. Details about end-of-term departures in the 2020/21 academic year will be made available in due course.

a. Any undergraduate who has good reason to go down for the vacation before the end of Full Term, or to miss Collections, must first obtain their Tutor’s consent and then apply for permission from the Junior Censor by email.

b. All undergraduates (whether living in or out of College accommodation who wish to be absent for one or more nights during Full 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 for reasons of health and safety. Most absences for one or two nights require only the completion of an absence form available from the main Lodge. Completed forms handed in at the main Lodge will be deemed to have been granted the Junior Censor’s permission to be away, provided:
   i. the applicant is going to be away for no more than two nights or for Friday, Saturday and Sunday nights; and
   ii. the applicant has not already been away for a total of four or more weekday nights during the term.

There is no need to see the Junior Censor unless the absence proposed falls outside these limits. Any undergraduate who wishes to be absent for a total of more than four weekday nights during the term must obtain written approval from their Tutor before seeking the Junior Censor’s permission. However, during the pandemic, students are discouraged from unnecessary travel during term time. If public transport must be used during the pandemic, all required protocols must be followed.

c. **Graduates:** As long as the requirements of academic work and University residence requirements are satisfied, no specific restriction is placed on the number of nights that graduates may be absent during Full Term. However, the Junior Censor should be notified, by means of an absence form or an email, before leave is taken, in case an emergency arises; and, those living on the main site must ‘sign out’ at the Lodge, so that the College is informed of any absence for reasons of health and safety.

d. Both graduates and undergraduates who live in College must vacate their room and hand in their room keys at the Porters’ Lodge no later than 09:30 before going down at the end of term, and present their University Card for scanning. Anyone who fails to do so will be charged a room charge of £50. It is the personal responsibility of all members to ensure that the dates of residence and absence are correctly recorded.

e. Permission must be sought for any residence beyond the Saturday at the end of 8th Week or for return prior to the Sunday at the beginning of 0th Week, by all undergraduates, including Organ Scholars and Academical Clerks. Vacation Residence is subject to
satisfactory and timely completion of the relevant forms and the consent of the Junior Censor, and further influenced by room availability. Every undergraduate must complete an online Vacation Residence Request Form each term, which will be made available on the College network in or before 5th Week, and must be completed and submitted online by the end of 5th Week to the Steward’s Office. On the form, undergraduates should confirm their date of departure from College or apply to stay up, or return, for part of the vacation for study purposes.

There are certain undergraduate categories who have an automatic right to stay up after the end of term (such as those taking examinations and those who are required to keep extended terms). However, these students still need to complete the Vacation Residence Request Form.

Junior Members falling outside these categories may also apply to stay up, and the College will endeavour to meet their needs, subject to the availability of rooms. Please note that at the end of Michaelmas and Trinity Terms very few rooms are available, due to the demands of Admissions interviews in December, and Access/Open Days and the Gaudy at the end of Trinity Term. Junior Members will only be permitted to stay up after the end of term if they have genuine academic reasons to do so or there are extenuating circumstances; anyone staying up at these times may be asked to move to a different room for vacation residence. Those with examinations will not normally be asked to move.

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

Please note that in particular those resident in Peckwater Quad 1-9; Meadow Building; and Old Library (including Organ Scholars and Academical Clerks) may need to vacate their bedrooms on the Saturday of 8th Week and move to other bedrooms within College if they are staying up after the end of term.

Vacation residence can only be extended beyond 09:30 on the Saturday at the end of 9th Week of Trinity Term in exceptional circumstances.

f. Undergraduate Vacation Residence Grants cover residence for examinations falling outside Full Term and may also be available for vacation reading in Oxford, obligatory courses or projects, and other directed study. Vacation residence grants are usually awarded for academic purposes only, but the use of the grant will be kept under review during the 2020/21 academic year during the pandemic. The normal maximum claim (except for those in their fourth year with extended terms) is for 28 days per annum. The maximum payment for each night is the daily board and lodging charge for all undergraduates, whether or not they are living out.

There is no separate application process for Undergraduate Vacation Residence Grants, but students wishing to request a grant must submit their application for vacation residence to the Steward’s Office by the end of 5th week of each term, giving details of the academic purposes for which they are staying in residence in their application. These
purposes must cover all dates for which a grant is requested. Approval based on this information will then be sought by the Academic Office from the relevant Tutors. Grants will not be awarded to undergraduates who apply for Vacation Residence after the 5th week deadline, or who fail to supply in their application details of a genuine academic need to stay.

Vacation Residence Grant applications for beyond 28 days made under exceptional circumstances with extenuating conditions will be considered by the Junior Censor.

Those wishing to return unexpectedly into residence during the vacation should obtain permission from the Junior Censor in advance. The Steward’s Assistant and Accommodation Officer (tel. 01865 286580), and where necessary the Manager at Liddell Building (tel. 01865 431100) should also be contacted by telephone or email at least 5 days in advance of the proposed date of return.

Excusal from residence

The University has set out details of residence requirements for Michaelmas Term 2020, with a temporary excusal for students who are currently in exceptional circumstances. Details can be found here: https://www.ox.ac.uk/students/life/residency

Excusals must be granted by the Proctors, who will consider applications based on the following:

- Inability to travel because of government travel restrictions
- Declared disability, including a mental health condition that can be defined as a disability
- Health grounds, including vulnerability or increased susceptibility to infectious diseases

However, applications on the following grounds will not normally be considered:

- Changes to the mode of teaching and assessment introduced by the University in response to the pandemic
- Quarantine requirements, social distancing or other arrangements put in place in response to Public Health England (or other relevant authority) requirements
- Financial difficulties

If you believe that your circumstances fulfil the criteria set out above, or if there are other compelling reasons affecting your ability to come to Oxford this term, please discuss the situation with your tutors in the first instance. They will be able to let you know how your studies might be managed remotely. You may also need to contact a departmental administrator. Please complete the form, including approval from your departmental administrator, and submit it to the Academic Office with a message from your tutor giving their view. The Senior Censor will then consider the application, and, if approved, we will submit it to the Proctors for consideration.

Please note that residence excusals can only be granted one term at a time, and that College accommodation cannot be reserved for those who arrive later in the year.
Mail and Email
Students living in College accommodation should check their pigeonholes regularly during Full Term (protocols for accessing the Lodge must be followed). News and information is also posted on the College website (www.chch.ox.ac.uk). Undergraduates should also expect the Censors and their Tutors to communicate with them by email and should check their University email account daily during Full Term, and at least weekly during the vacations. Email contact will only be made through University email accounts (the @chch.ox.ac.uk address). This is the principal means by which official information on academic and other matters is disseminated by the University and the College. Emails from academic staff, College Officers, and College staff should be read and acted on promptly.

Students must ensure that their contact details, including their mobile phone number and their address out of term time, are kept up to date on Student Self Service.

Year abroad and fieldwork
Students with a year abroad planned will be supported to take up the opportunity in a safe way with an enhanced risk assessment in place. In cases where this is not possible, alternative learning arrangements may be made. Students are expected to be able to undertake fieldwork as long as a specific risk assessment is in place and where it is safe to do so. Further details can be found on the Safety Office website. Changes to arrangements may be required during the year, especially in light of the pandemic.

College and University Website

Christ Church website
The Christ Church website (www.chch.ox.ac.uk) holds information about the College and the Cathedral, some intended for those who are outside Christ Church. The section for ‘Current Students’ (www.chch.ox.ac.uk/current-students) includes information on Examinations, Health and Welfare and Useful Resources intended for Junior Members. Members with relevant content, updates, amendments, or notices appropriate for the website, are encouraged to contact the Website Manager, Mr Mark Hook: webmaster@chch.ox.ac.uk.

Oxford University Website and Student Gateway
The Oxford University website (www.ox.ac.uk) offers a range of online resources for members of the College. It is available from any computer registered with the Computing Office and connects using the University's Single Sign On authentication outside College. A range of documents, information and forms, can be found and downloaded as required. The site has links to other online facilities, such as Webmail, and a Contacts Search page. Junior Members should use the Student Self Service (www.ox.ac.uk/students/selfservice?wssl=1) to access their student record, required for Student Registration, to print an enrolment certificate, complete exam entries, and book a degree ceremony.

University Student Handbook
The University Student Handbook is a key document which should be read by all students before their arrival. It is updated every year and available here: https://www.ox.ac.uk/students/academic/student-handbook?wssl=1.
Returning Junior Members should note the following changes to this document for the 2020/21 academic year:

When you received your University Offer (through UCAS or your departmental offer letter) you were provided with a link to the Student Handbook. This document is updated annually and the updated version for 2020-21 can be found here: It is also attached for reference. We need to formally draw your attention to some updates that have been made: these include clarification of IT requirements whilst studying at Oxford (section 7.1), introduction of open-book exams (section 7.2 and 7.3), an update to enable online submission of work (section 7.4), a minor change to the submission deadline of Academic Appeals (section 7.7) and underlining the important student responsibilities relating to health and safety during the on-going pandemic (section 9.2).

The updates to Examinations (section 7.2) and Issues with sitting your examinations and submitting work for assessment (section 7.3) are to reflect the University’s new open-book exam format which was introduced mid-way through the 2019-20 academic year. In particular, the changes include; explaining how open-book exams are sat, details of what happens if an open-book exam is not completed or submitted late, and the introduction of the Honour Code which all students sign as part of sitting each open-book examination. The updates to General Conduct (section 9.2) are to reflect the University’s expectations of students during the on-going pandemic, in particular the need for everyone to take responsibility for both their own health and that of others by following health and safety guidance, and being especially mindful of those with vulnerabilities.

Communication and Consultation
There are well-established procedures for consultation and complaint. Junior Members are represented on the main committees of the Governing Body which consider their interests: Junior Common Room (JCR) and Graduate Common Room (GCR) officers sit on Open Business of Academic Committee, Ball Committee, Computing Committee, Equality & Diversity Committee, Grants Committee, House Committee, Library & Archives Committee and Welfare Committee, as well as some working parties. In addition, JCR and GCR Officers attend Open Business at meetings of the full Governing Body.

The Censors hold weekly meetings with JCR and GCR representatives during term-time, when a wide range of business is discussed. Members are encouraged to raise matters of general interest and policy, preferably through the relevant representatives on committees, but alternatively with one of the Censors directly. Specific questions and individual complaints are best raised privately with a Censor, one of the Welfare Tutors, or the Steward, depending on the nature of the question or complaint, but they too may be routed through JCR or GCR Officers. The College will try to respond to justifiable and specific formal complaints. See Section I for details of the College’s Complaints Procedure for Junior Members.

Plagiarism
Plagiarism is the copying or paraphrasing of other people’s work or ideas into one’s own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. The College and the University regard plagiarism as a serious disciplinary offence. Junior Members suspected of
plagiarism in their College work will be referred to the Senior Censor under the Academic Disciplinary Procedures. All students should read the University’s guidance on what constitutes plagiarism, which can be found here. Students should also consult their subject handbook and course Tutor for specific advice. The University’s Disciplinary Regulations relating to plagiarism are reproduced below:

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

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

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

These regulations make it clear that students must always indicate to the examiners when they have drawn on the work of others; other people’s original ideas and methods should be clearly distinguished from their 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 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, remember that the regulations on plagiarism apply to online 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 any Junior Member is unclear about how to take notes or use web-sourced material properly, or what is acceptable practice when writing an essay, project report, thesis, etc., they should ask for advice.

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

Information about the disciplinary procedures that the Proctors will follow in cases of suspected plagiarism can be found in Section 7 of the University Student Handbook.
Copying and copyright

The following statutory regulations relating to copyright 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.

University Library services

University libraries and collections are expected to be available from the start of the academic year, with reduced capacity to allow for social distancing. University libraries will also have enhanced hygiene and social distancing measures in place, with a ‘seat-finder’ app to find spaces in reading rooms. See the University website for updates.

The College Library

This section refers to College Library arrangements from Week 0 of Michaelmas Term 2020. Arrangements in place before the start of Week 0 are set out in the section below. See the College website for full information and updates.

**General Library Protocols**

Some of the pandemic-related protocols put in place in the Library are still being finalised and may be subject to change.

Note that special arrangements will be in place during the pandemic in the Library, Law Library and other designated study areas (including the Upper Library and, as detailed below, some areas of the JCR and GCR). Advice will be updated as needed, but Junior Members must follow all current Covid-19 protocols.

During the pandemic, the number of students in the Library, Law Library and other study spaces will necessarily have to be more limited than in the past due to social-distancing requirements. We are planning to run the Lower Library and the study spaces in the JCR and GCR on a first-come, first-served basis, with seats needing to be pre-booked only in the Upper
Library and Law Library. A sign-in track and trace sheet will be kept. This policy will be reviewed if it becomes clear that there is a need to prioritise finalists and others taking exams and/or Junior Members who need to access books in the Library (as opposed to simply wanting a space to study).

No personal belongings should be left in the Library at any time and cubbyholes will not be in operation during the pandemic. Face coverings must be worn when entering or moving around the Library, and the indicated routes must be followed. Users are responsible for wiping down desks on departure, and for using hand-sanitiser and wipes regularly.

Anyone quarantining or self-isolating should not use the Library. Students should email library@chch.ox.ac.uk if they need books to be delivered.

No items should be removed from the shelves in either the main Library or the Law Library. Please use the Click and Collect service on SOLO. Books will be available to collect from the main Library entrance hall and the designated space in the Law Library. At other times (Click and Collect will only function Mondays to Fridays), please ask the duty invigilator to collect books for you. There will be someone on duty at all times the libraries are open. Returns should be placed on the marked trolley.

### a. Membership

The College Library is reserved for members of the House and for visiting scholars. 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 (except those with special dispensation to study from home because of Covid-related travel restrictions).

### b. College Library services before the start of Michaelmas Term 2020

The College Library will reopen on Monday 21st September to current members only. Opening hours (until 0th week) will be from 09:00 – 17:00, Monday to Friday. Study spaces will be available in the West Library only until the start of term. The East Library will be open only for access to the Printer/Scanner.

### c. Opening Hours of the Library

The Lower Library (West side only) is open from Monday 0th Week – Friday 8th Week, from 09:00 - 01:00 every weekday, and from 09:00 to 21:00 at weekends.. The Upper Library is open Monday 0th week – Friday 8th week, from 09.00 – 21.00 daily, but seats must be pre-booked. Vacation opening hours will be posted on the College website and at the Library enquiry desk. The Library closes for part of each vacation.

### d. Upper Library

Although Junior Members would normally be able to take guests to visit the Upper Library on Mondays to Fridays between 10:00 - 12:30 and between 14:00 - 16:00 subject to the availability of a member of library staff and after reporting to the enquiry desk before going up, this facility is unfortunately suspended during the pandemic. Instead, during the pandemic, the Upper Library will be used as a reading room (see above for opening hours).

### e. Law Library
The Law Library is for the use of members of the House reading for any degree or diploma in Law, and those reading other subjects who require books shelved in the Law Library. Additional rules which govern use of the Law Library are posted there; users must also abide by the general Library rules. Seats in the Law Library must be pre-booked during the pandemic and students must abide by the social distancing, face-covering and sanitation protocols for the main Library as detailed above. The Law Library will be open daily between 09:00 – 17:00.

f. Special Collections
Anyone interested in the Library’s collection of early printed books and manuscripts should consult the Library staff; use of the special collections is actively encouraged.

Further information on the Library including updates to these rules can be found on the Library web pages at www.chch.ox.ac.uk/library.

g. Other Study Spaces
During the pandemic, parts of the JCR and GCR will be used as study spaces and will be open 08:00-22:00. Details can be found below (see Protocols for Booking and Using Communal Rooms).

h. Loan Limits
Resident undergraduates may borrow 20 books at a time. Extended book limits are offered to those who disclose a disability or impairment to the Reader Services Librarian (all correspondence is treated in confidence). Graduates may borrow 40 books at a time. 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.

i. Loan Periods
During term, undergraduates may borrow a book for 2 weeks. Extended loan periods are offered to those who disclose a disability or impairment to the Reader Services Librarian. Graduates may borrow a book for the entire term. Readers will be notified when vacation loans begin. Vacation loans will commence from Friday 6th week.

j. Returns
It remains the responsibility of the borrower to ensure that any book borrowed from the Library is returned via the self-service machine or handed to a member of staff. During the pandemic, please return all books to the marked trolley in the Library entrance hall. Do not use the self-issue machine.

k. Renewals
Unless recalled, an item may be renewed 4 times before returning it to the Library. This may be done via the reader’s SOLO account, the self-service machine or the enquiry desk.

l. Recalls
Items can be recalled from another reader via SOLO or the enquiry desk. Readers should check email accounts regularly for notifications that a book on their account is needed by another reader. Overdue fines or replacement book costs may be applied if a recalled book is not returned to the library within the specified time period.
m. **Overdue Items**
A fine of 25p per book per day is applied to any overdue item, to a maximum of £5.00 per item.

n. **Lost and Damaged Books**
If a book is lost, please contact library staff who will advise as to the best means of replacement. Members should take good care of Library books at all times. Anyone found to have mistreated Library books may be fined. No one should write or make marks in Library books. No one should 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 rather than leaving the book open. Please protect books from damage by water, food, and drink.

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

p. **Books Aside**
Cubbyholes will not be in operation during the pandemic. Please take all books with you, or place them on the returns trolley, when you leave. Do not reshelve them or leave them on desks.

q. **Lost Property**
Please take all personal belongings away from the Library after every visit.

r. **Smoking and vaping**
Smoking and vaping are not permitted in any part of the Library or on or around the Library steps. Anyone who infringes this rule will be reported to, and may be fined by, the Junior Censor.

s. **Food and Drink**
Readers may bring any lidded cup into the Lower and Law Libraries, and hot drinks are permitted. No open cups or mugs are allowed. Please dispose of paper cups responsibly. New foot-operated water-coolers are being installed in both main and Law Libraries. No drinks of any sort are permitted in the Upper Library.

t. **Noise**
Please be considerate of other users of the Library and keep conversation to a minimum. Mobile phones should be turned to silent upon entering the library. Members must not make or receive telephone calls in the library building, including the entrance hall.

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**College Library services for students not in residence**
The following arrangements are expected to be in place for enrolled Junior Members who are out of residence for reasons related to the pandemic:

- Any books already on loan to these students will have their loan periods extended to the end of the year, when the situation will be reviewed;
- Scanned materials can provided (subject to copyright law) as far as staff are able.
Any books already in the Library requested by Junior Members will be posted out to them; Any requests for books not already in the Library will be processed and posted out (by Library staff or via Amazon); If Junior Members are able to post books back once they have finished with them, that would be welcome, but will not be a requirement of loans.

Computing and Internet

Overview
Users of ICT within the University are subject in the first instance to the University ICTC regulations (2002) with subsequent amendments and available for review at: www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

Christ Church has a statutory duty to have due regard for the need to prevent people from being drawn into terrorism (The ‘Prevent’ duty under the Counter-Terrorism and Security Act 2015).

Junior Members must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist.

Christ Church therefore reserves the right to monitor IT use in order to ensure compliance with the law and the College’s acceptable use policy. Any suspected breaches will be investigated.

Computing Facilities
There is one main computer room in Christ Church; the Graduate Computer Room in Tom 9 (upstairs). See Section VII for details of the protocols of use during the pandemic.

Printing and scanning facilities are provided in both the Library and the Graduate Computer Room. Charges are advertised by the copiers and charged to battels. Access to the printers is permitted from personal computing equipment; University Cards will be required to retrieve and print submitted jobs (visit https://print.chch.ox.ac.uk for further details).

The facilities are available only to members of Christ Church, who are expected to be careful and considerate. Rules for proper use of the computing facilities (including rules on computer etiquette) are available in the GCR computing rooms.

Local file storage is not provided by the College, and Junior Members should bring a USB disk or sign up for a cloud storage solution such as Dropbox (www.dropbox.com).

Use of computers in College rooms or in any of the Computer Rooms which are connected to the University network must comply with both the College’s and the University’s rules for computer use. A copy of the University’s Rules for Computer Use may be obtained from Mr Simon Thomson or may be viewed on the University’s website at www.it.ox.ac.uk/rules.

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

In addition to the general prohibition on smoking and vaping, users must not eat or drink in the Computing Rooms.
**IT Staff**

Mr Simon Thomson is Head of the Joint Information Communications Technology Service (JICTS) for Christ Church and Pembroke. Mr Andrew Middleton is the Deputy. The team can be found in one of two IT Offices: Schools Quad, (to the right of the Lee Building) in Christ Church, and to the left of the Lodge in Pembroke. The Computing Office is open 09:00 – 13:00 and 14:00 – 17:00 Monday to Friday for drop-in support. IT problems may be reported by email to: it-help@chch.ox.ac.uk or, alternatively, by telephone: (2)86001. Professor Kevin McGerty is the Senior Computing Officer for Christ Church to whom any unresolved IT matters should be referred: kevin.mcgerty@chch.ox.ac.uk.

**Accessing the internet**

Christ Church provides a wireless infrastructure to fulfil all the connectivity requirements for those living and working on campus. Ethernet (wired) connections are no longer possible and any equipment will need to be wireless enabled. Both 2.4GHz and 5GHz wireless connectivity is provided. Internet access is provided via the CHCH or Eduroam wireless networks.

To connect a device to CHCH for the first time, the code _aedeschristi_ must be entered. Accessing any webpage will prompt a redirect to a login page; login should be with Christ Church credentials as a member. Login passwords can be set up or reset by following the link: www.inquisitor.chch.ox.ac.uk/webauth.

A small file will be downloaded which will check the computer is up to date and has anti-virus etc., and will automatically connect the device if it passes the security checks. If not, an alert will flag necessary updates.

Eduroam is the University-wide Wifi network which can be accessed by following this link: www.oucs.ox.ac.uk/network/wireless/services/eduroam/.

In order to access the Eduroam network, devices must support enterprise 802.1x wireless networks; in order to access the OWL service, devices must be able to install the Cisco VPN software provided by the university.

These services can be remotely activated as soon as the Christ Church contract is processed and SSO account activation details are received by the Junior Member.

*No unauthorised person is permitted to use any connection to the College and/or the University network*, and members will be deemed responsible for any breach of College or University rules by anyone using a computer in their rooms to whom they have given access.

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

*Connection of any other device allowing wireless access to the College network (e.g. using a computer as an access point) is also prohibited.*
Antivirus and software update requirements
It is important to protect all computers (including Macs) against viruses, and protection software (Sophos) is freely available from the University’s IT service (see [www.it.ox.ac.uk/want/get-started/security/antivirus](http://www.it.ox.ac.uk/want/get-started/security/antivirus)). Please note that any infected machines may be quarantined automatically from the network, meaning that they will no longer be able to access University information and resources until the issue is resolved.

Interference from student-owned wireless devices
Wireless devices that cause interference with the College wireless infrastructure are expressly prohibited. This includes, but is not limited to:

i. wireless routers and bridges;
ii. wireless printers (permitted if wireless is disabled); and
iii. personal wireless hotspots.

Anyone attempting to attach such devices to either the College or University network is liable both to a fine and to permanent confiscation of the router. Tampering with College network equipment such as routers, switches, wireless access points, and cables is also prohibited.

Games consoles and other devices
Games consoles are permitted for use on the College wireless network, but require VPN or 802.1x enterprise networking support. The Computing Office can assist with accessing the wireless network on those devices.

University Examinations
The rules governing University Examinations are detailed in Section 7 of the University Student Handbook, which can be found on the [University website](http://www.ox.ac.uk). Most University examinations in Michaelmas Term are expected to take place online in response to the pandemic, though some will be in-person exams with social distancing in place. The format of University exams beyond this term is under review. Resit assessments in Michaelmas Term will be in the same format as in Trinity Term 2020. Please see the University information about examination support here: [https://www.ox.ac.uk/students/academic/exams/wellbeing](https://www.ox.ac.uk/students/academic/exams/wellbeing).

Entering Names for University Examinations
All Junior Members (including those who are suspended) are responsible for ensuring that they are entered correctly for their examinations by the deadline for entries. Information on examination entry dates is available from the University website. Examination Entry is completed online via [Student Self Service](http://www.ox.ac.uk). If Junior Members need to select the options they wish to take for their examinations, they will be sent an email when the examination entry window opens asking them to log into their Student Self Service. Junior Members must complete their examination entry by the date given in the email; if they do not, they will be required to pay a late entry fee in order to make their examination entry. A fee is also payable if a Change of Option is requested after the deadline.

Examination Arrangements
If alternative examination arrangements are required (these may be due to a disability or medical condition, or on grounds of religious observance), an application for Alternative
Examination Arrangements needs to be made via the Academic Office. Details on Alternative Arrangements can be found on the University website. These arrangements will be adapted as necessary in response to the pandemic situation.

Some alternative arrangements can be managed by the Examinations Schools, such as the use of a computer or extra time; other arrangements, for example rest time or non-standard arrangements, will mean University Examinations need to be taken in College.

Junior Members who believe they may need alternative arrangements must contact the Academic Office by no later than Friday of 4th Week of the term preceding their examinations. If a Specific Learning Disability assessment is required, the Disability Advisory Service will arrange this and advise the College on the necessary arrangements. Christ Church’s contact is Pauline Graham. The DAS will also offer guidance on what support can be provided for individual studies. It is best to contact the Disability Advisory Service as early as possible in the year so assessments can be arranged; requests for alternative arrangements should usually be made no later than the Friday of 4th Week of the term before the examinations are due to take place. Making a timely application is particularly important given the changes to examination procedures in response to the pandemic.

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

If last minute alternative arrangements are required for examinations, for example due to an injury, contact the Academic Office as soon as possible. A medical certificate (usually from the College doctor) is required explicitly stating any necessary arrangements.

Mitigating circumstances notices (MCE) to examiners
If any Junior Member feels that their examination preparation or performance in examinations has been seriously affected by extenuating circumstances, such as illness or bereavement, as well as a result of the pandemic, they can submit a Mitigating Circumstances notification.

Junior Members should contact the Academic Office about making this application and they will provide the necessary forms and advice on what supporting materials may be required. If the examinations were affected by illness or other medical reasons, a medical certificate, usually from the College doctor, will be needed to support the application.

From 1 October 2020 it will be possible to submit and view mitigating circumstances notices to examiners (MCE) in eVision.

Missing an Examination
If any Junior Member has to miss an examination due to illness or other urgent cause, they should contact the Academic Office as soon as possible on the day of the examination so that they can make the Examinations Schools aware.

The Academic Office will need to submit an application to the Proctors for the Junior Member’s non-appearance at the examination to be excused. A medical note will be needed to support this application, so arrangements should be made to see a doctor as soon as possible.

Failure of First or Second Public Examination
In all subjects, passing 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](https://example.com/exam_regulations). Undergraduates are expected to pass their 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.

Those who do not pass examinations should expect to be suspended from their studies or sent down. Junior Members must ensure that they check their course Examination Regulations about failure of examinations or assessments.

**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 will be charged to the candidate.

**Submissions**

It has been confirmed that all formal submissions for taught degrees will be submitted online next year via [WebLearn](https://example.com/weblearn), or via the anonymous submissions platform approved by department. The Submissions Desk in the Examination Schools will not be open to any submissions before the end of the 2020/21 academic year (unless otherwise indicated). Research Degree submissions will still be via the [Research Thesis Digital Submissions portal](https://example.com/research_submissions). Students will not need to submit a hardbound copy of their DPhil thesis to the Exam Schools in order to graduate, following being granted leave to supplicate, during the 2020/21 academic year. This also includes any students who were unable to submit a hardbound copy due to the COVID-19 in the 2019/20 academic year. However, all candidates will need to submit an electronic copy to the Oxford University Research Archive (ORA) a minimum of five working days prior to their graduation date. Students will not be able to attend a degree ceremony (even in absentia) without doing so. If access to a student’s thesis needs to be restricted, a hard copy of their thesis will still need to be submitted to the Exam Schools. It is anticipated that it will be possible to submit these from October 2021, but this will be subject to confirmation.

**College Examinations (Collections)**

Collections (a.k.a. practice examinations arranged by colleges) are set at the start of term for most undergraduates to check the progress of studies pursued in both term-time and vacations, and to provide practice for subsequent University examinations. Undergraduates are expected to achieve standards in these Collections appropriate to Oxford requirements and their own abilities (see [Section II](https://example.com/section_ii)). Those who do not do so may be set Special Collections. Book token prizes are awarded each year based on the results of Collections. The Academic Office is responsible for Collections arrangements, which are expected to take place online until further notice in response to the pandemic. In most cases tutors will make arrangements with their students directly.
College Awards and Prizes
Awards and prizes made to current Junior Members will be credited to battels. Awards and prizes made to Junior Members after they have left the College will be paid via bank transfer once all final charges have been cleared.

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

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.

The College is currently reviewing how scholarships and exhibitions will be awarded in light of the disruption to Moderations and Preliminary Examinations for most subjects that occurred as a result of the pandemic.

College Book Prizes for Performance in University Examinations
A £130 book prize (in the form of a voucher) is awarded to each undergraduate who has been placed in the First Class in any Final Honour School.

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

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

The Senior Censor usually contacts those eligible for prizes after examination results are announced.

Other Prizes
In addition to the Prizes mentioned above, the following College Awards and Prizes are offered. Holders of these Awards and Prizes do not 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). Further information regarding the awards and prizes may be obtained from Tutors or from the Academic Office.

The Ancient History Prize of £130 is awarded in Trinity Term on the recommendation of the Tutors in Ancient History.
The **Anne Campbell Scholarship**, given by Emily Campbell (ChCh 1990) in memory of her late mother, is awarded annually by the Governing Body on the recommendation of the Law Tutors to the best Christ Church law graduate who remains at Christ Church, or returns to Christ Church, in order to study for the BCL or MJur. The Scholarship is of the value of £500, together with (unless they are covered by other Scholarship funding or any other award) payment of the Scholar’s College fees for the BCL/MJur.

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

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

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

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

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

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

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

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

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

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

Two Bostock Prizes of £200 each, tenable for one year, are awarded in Hilary Term after examinations in Natural Science and Mathematics.
A Boulter or Bostock Prize may not be awarded twice to the same person in the same subject. Fell, Boulter and Bostock Prizes are open only to Commoners. A Fell Prize may not be held in conjunction with a Boulter or Bostock Prize.

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

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

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

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

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

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

The Hooke Prize of £130 is awarded annually by the Governing Body to the most outstanding undergraduate across the following branches of Science: Mathematics, Biochemistry, Chemistry, Engineering, Physics, Materials Science, and Biological Science. The most outstanding undergraduate will normally be the person placed proportionately highest in an appropriate Honour School (including in a joint School with Philosophy).

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

The John V. Lovitt Prize of £130 is awarded in Trinity Term on the recommendation of the Tutors in Jurisprudence. It is open to members of the House reading Jurisprudence who are in their penultimate year.
The **Luke Prize** of £300 is awarded annually by the Governing Body in Michaelmas Term to the member of the House who performed best in the German Literature papers of the Final Honour School of Modern Languages or associated joint schools.

The **Francesco Palla Memorial Prize** of £300 is awarded for the best performance by a fourth year finalist in Astrophysics.  
The **Roger Prentice Prize** of £300 is awarded in Trinity Term. It is open to all undergraduates, with a preference for those reading Chemistry, for travel abroad.

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

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

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

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

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

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

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

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

The **Philip Wetton Travel Fund** will allow for up to £400 in total to be allocated to enable travel abroad for students of Russian or other Slavonic languages.
The Edward Wright Prize of up to £200 is awarded annually on the recommendation of the Tutors in Mathematics and Computer Science. It is awarded for an essay or project (which may include computer-based work) on a subject in Mathematics and Computer Science.

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

Degree Days
Owing to the pandemic, many of the Degree Day arrangements listed below will need to be modified during the coming year—for further information, please contact the Academic Office.

Members of the House who qualify for a degree may take it in person or in absentia on one of the University’s prescribed Degree Days. Details of the fees, procedure, dress and dates of Degree Days are provided on the Christ Church website. Graduands and their guests are offered appropriate hospitality.

Taught course students usually receive an email invitation in November of their final year inviting them to log into their Student Self Service in order to book their degree ceremony. Research students usually receive an email invitation with information about booking a degree ceremony in their final year. However, decisions on ceremonies in 2021 are awaited from the University.

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

Queries relating to Degree Days should be addressed to the Academic Office.

Section V: Health and welfare

The health and welfare of students is taken seriously and there are many different people available for advice and support—we are very aware of how important it is for us to support our students during the pandemic. Current information about the Christ Church Welfare Team and the Welfare Handbook can be found on the Christ Church website.

Internal College resources
Welfare emergencies
In the case of a welfare emergency, Junior Members should contact the Lodge ((2)76150), who hold a list of emergency contacts and will immediately inform an available member of the welfare team.

College Chaplain and Welfare Coordinator
The College Chaplain and Welfare Coordinator, Revd Clare Hayns, is based in Killcanon 1 and offers advice and pastoral support to all members of Christ Church from all religious beliefs or
none. During the pandemic, all Junior Members should make an appointment in advance rather than going in person, and welfare-related meetings may take place online rather than in person. The Chaplain and Welfare Coordinator can be contacted via telephone (2)76236 or email at clare.hayns@chch.ox.ac.uk.

Welfare Tutors
There are two Welfare Tutors, Professor Kayla King and Professor Alex Vasudevan, who are available for advice and guidance on work- and/or study-related matters. They can be contacted via email at welfare.tutor@chch.ox.ac.uk.

Personal Tutors
Each undergraduate has a Personal Tutor, who is responsible for the general oversight of the Junior Member’s work and welfare. A Personal Tutor will check that academic arrangements are working well, and is available to discuss matters of concern. A Personal Tutor is normally the Senior Subject Tutor for their subject, unless stipulated otherwise. A list of Senior Subject Tutors is kept in the Academic Office. If undergraduates are not sure who their Personal Tutor is, they may email the Academic Office to enquire.

College Advisors
Each postgraduate has a College Advisor, 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 Advisor on academic or personal matters as necessary.

Academic Registrar
The Academic Registrar is the College’s Disability Coordinator and Hardship Officer, and is available for support and advice regarding examinations, finances, and academic concerns via email at academic.office@chch.ox.ac.uk.

College Counsellor
Karen Kendall from the University Counselling Service is based at Christ Church one day per week from 0th-9th Week each term (in 2020/21 appointments may be held remotely). Appointments can be made directly with her via counsellor@chch.ox.ac.uk. Junior Members who wish to speak with a Black, Asian or ethnic minority counsellor can do so via the University Counselling Service or can discuss making such arrangements via the College Counsellor.

Wardens
There are three Wardens; these are graduates who provide out of hours support (19:00 – 07:00) who can be contacted by phoning the Porters’ Lodge or emailed at wardens@chch.ox.ac.uk. They are able to offer support and advice to Junior Members on general welfare matters. The current Wardens are Sam Lane (Senior Warden), Nader Raafat and Emily Swift.

Welfare Reps and Peer Supporters
The JCR and GCR also provide excellent welfare support via Welfare Reps and Peer Supporters. Up to date information is in the Welfare Handbook.
Harassment Advisers
See Section I for details of Christ Church’s Harassment Policy and Procedures. If you are concerned that you are a victim of harassment, you can contact the Harassment Advisers, who are listed in the policy, for support.

University-wide services
As well as College structures for advice and support, there are a number of external services that are provided for all Junior Members. A contact list of emergency services and non-emergency health, welfare and academic support services can be found on the University website. The University already provides a wide range of welfare support services and pastoral care for students, and is ready to deliver these established services in ways that take account of the changed circumstances that all of us face this year.

The University’s Student Welfare and Support Services (SWSS) provides a range of specialist welfare services to all students at the University. This includes counselling (one-to-one and group sessions), support for disabled students, support for students who have experienced sexual violence, and mediation. Their provision is currently available to all students online (by video, chat or email) and by telephone and most of our provision will remain online during Michaelmas term.

A series of study skills materials have been developed to help students adapt to remote study, in response to the pandemic. There are ten short videos hosted on Canvas aimed at any student who is new to remote learning, or would like to study online more effectively. Students of all levels, especially those who been out of formal education recently, will benefit from the advice. The talks have been written and produced by specialist study skills tutors in the Disability Advisory Service with input from Centre for Teaching and Learning and other colleagues. They are available to all students via this link. Some quick tips for remote study have also been published on the Oxford Students website.

All students may also seek information, advice or support from Student Information.

The University website provides regularly updated information and advice for all students about their health, welfare, and wellbeing in the light of Covid-19. This incudes information about our own University Covid-19 testing service, and other specific provision that is available to you as an Oxford student, in addition to the support that they may receive through the NHS.

It gives information and advice about travel and visas for international students, including how the University will support those who have to quarantine on their arrival, or who may need to stay here in vacations because they are unable to go home. There is also information about university and college chaplains of different faiths, and about university and other faith societies and belief groups, who may offer support to students of various faiths and beliefs (including no religious belief). This includes information about the University’s Muslim Prayer Room.

It also explains how the University offers financial support for students facing financial hardship.
The University Counselling Service
The University has a professional, confidential Counselling Service for assistance with personal, emotional, social and academic problems. Both undergraduate and graduate students of the University may use the Service without charge and individuals may self-refer from the website (www.ox.ac.uk/students/welfare/counselling) or be referred by a member of the Welfare Team. The Service can also act as a bridge to other therapeutic facilities where appropriate. Junior Members can request to speak with a Black, Asian or ethnic minority counsellor through the University Counselling Service.
Contact Details: 3, Worcester Street, OX1 2BX
email: counselling@admin.ox.ac.uk

Togetherall: supporting mental health wellbeing
The University has recently broadened the mental health support available to students with a new online service, Big White Wall. The service has since changed its name to Togetherall. This free online support service is open to all Oxford students. Giving access to a global welfare community, moderated by mental health professionals Togetherall provides a safe space for students to help self-manage their mental health and wellbeing - whether they are struggling to sleep, feeling low, stressed or unable to cope.

To join, students should visit www.togetherall.com and Register under “I’m from a university or college” with their Oxford email address.

The University will not be informed if students sign up to Togetherall or know of students’ activities on the service, unless Togetherall has serious safety concerns. In that case, Togetherall will contact the University/College welfare team.

Student Advice Service
The Oxford SU speaks and campaigns on a range of issues that bear on student welfare, and provides training for student welfare officers. The Student Union coordinate the Student Advice Service, offering free, independent, confidential support. See their website for details: www.oxfordsu.org/wellbeing/student-advice/

Sexual harassment and/or violence
The University website contains guidance on what to do in the case of sexual violence, including contact information for the nearest Sexual Assault Referral Centre (SARC). The University Sexual Harassment and Violence Service offers an all-in-one provision for any students who have been affected by sexual harassment or violence. Oxford also has two local agencies with trained Independent Sexual Violence Advisors: Refuge (for men and women) and Oxfordshire Sexual Abuse and Rape Crisis Centre Advocate (for women only). Further links to external agencies offering support can be found on the University website (www.ox.ac.uk/students/help?wssl=1).

Resources for student parents
The University website offers guidance on services available to student parents. The Oxford SU also publishes a Student Parent Handbook, holds student parent socials, and has a mailing list
to disseminate information about family-friendly events, funding opportunities, and other information.

**Resources for care leavers**
Information about funding available for care leavers can be found on the University website (www.ox.ac.uk/students/welfare/careleavers?wssl=1). Students from a care background are also encouraged to contact the Academic Office to find out more about support available.

**Resources for estranged students**
The University is committed to supporting students who are studying without the support and approval of their families, and has signed the [Standalone Pledge](#). Details of the [financial support available for estranged students](#) can be found on the University website. Christ Church recognises that estranged students may face particular financial challenges and will seek to support them wherever possible. Students are encouraged to contact the Academic Office to find out more about support available.

**Support from academic departments and faculties**
Some departments and faculties offer their own support services to their students, and some will direct them to their colleges. Information about how departments and faculties provide for student welfare is available on departmental websites and in course handbooks.

**Medical Support**
**College Nurse**
The College Nurse, Midge Curran, has a surgery each day from Monday 0th Week to Friday 9th Week at the following times:

- **Monday, Wednesday & Friday:** 10:00 - 16:00
- **Tuesday:** 09:00 - 17:00
- **Thursday:** 08:00 - 14:00

During the pandemic, Junior Members in need of treatment or medical advice should first contact the Nurse via telephone or email (tel. (2)76176 / email chchnurse@nhs.net) rather than visiting in person, so that she can assess whether an in-person visit is necessary. The nurse will be working remotely until further notice.

The Nurse also provides advice on family planning, managing anxiety, and travel health precautions, and can arrange for meals for those not well enough to go to Hall. If a Junior Member needs to go to hospital the Lodge must be informed as they will arrange a taxi free of charge to and from the John Radcliffe and will inform the Nurse for follow-up care. Under normal circumstances, Scouts enter Junior Members’ rooms regularly and it is part of their work to report any cases of sickness or injury so that the Nurse can be informed, but this will be less frequent during the pandemic and so Junior Members are encouraged to contact the Nurse directly by phone or email if they are unwell. Please note that the Nurse has access to electronic medical notes through the EMIS system.
College Doctor

Registration with a General Medical Practitioner

All Freshers are required to register with a General Practitioner in Oxford by the end of 2nd Week of Michaelmas Term and continue to be registered with such a Practitioner for the duration of their course. All Junior Members are strongly advised to register with the College Doctor via the registration forms provided before the beginning of Michaelmas Term. Any Fresher not registering with the College Doctor must inform the College Nurse of the name and address of their medical practitioner in Oxford by the end of 2nd Week of Michaelmas Term.

The College Doctor is Dr Sarah Ledingham, 27 Beaumont Street, Oxford (tel. 01865 311500). The College Nurse can book appointments for Junior Members with the College Doctor.

National Health Service regulations require each new registrant to meet with their chosen doctor and so Freshers will be invited to a registration session after College Registration at which the College Doctor and Nurse will be present.

Dental Treatment

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

Contact Details: tel. 01865 689997 or visit www.studental.co.uk

Disability Support

Christ Church wishes to enable any student with disabilities to study at the College, and will make reasonable adjustments to make this possible in line with the University’s ‘Common Framework for Supporting Disabled Students’. Further details can be found by following the link below: academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students#tab-1048826.

In accordance with this Framework, Christ Church has a Disability Lead and a Disability Coordinator:

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Lead</td>
<td>Senior Censor tel. (2)76157 email: <a href="mailto:senior.censor@chch.ox.ac.uk">senior.censor@chch.ox.ac.uk</a></td>
</tr>
<tr>
<td>Disability Coordinator</td>
<td>Academic Registrar tel. (2)76157 email: <a href="mailto:academic.registrar@chch.ox.ac.uk">academic.registrar@chch.ox.ac.uk</a></td>
</tr>
</tbody>
</table>

Students should contact the Disability Coordinator to inform them of any disabilities as early as possible during their studies, so that any reasonable adjustments can be put in place.

The Disability Advisory Service

The University Disability Advisory Service provides support and advice to students who have a disability, including learning support, mental health advice, support for those with sensory and mobility impairments, long-term health conditions, and autistic spectrum conditions. They can
arrange disability assessments and help students apply for disability-related financial support. They also advise the College on what examination arrangements would be suitable for students with disabilities, liaising with the Academic Registrar.

For any queries about the process of applying for alternative examination arrangements, please contact the Academic Office.

The Disability Advisory Service website has great deal of helpful information and Junior Members are encouraged to make use of their assistance and advice.

Contact Details: 3 Worcester Street, Oxford, OX1 2BX  
tel. 01865 280459, email disability@admin.ox.ac.uk

Christ Church has a contact staff member at the Disability Advisory Service, who may be contacted directly: Pauline Graham. Christ Church also has a designated staff member who works with students with mental health disabilities: Teena Bowes.

Suspending Status
Occasionally Junior Members suspend their status for a period of time. Any Junior Member who, for personal reasons such as health or welfare, needs to suspend their studies, should speak in the first instance to one of the following:

- Undergraduates (including exchange students): the Senior Censor
- Postgraduates: the Tutor for Graduates

Junior Members are also encouraged to seek support from medical and/or welfare services (see internal welfare resources and external welfare resources).

Undergraduate suspension
The permission of the Senior Censor and subject tutors is required for an undergraduate to suspend status. Suspension is usually for one year. The most common reason for suspending status is ill-health (when a doctor’s certificate is required in evidence). Suspending status is not normally allowed on other grounds. The return of Junior Members to College after a period of suspension will often be subject to conditions.

In the case of ill-health, one condition will be a medical certificate indicating that the member is fit to resume their studies. Recomencement of studies, including after suspension on disciplinary grounds or for other reasons, may also 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 at the time of suspension. A Junior Member who has been set Collections as a condition of coming back into residence but fails to achieve the standard set has the right to appeal in writing to the Dean within 14 days of the results being communicated to them.

If a Junior Member suspends their studies while subject to Academic Disciplinary procedures (see Appendix B), any conditions such as Formal Warnings will remain in place after suspension.
The University website provides further information about suspension from an undergraduate course, including guidance about access to University facilities and services, and how suspension of status can impact visa holders.

Graduate suspension
Graduate students should, in the first instance, discuss their circumstances with their supervisor and the relevant administrative staff in their department or faculty. Graduate suspensions are primarily administered by departments, though suspension requests must be approved by the College following a supervisor’s approval.

The Tutor for Graduates is available to meet with graduate students to discuss their circumstances prior to, or following, a suspension application. Further information about suspending from a graduate course, including guidance to University facilities and services, and how suspension of status can affect visa holders, can be found on the University website.

When Junior Members are out of residence, whether voluntarily or compulsorily, they may not, without the specific permission of the Senior Censor:
  a. make use of any College facilities, including the Library, the Sports facilities, the Hall, or the Bar;
  b. receive tutorials, attend classes or otherwise receive academic instruction under the aegis of the College;
  c. enter and remain on College premises;
  d. attend any function in College; or
  e. occupy College accommodation.

Fitness to Study
If there are concerns regarding a Junior Member’s Fitness to Study, due to medical, psychological, or emotional problems, then the Senior Censor will discuss the situation with the Junior Member and, where necessary, any other relevant members of College, such as Tutors, the Tutor for Graduates, a graduate’s College Advisor or another member of their department, or a member of the welfare team. If necessary, the Censors will convene a Fitness to Study panel to consider a specific case where there are Fitness to Study concerns.

Christ Church uses the University definition of ‘Fitness to Study’ according to the information in the following link: www.admin.ox.ac.uk/edc/casemanagement/fitnesstostudy.

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

b. Fitness to study concerns may be raised when:
   a. there is a significant deterioration in the apparent health, wellbeing, or academic
      functioning of a student;
   b. there is a persistent inability of a student to submit work or to attend classes,
      seminars, or meetings, or to participate in other aspects of normal student life;
   c. a student’s behaviour is causing concern in relation to their own wellbeing;
   d. a student’s behaviour is adversely affecting the learning environment or the health
      and wellbeing of others; and/or
   e. a student has themselves reported problems.

The College has a Code of Practice for dealing with academic or social problems arising from a
Junior Member’s ill-health. A copy of the Code of Practice may be obtained from the Academic
Registrar.

Section VI: Life at Christ Church

Information about living in College during the pandemic
Students will be sent supplementary information about living at Christ Church, including Freshers’
Week and teaching information for undergraduates; for graduates this will be provided by departments. We will be following Public Health England (or the relevant
government agency), Government and University guidelines as we put arrangements in place;
these guidelines are constantly changing.

Key provisions and general protocols
- Students should bring their own personal supplies of tissues, wipes, hand sanitisers, and
  their own masks or face coverings, which should ideally be washable on environmental
  grounds, although this is not required.
- Whenever they arrive at Christ Church, students must ensure they have a mask or face
  covering with them and be ready to show their University card since Covid restrictions
  mean that identification will be checked regularly upon arrival.
- Signage will be provided in areas where physical distancing is not possible (e.g. listed
  buildings with 1m wide staircases).
- Signage will be provided about use of entrances and exits.
- Two metre distance (or other distance, depending on current government advice) is to be
  maintained between students of different households at all time. Where this cannot be
  maintained, and in all communal areas, masks or face coverings must be worn.
- All non-essential travel around and within the College site should be avoided.
- Students should avoid sharing items (such as fobs, stationery, etc) and passing documents
to anyone outside their household. This means that work submitted to tutors should be
done electronically, with specific arrangements to be agreed with individual tutors.
• Students must not visit rooms belonging to other households, nor have visitors from outside College visit their rooms or come to Christ Church for social reasons.

The protocols detailed in this document are in place to keep all members of College, and their families and the wider Oxford community, safe. They must therefore be adhered to at all times, and failure to do so may result in disciplinary measures.

Hygiene
This is the single most important area where individuals can make a real difference:
• After washing your hands, turn off the tap with a paper towel or tissue – not your hands. They will pick up any residual virus on the tap.
• Everyone should wash their hands after touching shared items such as kettles, telephones, office equipment etc, and also at regular intervals during the day. Remember to wash hands for at least 20 seconds.
• See the NHS handwashing guidelines.
• Place used wipes and tissues into bins immediately after use.

Face coverings
The common framework on health and protection during the COVID-19 pandemic, published on July 8, states that, ‘From the start of the new academic year, face coverings will be required during face-to-face teaching and in indoor shared spaces, with exceptions for both individuals and settings where they are not appropriate (for example on grounds of disability). Details on how this will operate will be consulted on.’

If you are unable to wear a face covering, we recommend that you contact tutors or other members of staff you may be meeting in person in advance to discuss in confidence whether teaching or other meetings should take place face-to-face or whether an online alternative may be more appropriate. There is no need to provide a reason or explanation as to why you are unable to wear a face covering when discussing such arrangements.

Further guidance for students and staff unable to wear a face covering has recently been issued and will be incorporated as appropriate into the Blue Book.

Note that face coverings are not a form of personal protective equipment (PPE) and are typically cloth coverings for the nose and mouth. See: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own

Face coverings are not a substitute for hygiene and safety measures such as self-isolating when unwell, social distancing, enhanced cleaning regimes, and regular hand-washing, and these primary mitigation measures should always be followed.

However, there is increasing evidence that wearing face coverings can reduce transmission of coronavirus from an infected person to others. Therefore, the wearing of face coverings is to be considered a social responsibility for members of the collegiate University, with the aim of providing increased reassurance to all members, including those most vulnerable to serious illness.
General guidance on face coverings
- Face coverings are required in all communal spaces, including but not limited to communal staircases, entry to all catering areas, administration and academics’ offices, the Library, when collecting meals, and all meeting and lecture rooms. Face coverings must be worn in all face-to-face teaching situations. Staff should therefore ensure that they bring a clean face covering to work each day.
- Visors are not recommended as effective.
- Face coverings do not offer the standard of protection required to reduce the distance for face-to-face teaching or meetings below two metres.
- University guidance on face coverings includes some exceptions, for example on disability grounds.

Exemptions from face coverings
- Not being able to put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
- If putting on, wearing, or removing a face covering will cause severe distress
- Where interacting with someone who uses lip reading to communicate, or who has social communication impairments
- Children aged under 11 years (e.g. when in public spaces such as museums)

Required settings for wearing face coverings
- In-person teaching settings (tutorials, seminars, classes, viva examinations)
- Shared research laboratory spaces and workshops, and teaching laboratories/practical classes
- Office spaces (except when occupants are alone in single occupancy offices, or when seated at a desk in shared space if f2f interaction is minimised and 2m social distancing is consistently maintained).
- Meeting rooms and spaces
- Common indoor areas (such as toilets, kitchens, post rooms, social areas, etc) and circulation space (such as corridors, hallways, lifts, stairwells, etc) (individuals should still wear face coverings in these spaces if appropriate)
- Public and circulation spaces (including bookstacks) inside libraries and museums
- University or college-owned (or hired) vehicles with more than one occupant
- In any other settings required by current legislation

Face covering provision
Staff, students, and visitors are responsible for providing their own face coverings. Individuals should have backup face covering(s) available. A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
• ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)

• Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged.

**Care and Maintenance**

Proper use, care, and maintenance of face coverings are the responsibility of each member of staff. When wearing a face covering you should:

• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on

• avoid wearing on your neck or forehead

• avoid touching the part of the face covering in contact with your mouth and nose, as it could become contaminated with the virus

• change the face covering if it becomes damp or if you’ve touched it

• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing

• only handle the straps, ties or clips

• do not share with someone else to use

• if single-use (commercial single-use masks should not be used for longer than four hours), dispose of it carefully in a residual waste bin and do not recycle

• if reusable, store it in a plastic bag and wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric

• wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

**Student Households**

College and College-managed accommodation for students have been arranged so that, once students have completed their quarantine period, everyone will live in a small group that we are calling a ‘Household’. A Household will be a group of people living in close proximity, for example on the same staircase, and/or with shared kitchen or bathroom facilities. Household sizes will be between two and six. First-year students will be allocated to a household in mixed subject groups; students in subsequent year groups have chosen rooms in the ballot. You will not have to socially distance from people in your Household, but if one of you has to self-isolate, that will apply to all of you.

Although households may meet members of other households outdoors (including in the marquee in the Masters’ Garden), outside College as permitted, or in approved settings such as Covid-secure classrooms and tutors’ rooms, they are expected to socially-distance from others and observe Government/PHE/University guidelines at all times. Households should not invite outside visitors or residents from other households into their rooms/flats/self-contained areas.

Students are permitted to have a kettle in their rooms but no cooking appliances such as microwaves or toasters. If such appliances are found in student rooms it would be considered a breach of College rules.
Housekeeping

Housekeeping staff will be cleaning all communal areas, including communal toilets and showers three times a day. However, Junior Members are responsible for cleaning their own bedroom/study area, en suite shower room and/or shared toilets and showers; cleaning materials have been left in your room and shared bathrooms/toilets for this purpose – please use them for your own health and safety. In order to minimise contact points for housekeeping staff, Junior Members should take all toiletries with them after using shared bathrooms/showers. Junior Members will also have access to a communal vacuum cleaner, which they are responsible for sanitising before and after use. Please always wear a face covering in communal areas, including staircases – this if for your own protection and that of our staff.

Please respect the recycling scheme and separate recyclable items from non-recyclable items – this will include ALL of the packaging provided with ‘grab and go’ meals. If you are self-isolating at any point please double bag all your rubbish. Rubbish should be left outside your room door (Monday – Saturday inclusive) for collection by housekeeping.

Socialising safely in college

Although it is inevitable that opportunities to socialise will be less frequent than in the past and there will have to be protocols in place in order to protect staff, students and the wider community, we are doing all that we can to provide students with safe ways to socialise whilst adhering to ever-changing public health guidance. For instance, for the duration of the pandemic, the rules for students accessing the lawns in Tom Quad have been temporarily suspended (see Outdoor Spaces below for further details).

Current government rules mean that groups meeting outdoors on the main site can be no larger than 6 in total and a two-metre distance should be maintained within each group, with no sharing of food or drink. However, no mask or face covering needs to be worn whilst meeting friends outside at a social distance. The Christ Church portion of the lawn at Liddell can also be used for meetings in groups of 6 or less if a two-metre distance is maintained (see Outdoor Spaces below for further details).

We have also hired a large marquee for the Masters’ Garden for the coming term. We hope to hold pre-booked events and meetings in the marquee during the day, although we are currently awaiting further guidance about the ‘rule of six’ and what kinds of events might fall within the exemption allowed for educational activities. We will operate the marquee as a licenced pub serving non-alcoholic and alcoholic drinks from 17:00 to 19:00 every evening (with the area to be cleared by 20:00). The numbers will have to be limited to 30 but students are expected to be able to socialise in the marquee and out on the lawn of the Masters’ Garden. This will have to be in groups of 6 or less and 2 metres of social distance should be observed within groups. There will be sign-in sheets for contact tracing. (Further details, including about opening hours, can be found in the section on Outdoor Spaces.)

Please note that we may have to modify socialising protocols as public health advice changes, but we very much hope that students will work with us to make these and other pandemic-specific solutions as safe and successful as possible.
Accommodation in the vacations
We hope that many of our students will be able to take a break and return home to spend some time with friends and family at the end of Michaelmas Term. However, if you do need to stay on in college accommodation for Covid-19 related reasons in the Christmas or Easter vacations after the end of the standard term because you are unable to travel home, the College expects to be able to assist in providing accommodation. This will need to be arranged in advance and information will be sent during the term about booking vacation residence. Vacation residence grants can be used, but otherwise charges will apply for accommodation arranged for the vacation at the usual nightly rate. The College will be reviewing the annual vacation residence grant later in the term, as the ongoing pandemic situation becomes clearer.

Quarantine during term-time
If you need to self-isolate during term-time, because you have arrived late or as a precautionary measure with your household, your tutor/course convenor/supervisor will be able to facilitate the continuation of your teaching or research remotely, if you feel fit to do so.

You and the students living with you in your Household will be able to access the University’s own Early Alert Service [https://www.ox.ac.uk/coronavirus] which aims to provide Covid-19 test results in 24 hours. If you and the rest of your Household need to self-isolate for a period due to a positive test results the College will support the whole group.

Accommodation contracts
All the standard notice periods, deposit rules and termination arrangements usually included in your College accommodation contract will apply. These details vary. You will be able to change your mind but there may be notice periods; refunds of deposits or rent are not guaranteed. Accommodation contract will include precise details of arrangements.

However, in the event that it is not possible for students to take up or continue residence due to a local or national lockdown or equivalent, a cancellation option will be provided to those students affected.

We will manage accommodation and services using reasonable endeavours but following local and national guidance. Managing safe and secure accommodation is not straightforward; changes to service levels due to outbreaks or lockdowns will not be reflected in changes in charges.

Visitor protocols
All Junior Members must show their University card whenever they arrive at Christ Church to avoid any confusion about who may enter the College and to ensure that Covid protocols in relation to visitors can be enforced.

Junior Members may not have visitors from other colleges or anyone from outside Christ Church. They should also not visit one another’s households indoors. They will be able to socialise outside their households in outdoor areas of the College, including on the lawns of Tom Quad and at designated times in the Masters’ Garden marquee, as well as in the Meadow.
when it is open. However, they must maintain social distancing of 2 m from anyone not in their household at all times. Note that we are currently exploring whether student clubs and societies will be able to meet in the Masters’ Garden marquee or in indoor meeting rooms under the exemptions allowed for educational activities, assuming mitigations such as the wearing of masks and maintaining a social distance of 2 metres is adopted, but this has yet to be confirmed.

Academic and non-academic staff, as well as Senior Members and other College staff and their families who live on site, have been told that they should minimise visitors from outside Christ Church. They have been provided with protocols to make necessary visits from outside the College as safe as possible. Teaching and other staff have been told that meetings, tutorials and classes should be scheduled so as to avoid students or other visitors having to wait outside rooms (and thus risk unnecessarily running into other people) and to allow time for any necessary cleaning to take place between meetings, tutorials or classes.

**College rooms – ‘living in’**

**Allocation and Occupation**

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

All undergraduates are also normally eligible for College rooms in their second, third, and (where relevant) fourth years. Rooms are allocated at the end of Hilary Term and the beginning of Trinity Term through a ballot organised by the JCR, and with the Steward’s Assistant and Accommodation Officer. 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, with supporting evidence, is presented to the Academic Office well in advance of the ballot. **The Senior Censor’s decision on room allocation is final.**

Undergraduates studying Music will be allocated a room with a piano or clavinova. Any problems experienced with instruments or piano stools should be reported to the **Academic Office**.

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

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

Junior Members who reside on the main College site, in St Aldate’s Quad, and 117 St Aldate’s are considered to be ‘living in’. Those living elsewhere, including those living in the Liddell Building, 12 Abbey Road, and houses leased from the Treasury, are considered to be ‘living out’. However, all those living in college-owned accommodation whether ‘living in’ or ‘living out’ are expected to comply with the regulations contained herewith including those relating to smoking and vaping, alcohol abuse, illegal drugs, and vehicles (including bicycles).

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

In usual circumstances, daily access to rooms during the working week is required by the Scout, for cleaning, and (occasionally) by the House Manager and Assistants (or the Manager at the Liddell Building) and by Lodge Porters in the course of their management duties including inventory, safety, security, and staff supervision. Other than for health and safety reasons and/or where there are reasonable grounds to suspect contraventions of the licensing agreement (where no notice will be given), access by management staff to check on staff performance and general standards of room cleanliness and repair is required, and unannounced spot checks will be carried out to ensure that rooms are being kept in good order that there are no health and safety breaches. Such visits will not normally be pre-notified, though residents’ immediate convenience will be respected. This understanding includes essential Legionellosis-related routine health and safety checks by the Compliance Officer (a member of the Clerk of Works’ staff).

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

**Maintenance, Decoration and Servicing**

The House and Deputy House Managers are the Senior Members of the Steward’s staff responsible for the management of College accommodation (except for the Liddell Building - see below). Scouts work under the House Managers’ direction. Scouts’ usual duties during Full Term Monday-Friday include the cleaning of rooms, comprising dusting and vacuuming
carpets, together with the regular cleaning of washbasins and emptying of waste bins. (note that different arrangements are in place during the pandemic, listed above). Scouts are also responsible for cleaning toilets, bathrooms, and public areas.

When it is possible for Scouts to clean rooms, all residents are expected to be cooperative in keeping rooms tidy enough to permit cleaning. Regular daily access (Monday – Friday inclusive) is required by the Scout for the emptying of bins and to clean the washbasin. Residents may expect their rooms to be cleaned comprehensively once a week during Full Term. A reduced service is provided out of Full Term and no scouting service is provided during the closed periods at Christmas and Easter. During these periods Junior Members are expected to keep their rooms clean and tidy and to dispose of rubbish in the main refuse bins located in the Meadow and St Aldate’s; the same procedure applies at Liddell and the outside properties.

The need for civilised standards of personal hygiene and behaviour is obvious; therefore, 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 and Open Day visitors are accommodated during the Easter, Christmas and Long Vacations; Admissions candidates are also accommodated during the Christmas Vacation.

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

Very limited on-site storage is provided during the vacations, however, the College, along with other UK Universities and Oxford Colleges, has an arrangement with a national company, ‘Love Space’ (www.lovespace.co.uk). Junior Members may arrange to store items with this company for the vacation(s) at a modest cost and/or ship their belongings to any address in the UK.

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

It is an express condition of the occupation of a room that alterations are not undertaken to the structure, fabric, furnishings, fittings, fixtures or any equipment under any circumstances. It is also an express condition - on grounds of good practice and to support the College in its exercise of statutory and other responsibilities including health and safety compliance - that occupants do not introduce items of furniture, or fabric or other materials. This prohibition includes, but is not limited to, partitions, panels, screens, drapes, curtains, carpets, rugs, chairs and beds. In cases of doubt please consult the House Manager, the Liddell Manager and/or the Steward.
Occupants are furthermore not permitted to move items of furniture or (on fire and safety grounds) to place upholstered furniture in kitchens or pantries, or to introduce their own upholstered furniture to College rooms. Bicycles may not be kept in any College room under any circumstances.

The House Managers are the principal channel for reporting faults and defects for residents. Faults and defects may be reported directly to the Staircase Scout or to the Porters’ Lodge. Other members of staff such as the Scouts, other members of the House Manager’s team and the Clerk of Works are also responsible for reporting any damage and for monitoring safety and compliance. Any faults reported will be forwarded, as required, to the Clerk of Works and copied to the resident’s Christ Church email address. If a resident reports a maintenance matter to the House Managers directly, consent to access the room to rectify the matter is deemed to have been granted and no further notice to access the room will be given. Notice of a maintenance matter generated by other means will be deemed to have been given to the resident when a copy of the electronic report to the Clerk of Works is given to the resident. In cases of difficulty or urgency, faults and defects may be reported directly to the Steward. Occupants will be required to pay for any damage in rooms and the cost of repair work will be charged on battels.

Steel pins and drawing pins may be used only on the notice boards provided. Nails or screws must not be driven into walls or panelling, and ‘blu-tack’, ‘white-tack’, and other products intended for attaching objects or pictures to walls (including those advertised as not causing damage to paintwork) may not be used. Posters and flags must not be displayed from windows in College rooms unless permission has been given in advance by the Junior Censor.

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

The nightly room charge includes the upkeep of rooms and furniture, and cleaning. It also includes a share of all communal services and supplies in College. The cost of basic utilities (heat and light) are included in the daily charge, however, if utilities are not used economically, the College reserves the right to make an additional charge for utilities. If rooms need additional cleaning or redecoration for any reason, occupants will be charged accordingly. If the charges are not paid by the date indicated, occupants may be asked to vacate their rooms.

St Aldate’s Quad and 117 St Aldate’s: the only variation in the occupancy arrangements concerns the shared kitchens. Occupants are personally responsible for washing up and for maintaining standards of cleanliness and good order of cupboards, refrigerators, worktops, cooking equipment and sinks. Scouts will remove bagged rubbish and undertake general kitchen cleaning only. Any foodstuffs left in refrigerators at the end of Full Term will be removed and disposed of by the Scout. All Junior members are asked to ensure that they use the recycling bins provided correctly.

The Liddell Building: designed as a single quad, the building is a joint development between the House and Corpus Christi College. It is operated under the day-to-day control of the Liddell Manager, and has its own Lodge which is staffed at all times unless the Porter is on patrol.
The Liddell main gate is operated by digital keypad/proximity reader; the gate code is changed from time to time.

The cleaning responsibilities of Scouts are similar to those at the main site. 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** (e.g., 12 Abbey Road): occupancy rules are substantially the same as for main-site rooms including a prohibition on bicycles inside the dwelling (whether or not cycle racks are provided), a ban on installing non-College furniture and fabrics, 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. Washing must not be dried in rooms; an outside washing line is provided. Staff will remove rubbish regularly, although the occupants of the aforementioned properties (other than the Liddell Building) are requested to ensure that the house waste bins are put out on the appropriate collection day and that recycling is correctly carried out. College staff or contractors will maintain gardens and grounds. Reduced scouting is provided outside Full Term and no scouting is provided during College closed periods; occupants are expected to keep their rooms and public spaces clean and tidy and to remove and dispose of rubbish on a regular basis outside of Full Term.

Junior Members are also requested to separate out clothes and other materials such as books, CDs etc. rather than disposing of them in household waste, as these can be donated to the British Heart Foundation’s ‘Pack for Good’ scheme. All personal belongings must be removed on going down as storage is not available, however, Junior Members may wish to use the services of Love Space (www.lovespace.co.uk), who will store belongings for a modest fee and/or ship to any address in the UK.

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 on (2)76150.

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

Occupants will be charged on battels for any damage, for any necessary additional cleaning and for the cost of removing property left behind. Warnings and fines will be issued for violating regulations governing the occupancy of College-owned property and occupants may be asked to vacate their rooms at short notice for repeated violations.
Smoking, vaping and Illegal Drugs in College-owned buildings

Smoking and vaping are not permitted inside any College-owned building including housing outside the main curtilage located in St Aldate’s Quad, 117 St Aldate’s, 12 Abbey Road, Botley Road, Cripley Road, and the Liddell Building. Occupants of College-owned buildings are responsible for adhering to the smoking and vaping policy, including in regards to visitors to and during parties in their premises, including in communal areas. If there is evidence of smoking or vaping, occupants will be given a Formal Warning. After a second Formal Warning, a fine will be issued. If further infractions are reported, the occupants may be asked to vacate their rooms at short notice.

Junior Members are only permitted to smoke in two designated outdoor areas: outside the Undercroft and in the designated outdoor smoking/vaping area at Liddell.

Illegal drugs (e.g. cannabis, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, crack, etc.) must in no circumstances be brought within the College or any College-owned premises, including in housing outside the main curtilage, and any infringement of this rule will result in severe penalties. The disciplinary framework for dealing with infractions of the College’s smoking and vaping, drugs and alcohol policies in any College-owned building, including housing outside the main curtilage, is detailed in Section I. Sanctions may include asking occupants to vacate their College rooms at short notice.

Student Possessions Insurance

All Junior Members who are ‘living in’ are covered by a Student Possessions Insurance Policy which is administered through Endsleigh Insurance Services. The annual premium of £6.78 will be charged to the first battels bill of each Michaelmas term. Junior Members will already have received details of the insurance cover - another copy is available from the Steward’s Office, if required.

Vacation Conferences

Residential conferences in vacations make a substantial contribution to College finances, and help to keep charges to students reasonable. The Steward and her staff endeavour to ensure that conferences take place with the least possible inconvenience to members of the House. Conference bookings are not normally taken for 0th or 9th Weeks (though in 9th Week of Michaelmas term and 10th Week of Trinity term most rooms are required for Admissions candidates/Open Day visitors), and during the Easter Vacation the number of conference delegates is restricted so as to leave a limited number of rooms free for students; these may be located off-site.

Lockable cupboards are provided in many rooms and may be used to secure any bulky, non-valuable or personally precious items which are not being taken home or being sent to ‘Love Space’ storage during the Christmas and Easter Vacations. Members are expected to provide their own padlocks. Items may not be left under beds, on top of wardrobes or in chests of drawers. Details on how to contact Love Space will be circulated at the end of each term.
Overnight Guests in College

Covid regulations mean that students are not permitted to visit different households or to have guests from outside their own households at any time, including overnight.

Noise

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

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

A measure of excessive loudness is whether or not music can be heard outside the room within which it is being played. The surest way of not disturbing neighbours is to use headphones. Music and other noise of this kind without the use of headphones is strictly forbidden after 23:00 on weekdays or 00:00 on Friday and Saturdays.

Health and Safety

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

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

Electrical Safety

Radios, television sets, computers, printers, audio equipment, and hair dryers are permitted in rooms, but it is the responsibility of individual members to ensure that all items of electrical equipment brought for use in College accommodation are safe. The accepted method of demonstrating electrical safety of electrical equipment, irrespective of age, is for it to be PAT (Portable Appliance Tested) by a qualified electrician and labelled stating ‘tested for electrical safety – PASSED’, with the date of the test and the name and contact details of the tester. Christ Church carries out PAT tests biannually on its own appliances and expects equipment brought in to be tested at similar intervals.

The College electrician will be available for two half days at the beginning of each term in the JCR or other location (details and dates to be advised) to check and PAT test the occasional electrical appliance where testing and labelling may have been overlooked. Simple remedial work to enable an appliance to pass, such as replacing fuses, but not replacing power plugs, will be carried out. However, any items which comprehensively fail will, at the College electrician’s discretion, be rendered unusable, confiscated or labelled as ‘failed’ and the owner will be informed in person at the time. In some cases, it may be appropriate for the College
electrician to replace a power plug but this would first be agreed with the owner of the appliance. Similar action will be taken for any other electrical equipment deemed to be unsafe discovered in rooms. In these cases, notification of all items confiscated will be given to the Junior Member by way of a note left in the room or by email from the House Manager or a member of Accommodation staff.

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

It is strictly forbidden to tamper with electrical circuits and the College’s fixed wiring on obvious grounds of personal safety. No repairs or alteration to the standard electric fittings may be carried out except by the order of the Steward.

Please follow these simple rules:

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

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

Cooking is not permitted in rooms. The only cooking appliance permitted in rooms is an automatic electric kettle or coffee maker. In the Liddell Building, St Aldate’s Quad, 117 St Aldate’s, and 12 Abbey Road, all cooking appliances must be kept in kitchens. Any electric iron, electric heater, electric, open flame cooking appliances or toasters (see above the exception to the rule on toasters) will be confiscated and the occupant of the room in which they are found fined.

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

**Cooking**

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

**Refrigerators**

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

**Fuel Economy and the ‘60% House’**

All members are strongly advised to be economical in the use of utilities. Although the cost of heat and light in rooms is included in the daily room rate, the College reserves the right to levy an additional charge if utilities are not used economically.

Christ Church spends a six-figure sum each year on utilities, in addition to what individual members pay, and emits 2467 tons of CO₂. The institution is aware of its own corporate social responsibility and has introduced an energy reduction policy and aims to be carbon neutral by 2025. 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 with the mantra **Switch It Off – Turn it Down.**

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:

i. Switch off all lighting and equipment, including all IT equipment, whenever not required, during the day and overnight and even for short periods. This includes fluorescent and low-energy lamps. Do not leave equipment on standby - lights and equipment use least energy when switched off.

ii. Do not switch on all lights when none or only a few are needed; if possible, use local task lighting whenever possible.

iii. Turn the heating off or down when leaving the room. Close windows and curtains to retain heat (although remember to periodically ventilate the room to avoid the development of mould). Learn to operate any storage heaters efficiently. Heating will be turned off in College from May until September inclusive.

iv. Buy energy-efficient equipment – as close to ‘A’ rating as possible.

v. Put just enough water in the kettle – don’t boil more than needed.

vi. Help widen good practice through setting a good example.

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

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

Recycling
It is possible, with members’ cooperation, to recycle a significant proportion of the waste that the College community produces. This is achieved through segregated recycling. Each member is responsible for ensuring that waste is segregated as follows: clean plastic bottles and containers, tin cans, cardboard, paper (including magazines and newspapers) is placed in the Blue bin; food waste is placed in the clear plastic bag provided; and all other waste is placed in the grey bin, this includes cling film, aluminium foil (clean and dirty), Pringles containers and non-recyclable carrier bags. Glass bottles must be placed next to waste bins and broken glass needs to be wrapped with a note stating ‘broken glass’ so that the housekeeping staff are aware to take care. Both bins and the food waste bag will be emptied daily on weekdays by housekeeping staff. Waste bins for the recycling of food are also provided in College kitchenettes and in the main refuse areas in St Aldate’s, Meadows, Blue Boar, and at Liddell. Junior Members are also requested to separate out any unwanted clothes and other materials such as books, CDs, etc. which are donated to the British Heart Foundation. The cooperation of all Junior Members is expected and is appreciated.

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

The custodial team are responsible for ensuring the safety of visitors to the College and for general security. They are also responsible for implementing the policies and rules in relation to visitors. It is not possible for Custodians to recognise every member of Christ Church; all members should therefore be patient, courteous and cooperative.

Fob entry locks are fitted at the entrance doors of most staircases, and many also have key-code entry pads: do not undermine security by propping a door open or by divulging the entry code to anyone. Please be vigilant and do not allow anyone to tail-gate at main entrances. If a member loses their room fob, it needs to be reported to the Lodge Porter immediately so that the fob can be cancelled in order not to compromise security. The Lodge Porter will issue a replacement fob for which there is a charge of £10. However, if the original fob is found and returned to the Lodge within 24 hours the charge will be waived.

All residents are strongly advised to lock their doors when absent from their rooms, however briefly. The loss of any article from rooms in College should be reported immediately to the Porters’ Lodge. The College accepts no responsibility for the loss of, or damage to, personal possessions. Insurance arrangements are described in Section 5.1.f.
Windows in many rooms in College, including those in Blue Boar quadrangle, can be partially opened to provide natural ventilation; window restrictors are in place for safety reasons. To avoid any risk of falling, do not lean out of the window or sit on the window sill. Ground floor windows should not be left open if the room is empty; ensure they are secured to prevent theft and intrusion.

It is strictly forbidden to go on the roofs of any part of the College, to climb any walls or to be on the window ledges above the ground storey of any College building. It is also forbidden to be in the pond (‘Mercury’) in Tom Quad, or to cause any other person to be in the pond. Any contravention of these rules will be treated by the Censors as a disciplinary offence. Maintenance of the buildings means that there will inevitably be scaffolding in position at various times. Climbing of the scaffolds or other access to contractors’ compounds or other site accommodation is strictly prohibited and will be treated by the Censors as a disciplinary offence.

During vacations, rooms may be entered for cleaning and repair by College staff, and used for occupation by conference delegates: it is important that nothing of value is left unprotected. Safety deposit boxes are available in most rooms for use during term; please ensure when vacating rooms at the end of each term that the safety deposit box is emptied.

Personal ‘attack alarms’ are provided, free of charge, from the Porters’ Lodge. If members expect to be out of College late at night, they are advised to carry one of these alarms.

Fire Safety
In accordance with its obligations, Christ Church routinely tests fire alarms throughout College normally on a Tuesday each week, between 10:00 - 11:30. The alarm will sound for up to 5 seconds only and the building should not be evacuated. This is the only circumstance in which members should not respond to the alarm - in all other circumstances, the building must be evacuated as quickly as possible in accordance with the fire notice found in each room.

A compulsory Fire Awareness video is issued to all freshers; viewing of the short film on fire safety sent as a link with the room contract is mandatory. There is a fire safety notice in each room and residents should familiarise themselves with the procedures, means of escape and location of appliances. Fire drills are held each term.

It is a criminal offence, as well as a life-threatening action, 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 (including candles) may be used in Junior Members’ rooms and smoking and vaping is not allowed inside any of the buildings.

Other than in an emergency, it is a criminal offence to wilfully set off, to damage or to misuse any fire alarm bell, smoke or heat detector, fire extinguisher or any other emergency appliance. Such offences will attract a substantial fine and the Junior Censor will also take such action as is deemed appropriate to recover the cost of repair and refilling.
Emergencies
In case of emergency, contact the Porters’ Lodge at Tom Gate and alert other occupants of a staircase if possible. If there is a bomb alert or other emergency, it may be necessary to evacuate the College. An evacuation will be organised by the Lodge Porters, who will use whistles to alert residents and will check that rooms have been vacated. All Junior Members are asked to follow the instructions of College Officers and Porters. During the period of an evacuation, hospitality and meals will be provided on a reciprocal basis by St John’s College. In the case of evacuation of the Liddell Building, residents should proceed to the Great Hall.

Junior Members should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal. In the event of an incident, quickly determine the best way to protect yourself and follow the national guidelines of ‘Run, Hide, Tell’; further information is posted on staircase notice boards. See also the following video: www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx

First Aid
The Lodge is staffed 24/7 and staff are trained in basic first aid—the phone number is 01865 (2)76150. There is also a part-time College Nurse on site.

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

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

Weapons
No weapons may be brought into College. Junior Members with sporting equipment which comes under this category (e.g. fencing foils) must obtain a specific exemption. Contact the Censors’ Office to arrange for such weapons to be approved by the Junior Censor.

Catering
Junior Members living on the main site, in 117 St Aldates or St Aldates Quad 7, have automatically been included in the season ticket meal plan for dinner. Those households will
have been allocated a specific time for evening dinner which is fixed. It is important that all members attend promptly at the time allocated and we suggest arriving just 5 minutes before your due time to avoid long queues.

If you are in self-catered accommodation (Liddell; SAQ 1-5 inclusive) or live out, you have not been included in the meal plan but you are eligible to sign up for dinner in the Freind room by 10 a.m. the day before you wish to dine, subject to availability. There will be five sittings and places are limited to 15 per sitting, so we cannot guarantee you a place. If you are allocated a place, please ensure you turn up. Details of the signing-in system for this arrangement will be promulgated by the GCR and JCR Food Reps in due course.

Breakfast and lunch is a ‘grab and go’ meal only with extended service times (see below).

All those taking meals in college or collecting a ‘grab and go’ breakfast/ lunch or snack must adhere to the following rules:

- Masks or other types of face coverings must be worn by all those entering or exiting all catering areas.
- All those entering/leaving catering areas must sanitize their hands.
- To avoid lengthy queues, arrive just 5 minutes before your allocated time, so as not to impede those who have an earlier time slot from entering on time.
- Social distancing in the queue must be maintained at all times. Front of House staff will monitor the queue and will say when diners can enter to collect their breakfast/lunch ‘grab and go’ meal or when there are places for them to sit down for dinner.
- Diners are asked to check the menu before entering catering areas (this will be circulated by email as well as posted outside catering areas) so that they can be quickly served on entry.
- Front of House Staff will take temperatures before allowing entry into catering areas at dinner. If someone has a higher than normal temperature they will be asked to leave the queue and wait a few moments to be retested. If the second test shows the same high reading, then they will be asked to return to their room and telephone the lodge to arrange for a Covid-test; the welfare team will also be alerted. They must not return to catering areas.
- Front of House staff will also check the University card of the person dining and will check that they have come at the right time for their household.
- Once inside the Hall/McKenna/Freind Room, social distancing must be maintained and dinners must follow the floor markings. Chairs must not be moved around as these have been placed to ensure social distancing.
- Similarly, diners must follow the one-way system when exiting and continue to maintain social distancing.
- Once a diner is seated for dinner they may remove their face covering but are requested not to place their mask/face covering directly on the table – they should place any face coverings in a pocket or bag.
- All diners must put masks/face coverings on before leaving the table to exit the dining area and are asked to sanitise their hands on the way out.
- If you have a special dietary requirement please contact the Hall or Deputy Hall Manager by email: hallmanager@chch.ox.ac.uk. They will contact you to discuss your requirements and will issue you with a diet card; please ensure you bring this with you for all meals. If
you have particular medical or welfare concerns related to dining arrangements, you
should feel free to contact the Welfare Coordinator for a confidential discussion:
clare.hayns@chch.ox.ac.uk

Meal Times – Hall – ‘Grab and Go’ (no seating):
The following are the catering times commencing 30th September for Michaelmas Term:
Sunday – Saturday inclusive – 7 days a week.
Breakfast: 0800 hrs --- 1000 hrs – (collection from Hall for all students)
1000 hrs – 1030 hrs – closed for deep-clean
Coffee/Teas and Snacks: 1030 hrs – 1130 hrs – (collection from Hall for all students)
1130 hrs – 1200 hrs – closed for deep-clean
Lunch: 1200 hrs – 1430 hrs – (collection from Hall for all students)
1430 hrs – 1700 hrs closed for deep-clean and preparations for sit-down dinner

Dinner for all those in the Season-Ticket Meal Plan – Hall/Mckenna (seated only):
Dinner: 1700 hrs – 2020 hrs (7 days a week; 6 sittings – last sitting 2020 hrs with max 30
minutes per sitting) for all those on the meal season ticket plan. Timed-slots will be strictly
allocated by Household number to ensure contact tracing; social distancing and the ability to
staff the sittings in compliance with H&S/PHE and University/College guidelines.

We have arranged set menus for breakfast and lunch to ensure a quick and affordable service.
All ‘grab and go’ meals are payable at the time of purchase by a contactless card (we do not
take any cash payments).

Breakfast Menu:
1. Continental b/f: 1 x croissant; butter and jam with a regular coffee OR 500 ml carton of
orange juice: £2.00
2. Cooked breakfast with choice of 5 items (egg, bacon, sausage (quorn/meat), hash brown
and baked beans), (condiments in sachets) with a regular coffee OR 500 ml carton of orange
juice: £2.75
3. Cooked breakfast with choice of 3 items, (choice of 3 from the following: egg, bacon,
sausage (quorn/meat), hash brown and baked beans), (condiments in sachets) with a regular
coffee OR 500 ml carton of orange juice: £2.20
4. Large Danish Pastry £0.85

Lunch Menu:
1. Soup and Roll: £1.50
2. Main Course (meat) with vegetables: £4.00
3. Main Pasta dish: £2.50
4. Vegetarian Main dish: £2.50
5. Boxed Salad Main Course: £2.50
6. Jacket Potato with filling: £1.50
7. Baked Pastry of the day (Sausage Roll, Pasties, Pies) £Priced Daily
8. Packed Sandwiches/ Baguette £2.50
9. Dessert (Brownie, Flapjack, Tray Bakes etc.) £1.00
10. Muller Yoghurt £1.00
11. Piece of Fruit: £0.55
Dinner Menu:
A three course meal:
First Course: Soup and Bread roll, Butter/Spread
Second Course: Main Course with vegetables and a bottle of water
Third Course: Hot or Cold pudding/dessert

Season Ticket Price: £2.82 for those living in; £4.17 for those living out.

For those students returning early, we are providing meals from Sunday 13th September albeit at reduced times: B/f: 0800-0900 hrs; Lunch: 1200-1300 hrs and Dinner 1800-1900 hrs, all payable ‘contactless’ at the till. We will ramp up service as numbers increase. Household timed-slots will commence on the 30th September but may be implemented sooner if numbers increase sufficiently. The above rules on dining apply at all times.

The Household allocations are as follows will be circulated to Junior Members via email.

The following are contact details for the Domestic Team:
Catering: hallmanager@chch.ox.ac.uk
Housekeeping: house.manager@chch.ox.ac.uk
Lodge: porters@chch.ox.ac.uk; Tel: 00-44(0)1865-276150

Living Out
Students living out of College are required to complete and return a Living Out Form at the beginning of each term to give notice of addresses and confirm University residence. The Lodge Manager and Academic Office should be notified immediately of any change of address, and all students must ensure that the information on the Student Self Service, including their address and phone number, is kept up to date.

Students are responsible for the regular and punctual delivery of Living Out Forms to the Porters’ Lodge at Tom Gate. Failure to do so may result in forfeiture of a term’s residence.

The University Accommodation Office keeps a list of inspected and approved lodgings and a list of flats for married students: www.admin.ox.ac.uk/accommodation. The College also has a limited number of furnished flats for graduates. The Accommodation Office will send out application forms in late February for College flats available in the following year.

By University regulation, no undergraduate may reside outside a six-mile limit. This rule will only be relaxed in exceptional circumstances (see above) 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 25 miles from the centre of the city. Further details can be found in the University Student Handbook www.ox.ac.uk/students/academic/student-handbook?wssl=1.

The Junior Common Room (JCR)
Use of JCR facilities for the 2020/21 academic year have been modified because of the pandemic (see Protocols for Booking and Using Communal Rooms, below).
a. Levies
In accordance with its constitution, the JCR has agreed certain modest termly levies on its members. There are currently the following termly levies:

i. Entertainments Levy of £7.00
ii. JCR Appeals Levy of £2.00
iii. Arts Levy of £1.00

In addition, there is an annual Staff Appreciation Levy of £4.00. These levies are charged to termly battels. If an undergraduate wishes to opt out of any of the levies, they may do so by resigning membership of the JCR, thus losing the right to stand for election to office, to vote in elections of JCR officers, and to attend JCR meetings. Anyone who resigns from the JCR still has the right to use the facilities of the JCR.

b. Sanctions
The JCR has a range of sanctions which may be considered necessary instead of, or in addition to, fines to deal with student disciplinary issues. A monetary fine would still be an option (and charges to pay for damages would still be issued separately), although Junior Members should also be aware that disciplinary violations could be sanctioned by fines and/or some of the following options, depending on the situation:

i. being barred from getting event/club tickets from JCR Entz Reps;
ii. removal of Guest Dinner priority pass;
iii. being banned from a Guest Dinner (on one occasion or for an extended period of time);
iv. being banned from social events (can be on one occasion or for an extended period of time); and/or
v. being dropped 10 places down the room ballot.

The Graduate Common Room (GCR)
The arrangements for the GCR common room have been modified for the 2020/21 academic year because of the pandemic (see Protocols for Booking and Using Communal Rooms, below). The Common Room is on the First Floor of Tom 7. To gain access to the GCR, a fob can be obtained from the Porters’ Lodge.

The facilities provided by the College include computers, laser printers and a photocopier, and a study room for graduates living out of College. In Hall, there is a graduates’ table, and special dinners and guest nights are held regularly (note that dining arrangements for the 2020/21 year have been modified because of the pandemic and separate arrangements have been communicated. During the vacations, special arrangements are made for graduate dining.

Levies
In accordance with its constitution, the GCR has agreed that there will be an annual levy charge by the GCR of £21.00. This will cover tea, coffee, GCR fob, and contribution to the Staff Appreciation picnic. This will be battled in Michaelmas Term and is non-refundable.
The JCR and GCR: Code of Practice

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

a. The JCR is an association open to all undergraduates of the House. The GCR is a similar association open to all graduates. Their main objectives are to provide social activities, promote the interests and welfare of their members, and to represent the interests of Junior Members to the Governing Body of the House.

b. The JCR and GCR have written constitutions, elect officers, and hold regular meetings. Membership of the JCR and GCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the Secretary of the JCR or GCR respectively not later than Sunday beginning 3rd Week of Michaelmas Term.

c. Membership is free of charge.

d. Withdrawal from membership will disqualify students from standing for office, voting at, or attending meetings of the JCR or GCR.

e. The written constitutions of the JCR and GCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs, affiliation to external organisations (including Oxford Student Union), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body by the Dean and Censors.

f. The House provides certain social, recreational and welfare facilities for all its Junior Members, including the use of common rooms and the Undercroft bar. It allows the JCR and GCR as associations to participate in the management and provision of these services and from time to time provides the JCR and GCR with funds to enable them to maintain these services on behalf of the House. The services provided by the House are available to all undergraduates or graduates (as the case may be) on equal terms whether or not they are members of their respective association.

g. Complaints about the management of the JCR and GCR should in the first place be made to the President in question. If anyone is dissatisfied with the handling of any complaint it may be referred to the Dean and Censors.

h. A copy of the constitutions of the JCR and GCR may be inspected in the Academic Office.

Section VII: Facilities

Protocols for booking and using communal rooms and outdoor spaces

Note: All protocols, timings, etc listed below are subject to revision depending on changing public health and University guidance, as well as whether Junior Members (both individually and in groups) adhere to the protocols.

Track and trace

The organiser of any booking (including for teaching, meetings and social events that take place in bookable rooms or outdoor spaces) is responsible for ensuring that all participants give their names, phone numbers, and time of arrival / departure on the sign-up list provided at the venue. This should be scanned and emailed to the Censors’ Office.
(censors.office@chch.ox.ac.uk) after the end of the event. Lists will be kept securely in the Censors’ Office for 21 days in the event that participants need to be contacted during that period.

**General protocols**
A review of rooms which can be used for purposes including teaching and meetings has been carried out based on current Government guidelines on social distancing and University advice. The list of College meeting rooms and their revised capacities (i.e. all assuming socially-distanced layouts and based on two-metre social distancing) are listed on the College website: [https://www.chch.ox.ac.uk/current-students/room-capacities](https://www.chch.ox.ac.uk/current-students/room-capacities).

Owing to the pandemic, different arrangements will be in place for the use of College spaces until further notice. General protocols are as follows:

- A two-metre distance must be in place between all participants at all times
- Face coverings must be worn in all indoor areas at all times including all teaching situations and offices
- No bookings can be made for parties or University societies
- All bookings must be made using the College’s event booking system ([https://forms.chch.ox.ac.uk/event-request/](https://forms.chch.ox.ac.uk/event-request/)).
- Booking requests must be made at least four working days before the event is due to take place and organisers must provide the following information:
  - Title of session
  - Name of responsible person / organizer (see Track and Trace below for the responsibilities of this person)
  - The maximum number of attendees (this cannot exceed the maximum capacity for the room / area listed on the College website)
  - Length of session (for the marquee this is a maximum of 90 minutes)

**Protocols for face-to-face teaching and meetings in communal rooms**
- In light of public health protocols detailed below, some rebalancing in f2f teaching may need to be considered by tutors, e.g. reducing the duration or number of tutorials, some of which could be blended into longer online group teaching sessions if necessary.
- Face coverings must be worn in all f2f teaching situations, in meetings and in common areas.
- A capacity audit has been undertaken of most teaching and meeting rooms to show capacities which allow for a 2-metre distance between participants. This has been provided to Senior Subject Tutors for discussion with other tutors and lecturers in their subjects. It is intended to be used as a guide for teaching staff to assess whether it is feasible for them to provide face-to-face (f2f) teaching in their own offices, or whether they will need to carry out online teaching and/or book meeting rooms. A guide to meeting rooms and their capacities can be found on the College website: [https://www.chch.ox.ac.uk/current-students/room-capacities](https://www.chch.ox.ac.uk/current-students/room-capacities).
- Teaching staff should be aware of the teaching capacity of their office or booked meeting room and must ensure that teaching groups do not exceed this capacity. Because some offices will not be in use in Michaelmas Term, additional meetings rooms will be available for bookings.
• Room bookings may be made via the College’s event booking system, accessible here with SSO username and password: https://forms.chch.ox.ac.uk/event-request/. Queries about bookings should be made to the Censors’ Administrator, Jackie Webber.

• Teaching sessions should be timetabled to avoid students having to wait outside offices or meeting rooms where they might encounter other students leaving. Academic staff will need to allow time to clean their own offices and for Housekeeping staff to clean communal meeting rooms between sessions. It is therefore recommended to allow at least 15 minutes between each commitment for cleaning and for students to depart and arrive safely.

• There are clear cleaning protocols in place for spaces used for teaching. For added peace of mind, it is recommended that staff and students clean their immediate personal areas in communal meeting rooms upon arrival with the wipes provided.

• Housekeeping staff will be cleaning hard surfaces in communal teaching rooms between bookings, which makes it essential for tutors/organisers to adhere to designated timeslots and to discourage students from arriving early or lingering afterwards in stairways or classrooms. For additional peace of mind, we recommend that tutors and students clean hard surfaces (seats, desks, chair arms, etc) in their immediate vicinity in communal teaching rooms upon arrival with the wipes provided.

• All rooms must be well ventilated with windows open where possible when in use.

• Students should avoid sharing items (such as fobs, pens, stationary, etc) with others (including their tutors and fellow students) and documents should be shared only when necessary.

• Papers, essays, problem sets, etc should be shared between tutors and students as attachments sent to/from their laptops (as necessary using a scanner or phone camera to produce an image of the work in question), rather than shared in hard copy.

• Academic staff may be asked to keep records of non-Christ Church visitors, including external tutors/lecturers and students from other colleges, for public health reasons (e.g., contact tracing).

• Meeting rooms will be arranged in socially-distanced configurations either in theatre-style or as a horseshoe. This is to minimise face-to-face contact.

• Students should not bring beverages to tutors’ offices or communal meeting rooms in order to avoid removing face coverings to consume them. Academic staff should avoid consuming beverages while teaching or in meetings for the same reason. If beverages are brought by staff to their own offices or to meeting rooms, they will be responsible for removing or disposing the containers afterwards.

Outdoor Spaces
Junior Members are not permitted to play games of any sort on the grass in Tom, Blue Boar, or Peckwater Quads or at the Liddell Building. As elsewhere, Liddell lawns should not be used as pathways.

In normal circumstances, 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. However, picnics are permitted at Liddell along with croquet and garden bowls. During the pandemic, however, the protocols for using outdoor spaces have been modified, as detailed below.

**College gardens**
(*available 09:00 – 16:30*)
Academic staff can book the Cathedral Garden, the Deanery Garden and the SCR Garden for academic purposes.

**Marquee in the Masters’ Garden**
*Meetings (academic, welfare, registered student societies and clubs) (available only with advance booking between 09.00 - 16.30, Monday to Saturday)*
The marquee can be booked via the event booking system for the purposes of teaching by academic staff, for welfare meetings (including Brain Strain Teas) by the Welfare Coordinator/Chaplain, Wardens or Welfare reps, and by registered Christ Church student societies and clubs (requests will be reviewed on a case-by-case basis under the exemption allowed for educational activities). The marquee cannot be used unless the organiser has received confirmation via the event booking system.

The capacity of the Masters’ Garden including the marquee is 30 for teaching and welfare purposes and this should not be exceeded at any time—note that tables and 30 chairs will be set up in socially-distanced configurations in the marquee. In all cases, the event organiser is responsible for ensuring that numbers do not exceed 30.

In the case of student societies and clubs, only those groups with a clear educational purpose can have up to 30 participants under the exemption for educational activities. If the purpose of the society or club is not clearly educational, the current maximum allowed under government guidance is 6 individuals, although we are waiting for further guidance on this issue. In the meantime, Junior Members organizing society or club events will be told the maximum that is allowed on a case-by-case basis when booking the marquee. Please also note that for the time being, student societies and clubs are not allowed to book communal indoor rooms for meetings, but we will be reviewing this as further guidance becomes available about what falls under the exemption for educational activities.

Everyone entering the Masters’ Garden must sign in on the sheets provided on a table in the marquee, and sign out again on leaving. Please bring your own pen as these cannot be provided or shared. Sanitizing stations will be set up at the entrance of the gardens which should be used by all participants.

Face coverings inside the marquee are not necessary, but a two-metre distance must be maintained between attendees at all times and the tables set out should be used by all participants. Chairs should not be moved.

Each participant is responsible for cleaning their seats and table area when they arrive and leave with the materials provided.
Everyone must leave the Masters’ Garden by 16:30 at the very latest to give the bar staff time to clean tables and chairs before the bar opens at 17:00.

**Marquee bar**  
*(open 17:00 – 19:00 last orders, cleared by 20:00, Monday–Saturday)*

A bar serving non-alcoholic and alcoholic beverages will be open for students (JCR and GCR) at the above times, organized by the Wine Cellar & Buttery Manager. A maximum of 30 students at one time can use the marquee and Masters’ Garden when the bar is open. Depending on demand, the duration that individual students will be able to spend in the marquee and garden may be time-limited. All attendees must provide their names and contact details on the sign-up list (to be managed by the bar staff) when they arrive and leave. Only one person can visit the bar itself at any one time. Tables and chairs are set out to allow social distancing to be maintained and must not be moved. Numbers will be monitored by a member of custodial staff and/or bar staff.

Students must leave the marquee and Masters’ Garden promptly and without being reminded by 20:00, one hour after the bar closes.

**Other outdoor spaces on the main site**  
*(all to be cleared by 22:00)*

Students may use outdoor spaces in College including the lawns on Tom Quad and the outside area at Blue Boar for social purposes; in the case of Peck Quad, please keep to the tarmacked areas, but do not use the lawn in Michaelmas or Hilary Term since it is easily damaged.

Walkways must be kept clear at all times. Particular attention must be paid in Tom Quad to keep walkways clear on weekdays 17:30-18:00 and on Sundays 10:30-11:00 due to services in the Cathedral. Please note there may also be funerals or weddings taking place in the Cathedral at other times.

Groups must be no larger than 6 individuals and 2 m social distancing must be maintained at all times, although face coverings do not have to be worn outdoors. Groups must be courteous to others and mindful of the proximity to student bedrooms, offices, and Senior Members’ residences.

**JCR Rooms**

The JCR rooms (except for the front café area, which can be used by all Christ Church undergraduates for study purposes) may only be booked by undergraduates who live on the main College site and in St Aldate’s accommodation.

**Front café area**  
*(available 08.00 - 22.00 daily)*

This area may be used as study space only with a maximum of 10 undergraduates at any one time, with social distancing in place. Face coverings must be worn at all times. This space does not require booking and can be accessed on a first-come first-served basis. Tables cannot be reserved while a student is not present and all belongings must be removed each time a student vacates the room. It is the responsibility of students to clean their workspaces before
and after use with the wipes provided. Depending on demand, the length of time that can be spent in this space may be limited.

**JCR TV Room**
*(available only with advance booking 18.00 - 22.00 daily)*
This area may be used by a single household (i.e. a maximum of 6) in any one evening. Entrance is via the main JCR and Pool room, and therefore masks need to be worn while walking through these rooms, with students in the Pool room having to put on their masks when other students come through to access the JCR TV Room. The JCR TV room must be booked in advance by the event booking system, and fobs collected from the Lodge. The number of bookings per household over the term may be limited if there is high demand for this space.

**JCR Pool Room**
*(available only with advance booking 18.00 - 22.00 daily)*
This area may be used by a single household (i.e. a maximum of 6) in any one evening. Entrance is via the main JCR room, and therefore masks need to be worn while walking through this room to the Pool Room and when other students are walking through to the JCR TV Room. This room must be booked in advance by the event booking system, and fobs collected from the Lodge. The number of bookings per household over the term may be limited if there is high demand for this space.

**GCR Rooms**
The GCR rooms are only to be used by Christ Church postgraduate students, whether living in or out of College accommodation). The GCR kitchen will be closed until further notice. Storage areas are to be accessed only by one GCR officer at a time for maintenance of the GCR.

**Main GCR Space/Sofa room**
*(available only with advance booking 18.00 - 22.00 daily)*
This room can be used by a maximum of 6 (not more than one household at any one time). Bookings must be made via the event booking system. It is the responsibility of attendees to clean the seating and all equipment after use with the wipes provided. Entrance and exit should be via the corridor only, and not the kitchen (which will remain closed until further notice). Face coverings will not need to be worn while in this space. The number of bookings per household over the term may be limited if there is high demand for this space.

**Les Jones Room**
*(available only with advance booking 18.00 – 22.00 daily)*
This room can be used as a social space by a maximum of 6 people from one household with social distancing in place at all times. Bookings must be made via the event booking system.

**For all GCR rooms below, the following arrangements will apply:**
Face coverings should be worn at all times. These spaces do not require booking and can be accessed on a first-come first-served basis. Tables cannot be reserved while a student is not present and all belongings must be removed each time a student vacates the room. It is the responsibility of all students to clean their workspaces before and after use with the wipes.
provided. Depending on demand, the length of time that can be spent in these spaces may be limited.

**GCR Study room**  
*(available 08.00 - 22.00 daily)*  
This room can be used as a study space only with a maximum of 8 students at any one time, with social distancing in place.

**GCR Seminar room**  
*(available 08.00 - 22.00 daily)*  
This room can be used as a study space by a maximum of 2 people with social distancing in place at all times.

**GCR Computer Room**  
*(available 08.00am - 22.00 daily)*  
This room can be used as a study space by a maximum of 4 students with social distancing in place at all times.

**Communal Room and Outdoor Spaces at Liddell**

**Handel Davies Room**  
*(available only with advance booking 18:00–22:00 daily)*  
This room is accessible to students living at Liddell only. Only one booking per household can be taken per evening and must be made via the Liddell Lodge Manager. Depending on demand, the number of bookings per household over the term may be limited.

**Gazebo at Liddell**  
*(available only with advance booking 17:00– 20:00pm daily)*  
Once household can access the gazebo at any one time, and bookings must be made at least four working days in advance with the Liddell Lodge Manager. All bookings are weather-dependent.

**Lawn at Liddell**  
*(to be cleared by 22:00 daily)*  
The Christ Church section of the lawn at Liddell can be used for social purposes. A 2 m distance from other students must be kept at all times and there can be no groups of more than 6. However, face covering do not need to be worn. Walkways should be kept clear at all times and groups must be courteous to others and mindful of the proximity to other students’ bedrooms.

**The Music Room**

We are in the process of carrying out a Risk Assessment for the Music Room so that it adheres to Covid protocols. Booking procedures will be updated once the assessment has been completed—the information below pre-dates the pandemic situation.

There is a Music Room in Tom 4, for the use of members of Christ Church during Full Term. It contains a Steinway grand piano for general use, and a Kawai grand piano which may be used...
The Music Room is open daily from 08:00 - 23:00. Applications for its use should be made to the Tutor in Music, Professor Steven Grahl via his PA, Florence Maskell, from whom the Music Room rules may be obtained.

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

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

The Art Room

We are in the process of carrying out a Risk Assessment for the Art Room so that it adheres to Covid protocols. Booking procedures and supervision arrangements will be updated once the assessment has been completed—the information below pre-dates the pandemic situation and the Art Room is unfortunately not open at present.

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

The Picture Gallery

Christ Church is fortunate to have an internationally outstanding collection (c. 6,500 items) of Old Master paintings, drawings and prints, housed in a modern, grade-II* listed gallery building in Canterbury Quad. It was formed through gifts and bequests largely, but not exclusively, from Old Members of the House. The collection of paintings focuses on Italian art of the 14th-18th centuries, including works by Filippino Lippi, Botticelli, Annibale Carracci, Tintoretto, but also by Northern European artists such as Anthony van Dyck and Hugo van der Goes. The collection of prints and drawings represents most major Western artists of the time including Leonardo, Michelangelo, Raphael, Marcantonio, Rubens, Claude, and Poussin.

The paintings (and our collection of 18th century British drinking glasses) are on permanent display in the gallery, as are a group of Russian metal icons. Works on paper are much more vulnerable to light and therefore, cannot be on show permanently, but a selection of prints and drawings will be displayed in regularly changing exhibitions. Anyone who wishes to look at drawings not on display is welcome to book an appointment with the Curator of the Picture Gallery in the print room.

However, the print room and the drawings gallery are very small, intimate spaces, which cannot accommodate any visitors during the pandemic.

Overall the Picture Gallery will remain closed until spring 2021. However, we are planning to offer a number of events to undergraduate and graduate students during term-time. The Curator of the Picture Gallery will also welcome small groups to induction visits at the
beginning of term. To join an induction tour or visit the Picture Gallery after the start of term, please contact the JCR and GCR reps or the Curator of the Picture Gallery (jacqueline.thalmann@chch.ox.ac.uk).

The Cathedral
Christ Church has a full time College Chaplain and Welfare Coordinator, the Reverend Clare Hayns, who is available to offer pastoral and practical support as appropriate to all members of the College, of all religious beliefs and none. The Chaplain is based in Killcanon 1 and can be contacted email or telephone on (2)76236. The Chaplain can also advise on various ways students can help as volunteers in the local community. The Chaplain’s webpage is www.chch.ox.ac.uk/chaplain.

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. College services take place regularly and these include an informal College Communion service at 8pm every Sunday in term, and a termly House Communion Service, to which all members are invited. Other services and events are detailed on the website (www.chch.ox.ac.uk/cathedral/chapel-and-term-card) and on the Chapel Term Card, distributed at the beginning of each term.

The Chaplain is responsible for the College Choir, which is made up of graduates and undergraduates. The College Choir sings Evensong in the Cathedral most Mondays in term, and sings at the House Communion each term. Details about the College Choir can be found on https://www.chch.ox.ac.uk/choirs/college-choir.

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 18:00. College members are invited to gown and sit together for Sunday Evensong, which includes College readers. Please note that Cathedral time is 5 minutes after GMT or BST (i.e. services begin 5 minutes later than advertised). Details of Cathedral services and events, with the most recent Covid-19 adjustments, can be found in the Cathedral section on the Christ Church website.

Launderettes
Laundry facilities are provided in launderettes situated in Blue Boar Quad, Peckwater 8 basement, Meadow 4 basement, the Liddell Building, St Aldate’s Quad 5, and the basement in 117 St Aldate’s. Users are asked to treat the machines with care and to use them in accordance with the instructions provided. This information can be found in each launderette; there is also a link on the Christ Church website. Electric irons are also provided in laundry rooms. Any broken or faulty machines or irons should be reported to the Liddell Manager or the House Manager as appropriate. During the pandemic, the launderettes will be single-access only, and will be closed for 30 minutes each morning to allow for deep cleaning.

Mail and Messages

a. Incoming Mail and Messages
Incoming mail received for students is placed in the racks in the Porters’ Lodge, unless specifically addressed to Liddell Building, 60 Iffley Road, Oxford OX4 1EQ.

The telephone numbers of the lodges are:
   Porters’ Lodge: (2)76150
   Liddell Building: (2)76999

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

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

The pigeonholes in the Porters’ Lodge at Tom Gate are under CCTV surveillance by the Duty Porter. However, this area is accessible to the public and members are advised to remove their mail promptly. Food items must not be placed in pigeonholes. During the pandemic, please wait outside the Lodge before entering so that social distancing protocols can be maintained. This is for the safety of Lodge staff, as well as of Junior Members

b. Outgoing Mail
Letters for post must be adequately stamped according to the weight and size of item and handed to the Porters’ Lodge for collection by Royal Mail. For same day outgoing service, items must be received at the Lodge no later than 16:30, Monday – Friday (excluding Bank Holidays). There is no weekend service.

c. College Messenger Service
This free service is for the use of resident members of the House only. Letters only (parcels are not accepted) are delivered to College and University institutions in central Oxford (an area bounded by St Margaret’s Road in the north, St Hilda’s in the east, the Faculty of Music in the south, and Tidmarsh Lane in the west). Messenger post is collected at 10:30 and 16:00 from the Lodge and will normally be delivered the same day, Monday to Friday (excluding Bank Holidays). The Messenger Service includes the Liddell Building.

Telephones
There is a telephone on each residential staircase from which the Lodge may be contacted in an emergency by dialling (2)76150/76151 or the emergency services by dialling ‘999’. Please inform the Duty Porter on 01865 276150 if an ambulance has been summoned or ‘999’ has been dialled so that they can assist.

The Gates
All Junior Members must show their University card whenever they arrive at Christ Church to avoid any confusion about who may enter the College and to ensure that Covid protocols in relation to visitors can be enforced.
Tom Gate is open between 06:00 - 20:30 in term and 06:00 - 19:30 in the vacation, with occasional extensions or restrictions as required by circumstances; access at other times is through a wicket gate.

Canterbury Gate is open between 08:00 - 17:30 Sunday – Friday and 10:00 - 17:30 on a Saturday (08:00 – 17:30 on Saturdays of 8th Weeks); access is via the wicket gate between 17:30 - 00:30.

Meadow Gate is open between 10:00 - 16:15; it is accessible through the wicket gate between 06:00 - 20:30.

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

Junior Members will be issued with a fob to the Tom and Canterbury wicket gates. Once bicycles have been registered, the fob will also give access to the bicycle sheds. During the pandemic, bicycle sheds/storage areas should be entered by only one person at a time wearing a mask or face covering. Crowding around the entrance to storage areas should be avoided. Care should be taken to avoid touching surfaces, door handles, etc and hands should be sanitised upon entering and leaving the shed/storage area.

Residents of the Liddell Building are also issued with a Liddell gate key/proximity reader. The Liddell Building also has keypad coded access. It is the personal responsibility of each individual to take their gate key/proximity reader with them in circumstances where they may return to College after the gates have closed. Keys/proximity readers must be returned to the Porters’ Lodge on going down each vacation; they must not be given to non-members, or used to admit unauthorised visitors after guest hours. If a member of the House is locked out of their room without a fob the Lodge will cancel the original fob and issue a new one. If the original fob is not returned to the Lodge within 24 hours, then a charge of £10.00 is levied on battels.

To help maintain security:

i. 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’ when entering College. Alert the Duty Porter to any suspicious behaviour.

ii. All those entering or leaving the College after 23:00 are required to give their names to the Porter if requested.

iii. Unaccompanied visitors are not permitted after 20:30 and all visitors and guests must be escorted from the College by 02:00 at the latest. However, during the pandemic, Junior Members may not have outside visitors. Detailed protocols are in place for essential visitors to academic and non-academic staff, including those resident in Christ Church accommodation.

iv. 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.
Vehicles

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 available to students.

Motor vehicles may not be parked on College property without the prior permission of the Junior Censor, except briefly on the Broad Walk 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.

Junior Members are reminded that bicycles should be used safely and responsibly. Helmets should be worn and lights must be used after dark. The wearing of light-coloured clothing to improve visibility is also recommended. All traffic regulations should be obeyed.

Normally, within College, bicycles may only be parked in the bicycle stores at Tom Gate, Canterbury Gate and St Aldate’s. There are also bicycle racks at the Liddell Building and at 117 St Aldate’s. The bicycle racks in Schools Quad and outside Blue Boar 1 are for use by Senior Members only. Senior Members should maintain 2 metre distance from one another when accessing the bicycle racks.

Bicycles should not be wheeled or ridden through College. Fobs (issued to all Junior Members) will open the cycle stores for those who have completed the registration process. Since storage space is limited, cyclists must park their bicycles with consideration for others. For the security of members’ bicycles, registration is compulsory and is conducted via the Porters’ Lodge.

**Bicycles are not to be kept in rooms or accommodation areas under any circumstances; if found they will be removed by staff.**

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. Please note that bicycles available in Oxford through commercial rental schemes such as Pony Bikes, Ofo Bikes, and similar may not be brought onto any College property or grounds at any time. This is in order to avoid members of the general public trying to access the bicycles as part of the rental scheme.

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

Electric scooters, hover boards, and drones are not permitted on College property.

Section VIII: Recreation and Societies

College Clubs and Societies

The President or Captain of any club or society that wishes to be registered (or to reconfirm its registration) at Christ Church must complete a form annually and submit it for approval to the Junior Censor before events can be organised or bookings can be made in public or private
rooms or at the sports ground. Forms are available from the College website. In the case of
Christ Church sports societies, these are separately registered as a group via the JCR/GCR
Sports Rep who will use the special registration form for sports societies, which registers on its
own with the approval of the Steward.

Junior members are not permitted to suggest that any organisation is associated with Christ
Church in any way unless it has been registered and approved for the academic year in
question. Failure to seek permission of the Junior Censor or to promptly return the permission
form will result in the club or society’s suspension.

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

The Society’s Honorary Treasurer is The Venerable Jonathan Chaffey, Archdeacon of Oxford
and former Chaplain to the RSC in Stratford. For further information and informal advice, he
may be contacted at jonathan.chaffey@chch.ox.ac.uk.

4th and 6th Weeks of Trinity term have been reserved for undergraduate plays in the Cathedral
Garden. Applications should be made to the Treasurer by the end of 2nd Week of Hilary term
for permission to perform a play in the Cathedral Garden and will only be considered from
acting companies with clear links to Christ Church or from Oxford University Dramatic Society.
Further information and advice may be obtained from the Treasurer’s Administrator, Ms Sally
Gillard. Arrangements during the pandemic will be kept under review.

Noise and Other Disturbance
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, avoid holding noisy conversation, including
whilst using mobile phones, in the quadrangles late at night.

This includes accommodation outside the main curtilage located in St Aldate’s Quad, 117 St
Aldate’s, Abbey Road (including no. 12), Botley Road, Cripsey Road, and the Liddell Building. If
reports of noise or other anti-social behaviour are made to the Porters, then the on-duty
Warden will be asked to visit the property and to report students making unacceptable noise
or other anti-social behaviour to the Junior Censor. For Treasury-managed offsite
accommodation, further details on noise and sociable hours are detailed in the tenancy
agreements.

Celebrations after examinations, as at other times, should not be disruptive or cause untidiness
on College premises. The throwing of confetti and the like is wasteful and unsightly and
offensive to many. The Junior Censor may require payment of fines and cleaning up costs for
excesses of this kind. Moreover, ‘trashing’ is against the University’s Code of Conduct:
Student conduct within a six-mile radius of Oxford city centre and in the vicinity of all University examination venues is covered by the University’s Regulations for the Activities and Conduct of Student Members.

Specifically, students must not in any public place within six miles of Carfax throw, pour, spray, apply, or use anything in a way that is intended or likely to injure anyone, damage (including defacing or destroying) any property, or cause litter. Possessing anything with the intention of causing injury, damage or litter is also prohibited.

Additionally, students must not obstruct any public place in the vicinity (within 300m) of an examination venue by gathering there or by failing to comply with an instruction to disperse.

Students who wish to support their friends coming out of examinations are encouraged to bring flowers or balloons. Foods and liquids (including drinks) may not be brought and, if found, will be confiscated by the Proctors’ Officers or by Security Services.

The Proctors’ Officers and Security Services will be present at examination exits and will report misconduct to the Proctors. Failing to comply with the Regulations for the Activities and Conduct of Student Members constitutes a breach of the Code of Discipline and could lead to a £300 fine or misconduct proceedings (which could result in a larger fine or expulsion).

More information about student conduct and misconduct proceedings is available in the University Student Handbook.

Sport and Sport Safety

We are currently undertaking updated Risk Assessments of all sporting facilities and activities listed below in light of the latest University, Government and Public Health England guidance. The information below will be updated as assessments are completed.

a. Rowing - 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 including passing their swimming test. All Christ Church rowers must complete a safety form and medical questionnaire, and confirm that they have been inducted for use of the ergs and weights in the Boat House; forms may be obtained from the President of the Boat Club or the Steward, who is the Senior Member and Treasurer of the Boat Club. Further information can be obtained from the President, Head Coach or the Steward.

b. Squash Courts
Note that the squash courts are closed owing to the pandemic until further notice. The College has two squash courts, which may usually be booked through the College website. Bookings may be made for one-hour slots only. The courts are to be used solely for playing squash, and appropriate white-soled footwear must be worn at all times. Further details are available from the Senior Treasurer of the Amalgamated Clubs, Professor Jason Davis (tel. (2)76243.

c. Sports Ground
Note that arrangements for sports in Michaelmas Term 2020 are under review. Arrangements are detailed on the College website: https://www.chch.ox.ac.uk/current-students/sports

The information below predates pandemic regulations and may not be in effect until further notice.

The Christ Church Sports Ground is among the best in the University with excellent pitches. It is a short distance from the College on Iffley Road.

All facilities are booked here by registered users: www.chchoxford.sports-booker.com. Junior Members are expected to abide by the University rules relating to particular sports, which can be found on the University Sports website at www.sport.ox.ac.uk/sportsfed/safety/.

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

The University Safety Officer is Andy Hadcroft, who can be contacted at safety@sport.ox.ac.uk. Further details are available from the Senior Treasurer of the Amalgamated Clubs, Professor Jason Davis (tel. (2)76243).

d. Gym
Note that the gym is closed owing to the pandemic until further notice.
Junior Members are usually permitted to make use of the indoor fitness suite at Magdalen College School, outside the normal school hours of use (08:30 - 17:30 Monday to Friday). Members of Christ Church have priority of use during school terms on Mondays, Wednesdays and Fridays between 18:30 - 20:30. Registration and attendance at a short induction are required.

e. The Oxford University Sports Complex
For up-to-date information on the Sports Complex’s availability during the pandemic, please check the website. Christ Church has provided finances that permit all Junior Members membership of the Pulse Gym and Rosenblatt Swimming Pool.* Updates, including Covid regulations, and full timetables for the pool, gym, and Iffley Road running track are available at www.sport.ox.ac.uk.
*Please note: The power-lifting (heavy weights) club room requires a separate membership, which is available at a small additional cost to Christ Church Junior Members.

Section VIII: Fees and Finance

Fees and Charges

The costs incurred come under two main headings:
i. **Fees** for tuition and academic facilities; and

ii. **Charges (Battels)** for accommodation, living requirements and services.

### Fees

The Consolidated Fees for undergraduates and graduate students consist of:

i. University fees, covering the use of University academic facilities; and

ii. College fees, contributing to tuition and supervision, establishment upkeep, and the provision of social and sporting facilities.

For up-to-date information about University and college fees for Home/EU and Overseas students, please consult the [University website](#). The course fee covers academic facilities and other services that are provided for you, but does not include accommodation or meals.

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 Student Finance England direct to the University, not the College.

For those taking a postgraduate 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 at Christ Church**.

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.

**All Home/EU students who are eligible to apply for financial support for tuition must provide the Steward’s Office with a copy of the ‘Student Finance’ confirmation document, which will ensure that fees are charged at the correct level. Failure to supply this document will result in students being invoiced for the full consolidated fee.**

Fee invoices for Freshers will be emailed by Friday 11 September 2020 and payment is **due in full** by Wednesday 23 September 2020. Please note that fees are NOT payable by direct debit. If an international bank or the bank used by the college imposes bank charges these are all payable by the Junior Member and payment in full must be received to clear outstanding balances, including any bank charges.

**Continuation Charge (Postgraduates Only)**

Postgraduate students who have reached the end of their standard period of fee liability are required to pay a termly College continuation charge, and may also be required to pay a termly University continuation charge. For the academic year 2020-21, this will be £100 per term. Further information on continuation charges can be found [here](#).

The University will grant all students a four-week grace period before assessing liability for University Continuation Charges (UCC) in Michaelmas term 2020. This will allow students to submit their thesis by Friday of 4th week (6 November 2020) instead of the normal deadline of Friday of 0th week (9 October 2020) without incurring the UCC for Michaelmas. This grace period will automatically be provided to students who submit their thesis by 6
November 2020, and they will not need to apply for an academic extension to cover late submission of their thesis during this period.

Charges

A nightly room charge for Junior Members ‘living in’ is set each year by the Governing Body, at a level comparable with other Colleges. The rate for 2020-2021 is £25.27 per night. The charge includes the costs of College staff employed for Junior Members and a contribution towards the costs both of maintaining accommodation and of domestic overheads.

Subsidies and discounts

Undergraduates with household incomes of £16,000 or less will normally receive a 50% subsidy on accommodation. Undergraduates with household income above £16,000 and below £42,875.00 will normally receive a 25% subsidy on accommodation. Note that these rates are only available for those whose information on household income is available through the UK student loan agencies and therefore is not available to international students. The subsidy is automatically applied once relevant information is received via the student loans agencies.

A 9% discounted rate of ‘Board and Lodging Charge’ of £23.00 per night is available to graduates who are residents of the Liddell Building or St Aldate’s Quad who elect, before the end of 1st Week of Michaelmas Term, to reside for a minimum 40-week (280 day) period, which normally runs from 1st September.

A 12% discounted rate of ‘Board and Lodging Charge’ of £22.24 per night is available to graduates who are residents of 12 Abbey Road who elect, before the end of 1st Week of Michaelmas Term, to reside for a minimum 40-week (280 day) period, which normally runs from 1 September.

A 15% discounted rate of ‘Board and Lodging Charge’ of £21.48 per night is available to graduates who are residents of the Liddell Building or St Aldate’s Quad who elect, before the end of 1st Week of Michaelmas Term, to reside for a minimum 11-month period, which normally runs from 1 September and must commence no later than 15 September 2020.

Further details of the discounted schemes are available from the Steward’s Assistant and Accommodation Officer.

Junior Members who live out (see Section VI) contribute towards domestic overheads through an Annual Establishment Overhead charge payable in Michaelmas Term. The charge for 2020-2021 is £129.45. Season-ticket dinner charges are payable termly in advance on battels. The method of payment for breakfast, lunch and brunch (a ‘pay-as-you-go’ system) is via prepaid credits to University cards or by contactless bank/credit card; cash is not accepted. Charges are reviewed annually in Trinity Term and may be reviewed at other times, should the Governing Body consider it necessary.

Junior Members ‘living in’ are normally charged for their accommodation from the Thursday night of 0th Week to the Friday night of 8th Week (a total of 58 nights): no refund or credit is given for periods of absence during Full Term. Outside Full Term, Junior Members will be
charged only for the periods in which they are signed in as resident; if someone goes out of residence without signing out, or signing in, they will be charged an additional £50.

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 2nd Week, i.e. 10 working days after bills are emailed to members. In the event of a query, members must notify the Steward’s Office before Friday of 1st Week. In such cases the unqueried balance only will be debited, pending resolution of the query.

Please note that credit cards are not accepted and a direct debit is a prerequisite for residing and/or dining in College. If any members domiciled overseas experience delay in establishing a UK bank account, current credit/debit card details must be lodged with the Steward’s Office without delay. If an international bank or the bank used by the college imposes bank charges these are payable by the Junior Member and payment in full must be received to clear outstanding balances, including any bank charges.

Charges for Additional Private Events

Private events, such as dinners in the McKenna Room, are authorised by the Junior Censor and detailed arrangements are made through the Senior Assistant Conference and Events Administrator, whose office is in 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. Note that such events are not able to take place during the pandemic.

Battels (College Bills)

Credit accounts (known as battels) are maintained for most Junior Members. At the beginning of each term the Steward’s Office issues a battels account for outstanding charges incurred during the preceding term(s) and, for those living in College, a standard 8 weeks’ and 2 days’ nightly room charge for the current term (from Thursday night of 0th Week to Friday night of 8th Week 58 nights), season ticket dinners, all of which are payable in advance. On arrival in Michaelmas Term, undergraduate Freshers will receive a bill for: 8 weeks and 6 days’ (from Sunday night of 0th Week to Friday night of 8th Week - 62 nights) advance nightly room charges (£1,566.74), for a term’s worth of season ticket dinners (£191.76), a deposit of £250, the annual charge for room insurance (£6.58) giving a total of £2,015.08 plus a term’s JCR levies (refer to Section 1.7 for details). Accommodation for remaining terms for all undergraduates are charged from Thursday of 0th Week – Friday of 8th week - 58 days at £1,465.66. If undergraduates wish to arrive earlier, they should contact the Steward’s Assistant and Accommodation Officer.

Graduates have the option to subscribe to 40-week contracts at a reduced rate (see Section 3.1.b). All deposits will be refunded once a Junior Member has completed their studies and all battels bills have been settled in full. Refunds will not be made to those who have suspended, until they become leavers. The battels account for each term is due on presentation and must be paid by direct debit – credit card payments are not acceptable. 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 without delay.
Finalists who wish to stay beyond the end of Trinity Term must pay in advance for any vacation residence during the Long Vacation.

The Steward and Junior Censor are notified of any Junior Members whose battels remain unpaid by the due date. If battels are unpaid by the end of 4th Week, all credit facilities may then be withdrawn and the debtor will be unable to dine in Hall and in addition may be deprived of College accommodation by cancellation of their room fob. If battels remain unpaid thereafter, the debtor may be suspended on non-academic disciplinary grounds 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 face suspension. Junior Members with genuine and unavoidable financial difficulties should discuss their problems with the Academic Registrar or, in the case of graduates, with the Tutor for Graduates, as soon as possible. Graduates should know that the College will not be able to give approval for transferral to or confirmation of DPhil status if a graduate has an outstanding battels or fees bill with the College.

The final battels bill for Finalists are sent out by the end of the 2nd week of July and are payable by direct debit by the end of July; credit beyond this date is not available. Interest will be charged at the present rate of 2% compounded monthly on overdue balances and legal action will be taken to ensure settlement.

A battels bill for non-Finalists is sent out by the end of the second week of August and is payable by direct debit by the end of August.

Any queries about fees, charges, or battels bills should be addressed by email to the Accounts office (in the Steward’s Office) at fees@chch.ox.ac.uk or battels@chch.ox.ac.uk.

Grants

Book Grants

Book grants from College funds are available to Junior Members of the College for the purchase of course-related books and academic-related software and e-books. Each undergraduate may apply for a grant of £330 in total over the duration of their course for the purchase of academic books essential for their work. The grant may be claimed in one, two or three instalments of £110 or multiples thereof and 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 £145. Each graduate on a course at Christ Church lasting more than one year is eligible for a grant of £290 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 £145 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. MSt then DPhil) is eligible for a further grant of £290 in their second or third year.

Application forms can be found on the College website. Book grants are normally credited to the battels account due in the term after the application.
Travel Grants
Note that travel grant applications are still being accepted during the pandemic, but Junior Members should assume that their plans may change or be cancelled at short notice and they must consider carefully the health risk of undertaking any travel. They should discuss their plans with their tutors before applying for a travel grant and should not travel in regions under a warning by the Foreign Office.

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 by the end of 3rd 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.

Application forms can be found on the College website. Travel grants are normally credited to the battels account due in the term after the application.

Further prizes are listed in Section VI which are awarded for the purpose of travel.

Graduates may ask for help towards the cost of conferences and research trips. Applications should be made to the Academic Office; forms are available on the website.

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

Language Study Grants
Ten grants of up to £250 are available for Language Study to support students undertaking an OPAL course. Undergraduates and graduates are eligible to apply, but a modern linguist may only apply to learn a language that they are not studying as part of their course. Junior Members who are not awarded this grant may still claim back half the costs from the College if they successfully complete an OPAL course. Application guidance is available from the College website.

Year abroad financial support
Grants are available to support undergraduates taking a year abroad in any country as a compulsory part of their degree. Application forms must be returned by Friday of 8th Week of Trinity Term preceding the year abroad. Application guidance is available from the College website.
Grants for Academic Purposes
Other grants may be available to assist Junior Members in their studies, and to meet unforeseen academic needs. Undergraduates should apply to the Academic Office. Note that applications should be made before costs are incurred.

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

i. A grant of £350 will be made to those awarded a full Blue.
ii. A grant of £250 will be made to those awarded a half-Blue or who represented the University (in teams 1-3) in a Varsity match against Cambridge.

Applications should be made to the Academic Office, with evidence of the Blues award or participation in the Varsity match, such as a programme, Blues certificate or confirmation from university team coach. Any Junior Member may only receive one such grant in any given academic year.

Student Support Grants and Loans
Information about financial support available to students from the University up front, prior to starting courses of academic study, is available from the University website. For undergraduates, this includes the University-wide Oxford Opportunity Bursary scheme and fee waivers, as well as Christ Church’s own Maintenance Support Subsidies for UK undergraduates, which have been made possible by generous gifts from alumni (see ‘Subsidies and Discounts above).

The College has a Financial Assistance Fund, contributed to by former members of the College. There is also a University Hardship fund as well as Government Access to Learning Funds, for which ‘home’ undergraduates and graduates may be eligible to apply. The Academic Office sends a termly email to all students with details about how to apply for funds and is the point of contact for queries.

The University has also developed a scheme called the Covid Hardship Fund for students whose finances have been impacted by the coronavirus pandemic over a longer time period and who are in exceptional financial need. The Fund will provide grants of up to £5,000 from the start of the 2020/21 academic year and will be available to continuing-year, matriculated, full- and part-time students of all fee statuses*. Of those students starting a course in Michaelmas term 2020, only Home undergraduates will be eligible to apply but this restriction will be reviewed for Hilary term 2021.

Junior Members who find that their funding does not cover the reasonable expenses of life and study, including as a result of the pandemic and related changes in personal or family financial circumstances, should contact the Academic Office for a financial assistance application form. Instructions will be given about how to complete the form and the supporting evidence that will need to be provided before an application can be considered. Junior Members may choose to discuss this with their Tutors, but Tutors will not otherwise be informed about the application.
The Senior Censor may be able to make emergency loans to Junior Members, to help with short-term difficulties. The College can also make interest-free long-term loans to undergraduates to meet their financial needs.

Section X: Resources and Links

College Website
www.chch.ox.ac.uk

University Website
www.ox.ac.uk

Student Systems
www.ox.ac.uk/students/selfservice
www.ox.ac.uk/students/academic/student-handbook

Computing and IT
www.oucs.ox.ac.uk/network/wireless/services/eduroam/
www.it.ox.ac.uk/rules
www.it.ox.ac.uk/want/get-started/security/antivirus

Sports and Recreation
www.chchoxford.sports-booker.com
www.sport.ox.ac.uk.
www.sport.ox.ac.uk/sportsfed/safety/
www.ourcs.co.uk

Oxford Student Union
www.oxfordsu.org/wellbeing/student-advice/

Welfare and Support
www.ox.ac.uk/students/welfare/counselling
www.ox.ac.uk/students/welfare/disability
www.ox.ac.uk/students/academic/guidance/skills/plagiarism
www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support?wssl=1
www.admin.ox.ac.uk/edc/casemanagement/fitnessstostudy
www.admin.ox.ac.uk/aad/swss/disability/commonframework
www.admin.ox.ac.uk/eop/harassmentadvice.shtml
www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf
www.admin.ox.ac.uk/accommodation

Statutes and Regulations
www.admin.ox.ac.uk/examregs
www.admin.ox.ac.uk/proctors/info/pam/
www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342
www.admin.ox.ac.uk/statutes/regulations/110-056.shtml
www.admin.ox.ac.uk/statutes/regulations/111-056.shtml

www.proctors.ox.ac.uk/handbook/
Appendix A: Non-Academic Disciplinary Procedure

Breach of College Disciplinary Rules

Note that the Conference of Colleges and University are currently finalising a set of disciplinary measures for violations of pandemic-related rules and protocols. Details will be added to the Blue Book and circulated to Junior Members when these have been agreed.

The Censors will, reluctantly but when necessary, penalise breaches of College rules (as printed 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 impose a range of sanctions proportionate to the breach, including either oral or (formal) written warnings, fines up to £500, and the limitation of the use of College facilities including the deprivation of rooms in College or in College-owned accommodation outside the main curtilage. If, on investigation, the Junior Censor considers that a case might warrant the imposition of a more serious sanction (the levying of a fine in excess of £500), suspension on non-academic disciplinary grounds, or sending down (permanent expulsion) the matter will be referred by the Junior Censor in writing to a Disciplinary Panel consisting of the Senior Censor and at least two members of Governing Body not connected with the case. The Disciplinary Panel may penalise serious breaches of College rules by the levying of fines, by limiting the use of College facilities including the deprivation of rooms in College, or in College-owned accommodation outside the main curtilage, by suspension 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 8.3.

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

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

**General**

If an undergraduate fails to fulfil the criteria for good academic standing (see Section 2.8.b), academic disciplinary procedures may be initiated. These are primarily intended to be rehabilitative, with the main aim of helping the undergraduate to get back on track and to bring their studies to a successful conclusion.

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

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

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

**Stages in academic disciplinary procedure**

**Discussion**

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

**First Formal Warning**

If, having discussed the concerns with the undergraduate, the Senior Censor and the Subject Tutor(s) believe that it is necessary to issue a formal warning to the undergraduate, the Senior Censor will invite the undergraduate to a meeting. At that meeting the undergraduate may be accompanied by another member of the College, and the Senior Censor will make sure that the undergraduate understands the nature of the concerns which have been raised and has the opportunity to make known all the material circumstances. The Senior Censor may then issue a First Formal Warning, which will specify to the undergraduate what is expected of them in the future (conditions may include, for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in ‘Special Collections’). Failure to comply...
with any of these conditions may lead to a Second Formal Warning. The Subject Tutor(s) will advise on the appropriate conditions (including any appropriate levels of attainment). Where possible, these will be agreed between the Senior Censor and the undergraduate, but in the event of disagreement the Senior Censor shall decide upon the matter taking into account the advice of the Subject Tutor(s). Typically, Special Collections in these circumstances will be marked internally and in other respects will be less formal than Final Collections (see ‘Second Formal Warning’), although in an appropriate case the Senior Censor may propose the use of University Examinations to fulfil the functions of Special Collections. In all cases, a First Formal Warning will be embodied in a formal letter, which will also remind the undergraduate of the College’s rules and procedures for academic discipline, refer to individuals available to provide support or advice to the undergraduate, and explain the implications of matters being taken to a Second Formal Warning. If the undergraduate thinks that any conditions demanded are unreasonable, they may appeal to the Academic Disciplinary Board (see Section 2.8.iv; ‘Formal Disciplinary Hearing’).

Second Formal Warning
If the undergraduate fails to comply with the conditions set out in the First Formal Warning, the Senior Censor may invite them to a further meeting. Again, at such a further meeting the undergraduate may be accompanied by another member of the College, and the Senior Censor will make sure that the undergraduate understands the nature of the case against them and has the opportunity to make known all the material circumstances. The Senior Censor may then issue a Second Formal Warning, which may set out further conditions (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in ‘Final Collections’). Failure to comply with any of these conditions may lead to suspension on academic disciplinary grounds or sending down (permanent termination of the undergraduate’s course). The Subject Tutor(s) will advise on the appropriate conditions (including any appropriate levels of attainment). Where possible, these will be agreed between the Senior Censor and the undergraduate, but in the event of disagreement the Senior Censor shall decide upon the matter taking into account the advice of the Subject Tutor(s). The conditions shall be set out in writing and communicated to the undergraduate, together with a statement of the possible consequences of non-compliance or failure to meet the conditions. If the undergraduate thinks that any conditions demanded are unreasonable, they may appeal to the Academic Disciplinary Board (see Section 2.8.iv; ‘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 (or 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. 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 appropriate cases 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 suspended on academic disciplinary grounds or sent down.

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

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

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

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

**Appeals**

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

In addition, Christ Church is a participating College in the Conference of Colleges’ Appeal Tribunal. An appeal to the Tribunal can be made only after the remedies available within the
College have been exhausted. This means that any undergraduate wishing to appeal against a
decision of the Dean may do so by filing a written application with the Secretariat of the
Conference of Colleges within 5 days of the date of the decision appealed against. Details of
the procedures for making such an appeal are available from the Academic Registrar.

**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 suspended on
academic disciplinary grounds 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.
COVID-19 STUDENT RESPONSIBILITY AGREEMENT

1. As a collegiate University, Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its students and staff are respected.

2. The purpose of the Agreement is to secure everyone’s agreement to protect ourselves and each other within the University, the colleges and the wider Oxford community. It is an affirmation of shared values – community, consideration for others, respect and tolerance, and inclusion. It supplements students’ existing responsibilities under University and college policies.

3. Adapting to life in the University and city of Oxford under COVID-19 safety measures is new to everyone. Students and staff will need to develop new habits and make adjustments to their daily life to enable academic learning to do so, we need to treat each other with patience and understanding.

4. The University and colleges have committed to putting measures in place to minimise health risks to students, staff and the wider Oxford community. Each student also has a responsibility for both their own health and that of others, especially those with vulnerabilities. Maintaining social distance at all times in community spaces, avoiding large gatherings and being mindful of the needs of those alongside whom we live, work and travel will help reduce the risks for everyone.

5. In order to protect our community’s health and support our collective wellbeing during the COVID-19 pandemic, each student is expected to make the following eight commitments about their behaviour by signing this Agreement.

i. I will abide by all national public health regulations brought in to stop the spread of COVID-19. I will also follow the University and/or colleges’ specific guidance on health measures, together with local public health guidance as relevant for the circumstances I am in.

ii. I will request a test via the University’s Testing for Covid-19 – Early Alert Service (EAS) immediately if I experience COVID-like symptoms, and I will notify my College and Department nominated contact accordingly. I will follow all instructions from the EAS, including in relation to self-isolation.

iii. I understand that COVID-19 is a public health issue and will cooperate fully with University, colleges and public health authorities, including participating fully in any contact tracing as requested.

iv. I will practise effective hygiene methods to limit contact transmission, including regular thorough handwashing with soap, the use of hand sanitisers as requested, the wiping down of surfaces and the correct wearing and disposal/washing of face coverings.

v. If I live in college/University accommodation, I will follow college/University guidelines on how I may interact with and share communal spaces with members of my household. If I live in a private household I will follow the relevant Government/Public Health England guidance. I will also follow guidance regarding how or whether I may enter others’ households and any limits on the number of people allowed to visit a household.

vi. I will show respect and consideration for the collegiate University and wider Oxford community. I will adhere to social distancing requirements and maximum group size rules, I will follow all rules and signage about expected behaviour for the space I am in when interacting with anyone outside my household, whether in college, University premises, on public transport or elsewhere in the city.

vii. I will adhere to the University’s policy and Government rules on wearing face coverings, which will include the requirement for face coverings to be worn for in-person teaching indoors and in any shared indoor spaces.

viii. I understand that I am responsible for ensuring that my guests adhere to these same standards of behaviour in University, college or other spaces.

Name (BLOCK CAPITALS)

Date

Signature

To find out more please visit: www.ox.ac.uk/covid-health