INFORMATION AND REGULATIONS
FOR JUNIOR MEMBERS

CHRIST CHURCH
OXFORD

OCTOBER 2018
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ABOUT CHRIST CHURCH

Christ Church (often known as ‘the House’) is a large and varied community, including about 400 undergraduate, 230 graduate students, 80 academic staff, and 180 college staff. This booklet (usually known as the ‘Blue Book’) provides useful information for Junior Members, and sets out the regulations that apply to their conduct here. Please read it carefully, and become familiar with the basic requirements laid out in it.

This document can also be found online as a PDF, which can be searched electronically: www.chch.ox.ac.uk/current-students/notices-and-useful-resources. At the back of the book there is a list of ‘Who’s Who in Christ Church’, giving guidance as to the right person to contact in particular circumstances.

Throughout, the term ‘Junior Members’ includes all undergraduate, graduate and visiting students; if there are different requirements for any particular group these are specified. The rules 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.

ABOUT THE ‘BLUE BOOK’

Section 1 outlines the key staff members in the college and details the support mechanisms available at a college and University level. It also contains links to external resources for more specific support relating to Health, Welfare, and Disability.

Section 2 contains information relating to academic administration, teaching and learning, and rules and regulations which Junior Members must abide by during their courses of study.
Section 3 explains the studying and living costs for Junior Members, outlines sources of support, and provides a list of the generous grants and prizes available to members of Christ Church.

Sections 4, 5, and 6 detail the domestic arrangements relevant to Junior Members, including dining, accommodation, and on-site facilities.

Section 7 describes the recreational opportunities and facilities available to members of Christ Church and outlines the necessary administrative processes which underpin these opportunities.

Section 8 offers a comprehensive directory of policies and procedures at both a college and University level which Junior Members should familiarise themselves with.

Section 9 details the roles and remits of key staff in Christ Church and lists their contact details for reference.

Section 10 provides a list of on-line resources which Junior Members may find useful and informative, relating to all aspects of life at Christ Church.

1. STAFF AND SUPPORT

1.1 SENIOR COLLEGE OFFICERS

Junior Members may come into contact with the following Senior Members of college.

a. The Dean
The Dean is the Head of Christ Church, uniquely both Dean of the Cathedral Church for the Diocese of Oxford and Head of House of an Oxford college. Once a year, Junior Members give an account to the Dean of their academic progress in Dean’s Collections. Other contacts have a more social character when, for example, the Dean invites Junior Members to the Deanery.

Contact Details: The Dean, The Very Revd Professor Martyn Percy
e-mail: pa.dean@chch.ox.ac.uk

b. The Censors
The Censors are academics who have taken on responsibility for overseeing the academic life of the House as well as many aspects of its social life for up to four years. They sit on all the major Governing Body committees, hold regular meetings with representatives of the Junior and Graduate Common Rooms, and seek to represent the interests of Junior Members.

The Junior Censor deals with routine matters such as permission to be absent as well as with non-academic discipline (see Section 8.2 ‘Disciplinary Procedure’). The Junior Censor also oversees the work of three Wardens, graduates who have delegated authority on welfare and disciplinary matters.

The Senior Censor oversees academic matters including general concerns about work (when it is thought inappropriate to discuss this with a Personal Tutor), requests for a change of course, academic discipline (see Section 8.2 ‘Disciplinary Procedure’), financial support, and general complaints of an academic nature. Serious complaints will be passed to the Dean and matters will be handled in accordance with the By-Laws relating to Statute XXXIX. These are available from the Censors’ Office. Either Censor may be consulted in confidence on personal issues which cannot be dealt with by Tutors.
The Junior Censor is normally available to be consulted during 1st-8th Week of term at the times posted outside the Censors’ Office and on the website at www.chch.ox.ac.uk/current-students/notices-and-useful-resources.

The Junior Censor (Professor Geraldine Johnson) has an office on the Second Floor of Tom 8: her telephone number is (2)86574 and her email address is junior.censor@chch.ox.ac.uk.

The Senior Censor (Professor Brian Young) has an office on the First Floor of Tom 8: his telephone number is (2)86574 and his email address is senior.censor@chch.ox.ac.uk.

Junior Members should read all the Censorial notices, which are circulated electronically. These may include important information or deadlines.

See Section 1.2.a for further details of the Censors’ Office.

c. The Tutor for Graduates

The Tutor for Graduates (Professor Edwin Simpson) oversees graduates in the college. Queries concerning funding, travel grants, academic and other matters should, in the first instance, be referred to the Graduate Administrator, Melanie Radburn (graduate.administrator@chch.ox.ac.uk), in the Censors’ Office.

d. The Steward

The Steward (Ms Pauline Linières-Hartley) is the College Officer responsible for all domestic arrangements. See Section 1.2.b. for details of the Steward’s Office.

Further information relating to Senior College Officers may be found on the college website at: www.chch.ox.ac.uk/college-officers. Please also see Section 1.4 ‘Welfare’ and Section 1.5 ‘Health’.

When in doubt about whom to consult, Junior Members may ask in the Censors’ Office or email censors.office@chch.ox.ac.uk. If out of hours, Junior Members may contact either Censor; in cases of emergency, Junior Members may telephone the Censors if necessary. The Porters’ Lodge has office and home phone numbers for both Censors.

Generally, any Junior Member who has exhausted the normal college channels described in this booklet can request an interview with the Dean to raise matters of concern by emailing pa.dean@chch.ox.ac.uk. Junior Members are also able to appeal to the Dean against decisions of disciplinary and academic tribunals.

1.2 KEY CONTACTS

a. The Censors’ Office

The Censors’ Office is on the First Floor of Tom 8. The normal Censors’ Office hours are Monday to Friday: 09:00 – 13:00 and 14:00 – 17:00. The following staff are responsible for administration of academic matters relating to Junior Members:

The Academic Registrar, Ms Helen Etty; tel. (2)76157
email: academic.registrar@chch.ox.ac.uk
Manages undergraduate matters relating to disability, financial hardship, extensions to formally assessed work, special examination arrangements, extenuating circumstances, and appointments with the Senior Censor.

The Graduate Administrator, Ms Melanie Radburn; tel. (2)76158
email: graduate.administrator@chch.ox.ac.uk
Manages all on-course administration for graduate students.

The Administrative and Human Resources Officer; Dr Ceri Hunter; tel. (2)86574
email: adminhr.officer@chch.ox.ac.uk
Manages on-course undergraduate administration including Vacation Residence Grants, Book Grants, Travel Grants, letters of certification, University Card requests, and, on behalf of the Junior Censor, party permission forms.

The Academic Administrator, Mrs Rebecca Varley; tel. (2)86574
email: academic.administrator@chch.ox.ac.uk
Manages queries relating to Degree Days.

The Tutorial Administrator, Mrs Jackie Webber; tel. (2)76182
email: tutorial.administrator@chch.ox.ac.uk
Manages undergraduate matters relating to Collections, feedback and teaching room bookings.

Junior Members are asked to note that the Censors’ Office is extremely busy, so that requests cannot always be dealt with immediately. Application forms for travel grants, vacation residence grants, book grants, special research expenses and financial assistance are available on the rack outside the Censors’ Office and online: www.chch.ox.ac.uk/current-students/notices-and-useful-resources.

Please do not bring food or drink into the Censors’ Office; this includes hot beverages in lidded containers.

b. The Steward’s Office
Domestic arrangements are managed by the Steward and are administered by the following staff:

Accommodation
The House Manager, Ms Camilla Mirto,
Tom 6, Ground Floor, tel. (2)76499
Deputy House Manager, Ms Karen Fisk, tel. (2)76268
email: house.manager@chch.ox.ac.uk

Accommodation
The Steward’s Assistant and Accommodation Officer,
Ms Jacqueline Folliard
Tom 9, Ground Floor, tel. (2)86580
email: jacqueline.folliard@chch.ox.ac.uk

Guest Rooms
The Conference and Events Assistant
Ms Emma Timms
Tom 9, Ground Floor, tel. (2)86848
email: conferenceoffice@chch.ox.ac.uk

Accounts, bactells, fees, and enquiries
The Manciple, Ms Vicki Ruston
Tom 9, Ground Floor, tel. (2)76175
email: bactells@chch.ox.ac.uk
fees@chch.ox.ac.uk

Mail, messages, fire and security
The Lodge Manager, Mrs Amanda Roche
Porters’ Lodge, tel. (2)76151,
email: amanda.roche@chch.ox.ac.uk

Meals
The Executive Head Chef, Mr Chris Simms

Hall meal service
The Hall Manager, Mr Andrew Hedges
tel. (2)76164
eemail: hallmanager@chch.ox.ac.uk

The Bars and Buttery Manager,
Ms Emily Robotham
tel. (2)76153
eemail: emily.robotham@chch.ox.ac.uk

Manager of the Liddell Building
Ms Karen King
eemail: liddell.manager@chch.ox.ac.uk

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

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

1.3 COLLEGE COMMUNICATIONS AND WEBSITE

a. College Communication Officer
The College Communication Officer, Eleanor Sanger, works to represent Christ Church online
through our social media channels (Facebook and Twitter), as well as writing articles about college
news to appear on the college website. The main focus of the role is in publicising student and
research staff news and achievements, so that these can be recognised and celebrated both internally
and externally. Contact the College Communications Officer at communications@chch.ox.ac.uk
with any potential news items to be featured.

b. Christ Church Website
The Christ Church Website (www.chch.ox.ac.uk) has a considerable amount of information about
the college and the Cathedral, intended primarily for those who are outside Christ Church. The
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. Links to
the JCR, GCR, and SCR can also be found on the Christ Church website. Members with relevant
content, updates, amendments, or notices appropriate for the website, are encouraged to contact
the Website Manager, Mark Hook, webmaster@chch.ox.ac.uk.

c. Oxford University Website
Oxford University (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.

1.4 WELFARE

The welfare of students is taken seriously and there are many different people available for advice and support. Current information about the Christ Church Welfare Team and the Welfare Handbook can be found here: www.chch.ox.ac.uk/current-students/welfare-support-christ-church.

a. Internal college resources

College Chaplain and Welfare Co-ordinator
The College Chaplain and Welfare Co-ordinator, 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. The Chaplain and Welfare Co-ordinator can be contacted via telephone (2)76236 or email at chaplain@chch.ox.ac.uk.

Welfare Tutors
There are two Welfare Tutors, Dr Kayla King and Dr 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 student’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 Censors’ Office and by the JCR Vice-President. If undergraduates are not sure who their Personal Tutor is, they may enquire in the Censors’ Office.

College Advisors
Each graduate 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 Co-ordinator, and is available for support and advice regarding examinations, finances and academic concerns. The Registrar can be contacted via email at academic.registrar@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. Appointments can be made directly with her via counsellor@chch.ox.ac.uk.

Wardens
There are 3 Wardens; these are graduates who provide out of hours support (19:00 – 07:00) and can be contacted via the Porters’ Lodge or emailed at wardens@chch.ox.ac.uk.


**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.

**b. University-wide services**

**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](http://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.

Contact Details: 3, Worcester Street, OX1 2BX
email: counselling@admin.ox.ac.uk

1.5 HEALTH

**Medical Support**

a. **College Nurse**

The College Nurse, Midge Curran, has a drop-in surgery each day from Monday 0th Week to Friday 9th Week in Killcanon 2.

Anyone in need of treatment or medical advice should attend the Surgery or otherwise inform the Nurse without delay. The Nurse also provides advice on family planning, 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. 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.

Please note that the Nurse has access to electronic medical notes through the EMIS system.

Contact Details: tel. (2)76176 or email chchnurse@nhs.net.

b. **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 will be registered with the College Doctor unless they prefer to be registered with a doctor of their own choice. Any Fresher not registering with the College Doctor must inform the College Nurse of the name and address of their medical practitioner in Oxford by the end of 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. Junior Members will need to bring their medical cards to College Registration to register as a National Health Service patient.

c. Dental Treatment
Undergraduates and graduates can go to the NHS Studental dental practice located in the Colonnade Building at Oxford Brookes University – [www.studental.co.uk](http://www.studental.co.uk), tel. 01865 689997. 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.

1.6 DISABILITY

Christ Church wishes to enable any student with disabilities to study at the college, and will make reasonable adjustments to make this possible in line with the University’s ‘[Common Framework for Supporting Disabled Students](http://www.admin.ox.ac.uk/aad/swss/disability/commonframework)’. Further details can be found by following the link below: [www.admin.ox.ac.uk/aad/swss/disability/commonframework](http://www.admin.ox.ac.uk/aad/swss/disability/commonframework).

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Lead</td>
<td>Senior Censor (Professor Brian Young) tel. (2)76157</td>
</tr>
<tr>
<td>Disability Co-ordinator</td>
<td>Academic Registrar (Ms Helen Etty) tel. (2)76157</td>
</tr>
<tr>
<td></td>
<td>email: <a href="mailto:academic.registrar@chch.ox.ac.uk">academic.registrar@chch.ox.ac.uk</a></td>
</tr>
</tbody>
</table>

Christ Church has a contact staff member at the Disability Advisory Service, Dorota Antoniak ([dorota.antoniak@admin.ox.ac.uk](mailto:dorota.antoniak@admin.ox.ac.uk)).

Students should contact the college and inform us 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 Registrar.

The Disability Advisory Service website ([www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability)) has a lot of information about the support they can provide.

Contact Details: 3 Worcester Street, Oxford, OX1 2BX

tel. 01865 280459, email [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk)

1.7 THE JUNIOR COMMON ROOM (JCR)

The facilities provided in the JCR are available to all Junior Members during term time. The JCR is open from 07:00 - 03:00 for social use, and has newspapers, a television with satellite dish, and
various games machines. The JCR door should be kept locked at all times to prevent theft; it is opened with the wicket gate key fob/proximity reader. There is also a common room, the Handel Davies Room, at the Liddell Building.

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
   iv. OU Refugee Scholarship Levy of £4.00

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, 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 Guest Dinner (on one occasion or for an extended period of time);
   iv. being banned from BOP (can be on one occasion or for an extended period of time); and/or
   v. being dropped down the room ballot 10 places.

1.8 THE GRADUATE COMMON ROOM

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

The facilities provided by the college include computers, laser printers and a photocopier, and a study room for graduates living out of college. In Hall, there is a graduates’ table and special dinners and guest nights are held regularly. During the vacations, special arrangements are made for graduate dining.

1.9 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 Censors’ Office.

1.10 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 the Computing Committee, the Grants Committee, the House Committee, the Library Committee, and the Pictures Committee. In addition, JCR and GCR Officers attend meetings of the full Governing Body. The Censors hold weekly meetings with JCR and GCR representatives, when a wide range of business is discussed. 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. These should be made in writing to the
appropriate Officer as soon as possible and at any rate within 14 days of the occurrence of the incident prompting the complaint.

Undergraduates should check their pigeonholes daily, and at least once a week during vacation. News and information are also posted on the college website (www.chch.ox.ac.uk, see Section 1.3.b, ‘College Website’). Undergraduates should also expect the Censors and their Tutors to communicate with them by email and should check their email daily during Full Term, and at least weekly during the vacations. The Censors and Tutors will assume that the standard @chch.ox.ac.uk address is appropriate unless they are informed to the contrary.

2. ACADEMIC AFFAIRS

2.1 RESIDENCE including VACATION RESIDENCE

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

a. All Junior Members, except for undergraduates who have extended terms (as stated on the University website: https://www.ox.ac.uk/about/facts-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. Leave to return after 15:00 on the Thursday of 0th Week may be sought from the Junior Censor if there are urgent reasons. Undergraduates who have extended terms are required to be in residence for those terms, unless they have permission from their Tutor and from the Junior Censor. Once a year, undergraduates are required to appear for Dean’s Collections. Some undergraduates may have Collections on the last Saturday of term, in which case they must make themselves available until 13:00 on that day.

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

c. Undergraduates living in college accommodation (whether on or off the main site) 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.

Undergraduates who live in private accommodation also require the Junior Censor’s permission to be away from Oxford; this can be obtained by completing an absence form and handing it in at the main Lodge, 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 will have not already been away for a total of four or more weekday nights during the term.

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

d. Graduates: As long as the requirements of academic work and university residence are satisfied, no specific restriction is placed on the number of nights that graduates may be absent during Term. However, the Junior Censor should be notified, by means of an absence form, a letter, an email, or in person, 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.

e. Junior Members (both graduates and undergraduates) who live in college must vacate their room and hand in their room keys at the Porters’ Lodge no later than 09:00 before going down at the end of term and should present their University Card for scanning. Anyone who fails to do so will be charged a room charge of £50. It is the personal responsibility of all members to ensure that the dates of residence and absence are correctly recorded.

f. End-of-term arrangements: Every undergraduate must complete an on-line Vacation Residence Request Form each term, including Organ Scholars, Academical Clerks and those taking examinations. This form will be made available on the college network on or before 5th Week and must be completed and submitted on-line by the end of 5th Week to the Steward’s Assistant and Accommodation Officer. On the form, Junior Members should confirm their date of departure from college or apply to stay up, or return, for part of the vacation for study purposes.

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

Junior Members falling outside these categories may also apply to stay up, and the college will endeavour to meet their needs, subject to the availability of rooms. Please note that at the end of Michaelmas Term very few rooms are available, due to the demands of Admissions interviews. Junior Members staying up may be asked to move to a new room for vacation residence. Those with examinations will not normally be asked to move.

See also Section 5.1.g: ‘Vacation Conferences’.

Please note that applications for Undergraduate Vacation Residence Grants must be made separately to the Censors’ Office. Application forms are available from the rack outside the Censors’ Office and at www.chch.ox.ac.uk/current-students/notices-and-useful-resources. These must be submitted by Friday of 8th Week of each term. 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.
2.2 ACADEMIC WORK IN TERM AND VACATION

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

a. Junior Members 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 is regarded as dishonest behaviour and a breach of college rules.

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 raise the matter with the Senior Censor if they think the request deserves further consideration.

d. Undergraduates may apply for Vacation Residence Grants towards the cost of residence out of Full Term for the purposes of examinations, obligatory courses or projects, and directed study. Vacation grants are limited to a maximum of 28 nights in any one academic year except for those with extended terms.

e. Collections are important elements in the college’s academic monitoring and support procedures. Once a year, undergraduates are required to appear for Dean’s Collections (i.e. a meeting with the Dean, Tutors and the Senior Censor to review the reports on the undergraduate’s work for the Term). Those who are not asked to attend Dean’s Collections will normally be seen by the Subject Tutors. Details of the arrangements are posted in the
Ante-Hall and at Tom Gate in 7th Week.

Most graduates are required to appear for Graduate Collections once each year: arrangements are announced well in advance.

f. 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:

   a. termly feedback forms (these include a provision for making a confidential return that is not seen by Tutors);
   b. Dean’s and Tutors’ Collections
   c. by appointment with the Senior Censor or Tutor for Graduates.

Feedback forms are circulated before Collections and should be returned to the Tutorial Office once complete. Enquiries relating to these may be addressed to the Tutorial Administrator, Jackie Webber, tel. (2)76182.

2.3 SUSPENDING STATUS/GOING OUT OF RESIDENCE

Occasionally Junior Members suspend their status for a period of time. This is known as ‘going out of residence’. The permission of the Senior Censor is required for a Junior Member to go out of residence. The most common reason for suspending status is ill-health (when a doctor’s certificate is required in evidence). Going out of residence is not normally allowed on other grounds. The return of Junior Members to college after a period out of residence will often be subject to conditions. In the case of ill-health, the condition might be the production of a medical certificate indicating that the member is fit to resume their studies. In other cases, recommencement of studies might be made conditional upon achieving a specified level in one or more Collections. Details of these conditions will be given in writing to the Junior Member concerned. A Junior Member who has been set Collections as a condition of coming back into residence but fails to achieve the standard set has the right to appeal in writing to the Dean within 14 days of the results being communicated to them.

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

   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.

2.4 COLLEGE EXAMINATIONS

College examinations (‘Collections’) are set at the start of term for most undergraduates, to check their progress in studies pursued in both term and vacation, and to provide practice for subsequent University examinations. Undergraduates are expected to achieve standards in these Collections
appropriate to Oxford requirements and their own abilities. Those who do not do so may be set Special Collections. Book token prizes are awarded each year based on the results of Collections. The Tutorial Administrator is responsible for Collections arrangements and feedback.

2.5 COLLEGE AWARDS AND PRIZES

a. 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.

b. Other Prizes
In addition to the Prizes mentioned in Section 2.4 and Section 2.6, the following College Awards and Prizes are offered. Holders of these Awards and Prizes do not, however, thereby hold the status of Scholar or Exhibitioner, nor are they thereby entitled to the privileges of a Scholar or Exhibitioner (such as wearing the Scholar’s gown). Further information regarding the awards and prizes may be obtained from Tutors or from the Censors’ Office.

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

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

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

Clifford Smith Prizes:

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

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

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

The Collie Prize of £130, for work in Physics, is awarded on the recommendation of the Tutors in Physics. It is open to members of the House in their second year reading the Final Honour School of Natural Sciences (Physics).
**Dixon Scholarships** of up to £300, normally tenable for only one year, are awarded at the beginning of Michaelmas Term. 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 P.P.E.

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

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

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

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

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

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

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

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

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

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

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

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

The **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 Humaniiores. It is open to members of the House taking the Final Schools in the year of election and is tenable with any scholarship or exhibition of the House.

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

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

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

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

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

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.

**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.

### 2.6 UNIVERSITY EXAMINATIONS

The rules governing University Examinations are detailed in Section 8 of the University Student Handbook, which can be found on the University website by following the link: https://www.ox.ac.uk/students/academic/student-handbook?wssl=1.

**a. Entering Names for University Examinations**

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

Examination Entry is done online via Student Self Service. 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.

**b. Examination Arrangements**

If alternative examination arrangements are required, such as extra time, use of a computer, or rest time, due to a Specific Learning Disability (SpLD) or other disability, then an application for Alternative Examination Arrangements needs to be made via the **Academic Registrar** for undergraduates, or the **Graduate Administrator** for graduates.

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 should initially contact the Disability Advisory Service (DAS) (www.ox.ac.uk/students/welfare/disability) who will talk through individual requirements and advise the college on the necessary arrangements. Christ Church’s contact is Dorota Antoniak (dorota.antoniak@admin.ox.ac.uk).

If an SpLD assessment is required, the DAS will arrange this and 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.**
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 Registrar as soon as possible. A medical certificate (usually from the college doctor) is required explicitly stating any necessary arrangements.

c. Factors Affecting Performance in Examinations
If any Junior Member feels that their examination preparation or performance in examinations has been affected by extenuating circumstances, such as illness or bereavement, they can submit a Factors Affecting Performance application.

Junior Members should contact the Academic Registrar 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.

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

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

The Academic Registrar 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.

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

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

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

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

f. First Public Examinations
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. 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.

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

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

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

2.7 DEGREE DAYS
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, provided that their name is on the books of the House. Details of the fees, procedure, dress and dates of Degree Days are provided on the Christ Church website: www.chch.ox.ac.uk/degreedays. Graduands and their guests are offered appropriate hospitality that day.

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

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

Queries relating to Degree Days should be addressed to the Academic Administrator in the Censors’ Office.

2.8 ACADEMIC DISCIPLINE
a. 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.

b. Criteria for good academic standing

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

i. keep the residence requirements laid down by the University and the college (see Section 2.1);

ii. pass (normally by the second attempt in cases where this is allowed in accordance with applicable regulations) the First Public Examination or other examinations laid down by the University as a necessary part of their course (see Section 2.6.f.);

iii. attend all tutorials, classes and other required academic engagements, except where permission on adequate grounds is obtained, normally in advance, from the Tutor(s) concerned (see Section 2.2);

iv. 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

v. produce work of an appropriate standard, given the undergraduate’s particular level of academic ability, i.e. is working to their potential.

c. Stages in academic disciplinary procedure

i. 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.

ii. 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
The 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 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’).

### iii. 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 temporary suspension or sending down (permanent termination of the undergraduate’s course). The Subject Tutor(s) will advise on the appropriate conditions (including any appropriate levels of attainment). Where possible, these will be agreed between the Senior Censor and the undergraduate, but in the event of disagreement the Senior Censor shall decide upon the matter taking into account the advice of the Subject Tutor(s). The conditions shall be set out in writing and communicated to the undergraduate, together with a statement of the possible consequences of non-compliance or failure to meet the conditions. If the undergraduate thinks that any conditions demanded are unreasonable, they may appeal to the Academic Disciplinary Board (see 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. Collections will be blind-marked by the two assessors. The mark more favourable to the undergraduate will be adopted. The examination will be taken in appropriate circumstances, with due safeguards against noise and disruption, and will be properly invigilated.
In appropriate cases the Senior Censor may propose the use of University Examinations to fulfil the functions of Final Collections.

iv. 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 temporarily suspended 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.

d. 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.
e. 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 temporarily suspended 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.

2.9 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 Junior Members should read the University’s guidance on what constitutes plagiarism, which can be found here: www.ox.ac.uk/students/academic/guidance/skills/plagiarism. Junior Members 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 on-line material and other digital material just as much as to printed material.

Guidance about the use of source materials and the preparation of written work is given in departments’ literature and on their websites, and is explained by Tutors and Supervisors. If 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 8 of the University Student Handbook (https://www.ox.ac.uk/students/academic/student-handbook?wssl=1).

2.10 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.

2.11 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 for 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 well-being;
   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.

### 3. FINANCE

#### 3.1 FEES AND CHARGES

The costs incurred come under two main headings:

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

**a. 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 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.

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

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

Fee invoices will be emailed by Friday, 31 August 2018 and payment is due in full by Friday, 21 September 2018. Please note that fees are NOT payable by direct debit.

b. 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 2018-2019 is £23.36 per night. The charge includes the costs of college staff employed for Junior Members and a contribution towards the costs both of maintaining accommodation and of domestic overheads.

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

A 9% discounted rate of ‘Board and Lodging Charge’ (£20.17 per day) is available to graduates or 4th year Chemists who are residents of the Liddell Building or St Aldate’s Quad who elect, before the end of 4th Week of Michaelmas Term, to reside for a minimum of a 40 week (280 day) period, which normally runs from 1 September.

A 12% discounted rate of ‘Board and Lodging Charge’ (£19.50 per day) is available to graduates or 4th year Chemists who are residents of 12 Abbey Road who elect, before the end of 4th Week of Michaelmas Term, to reside for a minimum of 40 wees (280 day) period, which normally runs from 1 September.

A 15% discounted rate of ‘Board and Lodging Charge’ (£18.84 per day) is available to graduates or 4th year Chemists who are residents of the Liddell Building or St Aldate’s Quad who elect, before the end of 4th Week of Michaelmas Term, to reside for a minimum 11-month period, which normally runs from 1 September.

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

Junior Members who live out (see Section 5.2) contribute towards domestic overheads through an Establishment Overhead charge. The charge for 2018-2019 is £119.68 per year. Dinner is charged for separately on termly battels. Breakfast, lunch, and brunch are paid for as taken. Charges are reviewed annually in Trinity Term and may be reviewed at other times, should the Governing Body consider it necessary.

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 acceptable and a direct debit is a prerequisite for residing in college accommodation.**

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.

c. 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.

d. Battels (College Bills)

Credit accounts (known as battels) are maintained for most Junior Members. At the beginning of each term the Steward’s Office presents a battels account for outstanding charges incurred during the preceding term(s) and, for those living in college, a standard 8 week and 2 days (from Thursday night of 0th Week to Friday night of 8th Week (a total of 58 nights) nightly room charge for the current term 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 plus a deposit of £250, a total of £1,1698.32.

Initially, Graduate Freshers are charged from Thursday of 0th Week – 58 days and are charged £1604.88 which includes a deposit of £250. If graduates wish to arrive earlier, they must apply for Vacation Residence (forms for which may be found on the racks outside the Censors’ Office and on the college website), and this will be taken from their 28-day annual Vacation Residence grant. Graduates also have the option to subscribe to 40 week contracts at a reduced rate (see Section 3.1.b.). All deposits will be offset against the final battels bill which is issued in July/August of the Junior Member’s final year of study. Refunds will not be made to those who have suspended, until they become leavers. The battels account for each term is due on presentation and must be paid by direct debit – credit card payments are not acceptable.

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

Final battels are payable by 15 September following the completion of a course, and credit beyond this date is not available. Interest is charged at the present rate of 2% compounded monthly on overdue balances and legal action will be taken to ensure settlement. An interim battels invoice will be issued for Finalists only by the end of the 2nd week of July and settlement will be taken by direct
A final battels bill for all Junior Members will be issued during the 2nd week of August each year.

Any queries about fees, charges, or battels bills should be addressed to the Manciple in the Steward’s Office at fees@chch.ox.ac.uk or battels@chch.ox.ac.uk.

### 3.2 GRANTS

#### a. Book Grants

Book grants from college funds are available to Junior Members of the college for the purchase of course-related 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 rack outside the Censors’ Office or on the college website. Book grants are normally credited to the battels account due in the term after the application.

#### b. Travel Grants

Christ Church has a fund to assist undergraduates to travel abroad in the vacations primarily for academic purposes. Applications should be made on the appropriate form (available from the rack outside the Censors’ Office and on the website) **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.

Further prizes are listed in Section 2.5.b, which are awarded for the purpose of travel.

#### c. 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.

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

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

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

d. Student Support Grants and Loans
Information about financial support available 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, which have been made possible by generous gifts from alumni.

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

Junior Members who find that their funding does not cover the reasonable expenses of life and study should normally discuss their situation, in the first instance, with the Academic Registrar, or the Graduate Administrator, for graduates, who will explain how to make an application for student support through the college. 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.

e. 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. Applicants should present proof of completion of the course to the Academic Registrar.

f. 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 Registrar. Graduates may ask for help towards the cost of conferences and research trips. Applications should be made to the Graduate Administrator; forms are available from the racks outside the Censors’ Office and on the website.

g. Sports Grants
The college makes grants towards the expenses of any Junior Member 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 Registrar, 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.

4. HALL AND DINING

4.1 PROVISION AND SERVICE OF FOOD

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

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>08:00 – 09:00</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30 – 13:30</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Brunch</td>
<td>11:00 – 13:30</td>
<td>Saturday</td>
</tr>
<tr>
<td>Brunch</td>
<td>11:00 – 13:30</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

These meals are provided on a multi-choice cafeteria basis and no advance notification is required. The method of payment is via prepaid credits to University cards or by contactless bank/credit card (please note that UK Electron, Mastercard Debit, Maestro, Amex, Diners or Visa Delta are not accepted).

*Please note that members from the wider University are permitted to weekend brunch and therefore the first 90 minutes (11:00 – 12:30) is reserved solely for members of Christ Church and their personal guests.

Dinner is a meal in two sittings: at 18:00 and 19:20. The first sitting is an informal self-service meal and the doors will close promptly at 18:20 - gowns are not worn but punctual attendance is required. Anyone arriving after 18:20 will be asked to attend the second sitting at 19:20. The second sitting is a formal served meal and gowns must be worn over smart clothes: men must wear jackets and ties. It is started immediately after Grace at 19:20 and members must arrive before Grace is announced. The Hall Manager is instructed not to serve meals to latecomers and to report misbehaviour to the Junior Censor.

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

a. Special Diets

Christ Church prides itself on providing good wholesome food at reasonable rates and with advance notice the college’s chefs can provide a number of dietary options, including:

i. vegetarian;
ii. fish-eating vegetarian;
iii. vegan;
iv. gluten-free;
v. halal;
vi. non-dairy;
vii. no nuts;
viii. no seafood; and
ix. kosher.

Season-ticket holders on special diets, whether resident or non-resident, must notify the Hall Manager at the start of each academic year so that a personal diet card can be issued. All members should bring this card whenever dining to facilitate service and ensure the correct meal is provided. The particular cooperation of those members on special diets is requested: any member who has opted for such a diet and is proposing not to dine on a given night is asked to co-operate in keeping the Hall Manager informed of that intention. This is important to prevent unnecessary waste and will help college staff to ensure a good level of service at a fair cost and does not affect season-ticket charging understandings.

*Members are also expected to take responsibility for ensuring that they have been given the correct diet and for checking the menus which are posted on notice boards which specifically identify most allergens. Those with nut allergies are asked to take particular care as some foods contain traces of nuts so it is important that members ensure that they collect/are served the correct meal.*

b. Dinner Notifications

All Junior Members of the House living on the main college site, in St Aldate’s Quad, and 117 St Aldate’s, are automatically included in the ‘season-ticket’ inclusive dining scheme and catered for each night at dinner. This is charged at a daily rate of only £2.61 per dinner on battels in arrears. A member’s University card is pre-programmed, facilitating entry to Hall at dinner. This arrangement provides economy and convenience to members and supports the House’s dining traditions. There is no reduction for any dinner not taken.

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

Members of the House who reside at Liddell or 12 Abbey Road, and members classed as ‘living out’, are welcome to join the season-ticket scheme and may do so by contacting the Steward’s Office. *If residents of the foregoing properties and those classed as ‘living out’ wish to sign up for the season ticket meal arrangement then they should do so by the end of rth Week in any given term. Furthermore, they must specify at the time of signing-up, in writing (by email to steward@chch.ox.ac.uk), if they wish to sign up for one or more terms.* They may also attend an occasional dinner whenever they wish (as well as other meal services) and are asked to sign in for dinner by email to hallmanager@chch.ox.ac.uk by 11:00 on the day in question or 11:00 on Saturday for Sunday. In such cases the standard dinner charge of £3.89 will apply.

Any Junior Member of the House living on the main college site, in St Aldate’s Quad, and 117 St Aldate’s, may request a signing-out option if there is a good reason for doing so and by writing to the Steward at steward@chch.ox.ac.uk. Under this arrangement a member is again automatically booked for dinner every evening and charged £3.89 on battels. However, under this option it is
possible to sign out in person or by email to the Hall Manager, and the lists are available in Hall up to 11:00 on Mondays to Saturdays. Sunday lists close at 11:00 on Saturday. Lists are available up to a week in advance. A member wishing to select this option must notify the Steward’s Office, in writing, by Monday of 1st Week.

Please note: The names of diners, and, where applicable, their guests, are checked every night. The Hall Manager’s staff may refuse entry if the University card is not presented. No University card may be used by any person other than the rightful owner.

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

d. Guests in Hall
Breakfast, Lunch and Brunch: guests are welcome subject to a reasonable limit on numbers at the Hall Manager’s discretion. A guest charge of between £2.00 and £3.50 is made.

Dinner: guests are welcome at formal dinner subject to availability and to advance arrangements being made. Guest bookings may be requested by email at hallmanager@chch.ox.ac.uk. The normal closing time for guest booking is 11:00 on the day in question or 11:00 on Saturday for Sunday. The guest dinner charge is £7.42 plus VAT (£8.91).

e. Bar Services and the College Wine Cellar
The Buttery Bar, Wine Cellars, and Undercroft Bar are overseen by the Bars and Buttery Manager, Ms Emily Robotham, who will be pleased to advise members on the provision of drinks for private dinners, parties, garden parties etc. For some events it is possible to charge purchases to battels.

The Buttery (adjacent to Hall) is open for the sale of drinks during term 17:45 - 20:15 daily. Draught beers, soft drinks and a large wine list (including house wines, port and sherry) are available, but only to members of the House and their bona fide guests.

The Undercroft Bar (in the basement of the Lee Building in School Quad) is open during term Wednesday – Saturday inclusive between 19:30 and 23:00 for the sale of alcoholic and non-alcoholic drinks to members of the House and their bona fide guests. Special evenings, events and promotions are announced from time to time. The Manager may close the bar early if there is insufficient demand.

5. ACCOMMODATION

5.1 COLLEGE ROOMS – ‘LIVING IN’

a. 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. 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**, Jacqueline Folliard, well before arrival.

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

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

Permission to reside during the vacation must be obtained well in advance: the procedure is described in Section 2.2.1. 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, 117 St Aldate’s, the Liddell Building, and 12 Abbey Road are considered to be ‘living in’. Those living elsewhere, including those living in houses leased from the Treasury, are considered to be ‘living out’. However, graduates living in Treasury-managed off-site accommodation are expected to comply with the regulations contained herewith including those relating to smoking, alcohol abuse, illegal drugs, and vehicles (including bicycles).

Whilst 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.

Routine access 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 will be in accordance with the timetable on the following pages. It is inevitable, however, that due to staff availability, occasional changes to the schedule of inspections are needed and occupants will, where practical, be informed in advance about any such changes applying to their rooms by a member of the housekeeping team. Such routine 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.

b. College Main Site Room Inspection Schedule

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d. Maintenance, Decoration and Servicing

The House Manager is the Senior Member of the Steward’s staff responsible for the management of college accommodation (except for the Liddell Building - see below). Scouts work under the House Manager’s direction. Scouts’ duties during Full Term Monday to Friday include the cleaning of rooms, comprising dusting and vacuuming carpets, together with the regular cleaning of washbasins and emptying of waste bins. Scouts are also responsible for cleaning toilets, bathrooms and public areas.

All residents are expected to be co-operative in allowing Scouts regular weekly access and 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, Long and Christmas 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](http://www.lovespace.co.uk)). Junior Members may arrange to store items with this company for the vacation(s) at a modest cost and/or ship their belongings to any address in the UK.

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

*It is an express condition of the occupation of a room that alterations are not undertaken to the structure, fabric, furnishings, fittings, fixtures or any equipment under any circumstances. It is also an express condition - on grounds of good practice and to support the college in its exercise of statutory and other responsibilities including health and safety compliance - that occupants do not introduce items of furniture, or fabric or other materials. This prohibition includes, but is not limited to, partitions, panels, screens, drapes, curtains, carpets, chairs and beds. In cases of doubt please consult the House Manager, 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 Manager is the principal channel for reporting faults and defects for residents. Faults and defects may be reported directly to the Staircase Scout or to the Porters’ Lodge. Other members of staff such as the Scouts, other members of the House Manager’s team and the Clerk of Works are also responsible for reporting any damage and for monitoring safety and compliance. Any faults reported will be forwarded, 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 Manager 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 by the Censor(s).

Rooms are redecorated in rotation: particular requests and enquiries may be directed to the Steward at steward@chch.ox.ac.uk.

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.

The Liddell Building: designed as a single quad and opened in 1991, the Liddell 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, 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. 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.

The main contact for domestic requirements is the Scout. The House or Deputy House Managers 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 additional cleaning which is necessary 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.

e. Smoking and Illegal Drugs in College-owned buildings

Smoking is not permitted inside any college-owned building including housing outside the main curtilage located in St Aldate’s Quad, 117 St Aldate’s and at Abbey Road (including no. 12), Botley Road, Cripsey Road, and the Liddell Building. Occupants of college-owned buildings are responsible for adhering to the smoking policy, including in regards to visitors to and during parties in their premises, including in communal areas. If there is evidence of smoking, occupants will be given a Formal Warning. After a second Formal Warning, a fine will be issued. If further infractions are reported, the occupants may be asked to vacate their rooms at short notice.

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, drugs and alcohol policies in any college-owned building, including housing outside the main curtilage, is detailed in Section 8.1 Sanctions may include asking occupants to vacate their college rooms at short notice.

f. 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 £7.47 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.

g. Vacation Conferences
Residential conferences in vacations make a substantial contribution to college finances, and help
to keep charges to Junior Members reasonable. The Steward and their 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 Junior Members; these may be located off-site.

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

**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. See Section 2.1.

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 3, 4, 5, 6, 7, 8, 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 09:00 on the Saturday at the end of 9th Week of
Trinity Term in exceptional circumstances.

h. Overnight Guests in College
Guests are permitted to stay in college rooms for a maximum of 3 consecutive nights, and may
normally stay a maximum of 9 nights in any room in any one Full Term. **The college must be notified**
of any guest staying by submitting a Guest Form (available at the Porters’ Lodge) to the relevant Lodge
in advance. Single and/or twin accommodation may also be arranged for a guest in a guest room
during term, subject to availability. Requests should be made to the Conference Office, giving as
much notice as possible. The guest charge, from £31 per person nightly, including breakfast, can be
charged to battels (see Section 3.1.d.) or paid by cash, cheque or credit card at the Porters’ Lodge.

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

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

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

See also Section 7.3 ‘Parties in College’ and Section 7.4 ‘Noise and Other Disturbance’.

j. Health and Safety

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

If any Junior Member has concerns about any matter that could represent a health and safety concern they should contact the 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.

k. Electrical Safety

Radios, television sets, computers and 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 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; toasters are only permitted in rooms in Tom Quad where there are no tea points. 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.

1. 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.

m. 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.
n. 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 CO$_2$. The institution is aware of its own corporate social responsibility and has introduced an energy reduction policy (‘the 60% House’) in line with national targets. Christ Church is aware of the significance of this challenge, and its own responsibility in achieving it. The community has also committed itself to sensible good-practice fuel economy measures by all its members 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.

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.

o. Recycling

It is possible, with members’ co-operation, to recycle a significant proportion of the waste that the college community produces. This is achieved through a system of ‘co-mingled recycled waste’ and the provision of two bins in each room. Each member is responsible for ensuring that waste is segregated into these bins as follows: **clean plastic bottles, containers and bags, cling film, aluminium foil, tin cans, cardboard, paper (including magazines and newspapers) and unbroken glass items should go into the green bin**; all other waste should be placed in the other bin. Broken glass needs to be wrapped and a note stating ‘broken glass’ placed with it so that the Scout is aware. Both bins will be emptied daily on weekdays by the Scout. Waste bins for the recycling of food waste are provided in college kitchenettes and in the main refuse areas in St Aldate’s, Meadow, Blue Boar, and at Liddell. Junior Members are also requested to separate out
clothes and other materials such as books, CDs etc. which are donated to the British Heart Foundation for their ‘Pack for Good’ scheme. The co-operation of all Junior Members is expected.

p. 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 Custodians, who monitor security at all the main gates, may ask, from time to time, to see university cards when entering the college. The custodial team are responsible for ensuring the safety of visitors to the college and for general security. They are also responsible for implementing the policies and rules in relation to visitors. It is not possible for Custodians to recognise every member of Christ Church; all members should therefore be patient, courteous and co-operative.

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 more widely than necessary. 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.
q. Fire Safety
In accordance with its obligations, Christ Church routinely tests fire alarms throughout college normally on a Tuesday each week, between 10:00 and 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 talk for all Freshers takes place in Hall on Saturday 1st Week of Michaelmas Term; viewing of the short film on fire safety sent as a link with the room contract is also 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 and extremely serious offence to block or limit access or egress, or to interfere unnecessarily with fire escapes, fire alarms, detection devices and the fire-fighting appliances distributed throughout the college.

Because of fire risks, no inflammable items (including candles) may be used in Junior Members’ rooms and smoking 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.

r. 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.

s. First Aid
The Lodge is staffed 24/7 and staff are trained in basic first aid. There is also a part-time College Nurse on site (see Section 1.5.1).

t. 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 un-cleared, the Visitor Manager will arrange for prominent notices preventing members, staff and visitors from using these untreated routes. Paths in the Meadow will not be salted, gritted or cleared of snow.

u. 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 Administrative and Human Resources Officer to arrange for such weapons to be approved by the Junior Censor.

5.2 ‘LIVING OUT’

Junior Members living out of college are required to complete and return a Living Out Form at the beginning of each term to give notice of addresses and confirm University residence. The Lodge Manager and Censors’ Office should be notified immediately of any change of address.

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

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

By University regulation, no undergraduate may reside outside a six-mile limit. This rule will only be relaxed in exceptional circumstances and at the particular request of the college; any undergraduate who has good reason to wish to reside outside the limit should give early notice to the Senior Censor. Graduates may reside up to 25 miles from the centre of the city.

Further details can be found at www.proctors.ox.ac.uk/handbook/handbook/sresidence.

6. FACILITIES

6.1 THE LIBRARY

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.

b. Opening Hours
The Library is open from Monday 0\textsuperscript{th} Week – Friday 10\textsuperscript{th} Week, from 08:00 until 01:00 every day. Vacation opening hours will be posted on the College website and at the Library enquiry desk. The Library closes for part of each vacation.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. Overdue Items
A fine of 25p per book per day is applied to any overdue item, to a maximum of £5.00 per item.

i. 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.

j. 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.

k. Books Aside
Members who wish to use books in the Library the following day should leave them in a neat pile in the designated cubby holes with a note giving their name and the date (forms for this purpose can be found on the central bookcases in each wing of the Library).
l. **Lost Property**
Personal belongings left in the Library will be placed on the lost property shelf in the foyer. Any unclaimed items will be taken to the Lodge.

m. **Smoking**
Smoking is not permitted in any part of the Library or on the Library steps. The closest designated smoking point is in Canterbury Quad at the East end of the Library. Anyone who infringes this rule will be reported to, and may be fined by, the Junior Censor.

n. **Food and Drink**
Readers may bring any lidded cup into the Library and hot drinks are now permitted. No open cups/mugs are allowed. Readers are not permitted to bring any food or confectionery into the Library. Anyone who infringes this rule will be reported to, and may be fined by, the Junior Censor.

o. **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.

p. **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.

q. **Upper Library**
Members may take guests to visit the Upper Library on Mondays to Fridays between 10:00 and 12:30 and between 14:00 and 16:00 subject to the availability of a member of library staff. Before going up members should report to the enquiry desk.

r. **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](http://www.chch.ox.ac.uk/library).

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**6.2 COMPUTING AND INTERNET**

a. **Computing Facilities**
There are two main computer rooms within Christ Church; the Junior Computer Room in Peckwater Quad (Staircase 9, Ground Floor) and the Graduate Computer Room in Tom 9 (upstairs), both accessible with a fob.

Word-processing and scanning facilities are provided in both along with mono and colour printing. Mono printing is charged to battels at a rate of 5 pence per page; colour printing is charged at 25 pence per page. Access to the printers is permitted from personal computing equipment; Bod Cards will be required to retrieve and print submitted jobs (visit [www.print.chch.ox.ac.uk](http://www.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 JCR and GCR computing rooms. There are additional facilities for graduates in the GCR.

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, users must not eat or drink in the Computing Rooms.**

### b. 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 (andrew.middleton@chch.ox.ac.uk). The team can be found in one of two IT Offices: Schools Quad, (to the right of the Lee Building) in Christ Church and to the left of the Lodge in Pembroke. IT problems may be reported electronically 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.

The Computing Office is open 09:00 – 13:00 and 14:00 – 17:00 Monday to Friday for drop-in support, and is located in Schools Quad opposite the Undercroft Bar.

### c. Accessing the internet

Christ Church provides a modern 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.

d. 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). 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.

e. 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.

f. 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.

6.3 LECTURE ROOMS, LECTURE THEATRE AND EXHIBITION SPACE

Junior Members who wish to make use of lecture rooms in Tom 8, the Sir Michael Dummett Lecture Theatre, or the Exhibition Space, for meetings of societies, discussion groups etc, should email the designated form to the Tutorial Administrator (tutorial.administrator@chch.ox.ac.uk) at least 48 hours in advance or by 09:00 on a Thursday for weekend events. To book any part of the
JCR, the form should be emailed to the JCR Returning Officer. If given initial approval, such requests will then be forwarded to the Junior Censor for final approval. (Note that booking forms are available outside the Censors’ Office and on the college website.)

The lecture rooms, Lecture Theatre and Exhibition Space are available for use from 0th – 8th Week.

**Junior Members should be prepared to meet in person with the Junior Censor or a designated member of her team (specifically, a Warden or the Administrative and HR Officer) if there are any follow-up questions or concerns regarding a particular request.**

Please also refer to the college’s policies concerning freedom of speech, expression of ideas, and events in Sections 8.4, 8.6, and 8.7.

### 6.4 THE MUSIC ROOM

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 only by advanced pianists.

The Music Room is open daily from 08:00 - 23:00. Applications for its use should be made to the Tutor in Music, Dr Steven Grahl via his PA, Florence Maskell (florence.maskell@chch.ox.ac.uk), 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, users must not eat or drink in the Music Room.**

### 6.5 THE ART ROOM

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

### 6.6 THE PICTURE GALLERY

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

Gallery opening times are:

- **June:** Monday, Wednesday - Saturday 10:30 - 17:00, Sunday 14:00 - 17:00
- **July to September:** Monday - Saturday 10:30 - 17:00, Sunday 14:00 - 17:00
- **October to May:** Monday, Wednesday - Saturday 10:30 - 13:00, 14:00 - 16:30, Sunday 14:00 - 16:30.

The Gallery will remain closed on Tuesdays from October to June, but special visiting arrangements can be made upon request. The Gallery is also closed for the Christmas and New Year period (exact dates will be announced in advance). There is no admission charge for members of the House and their guests. Each Monday afternoon there is a guided tour of the collection from 14:30 to 15:30. Special tours or talks can be arranged for visiting groups or college societies (charges apply). The Picture Gallery can be hired as a venue for private views and drinks receptions.

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

### 6.7 THE CATHEDRAL

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

College services take place regularly in the Cathedral. These include an informal College Communion service at 08:45 every Sunday in term, followed by breakfast, and a 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 giving details of these activities and of Cathedral Services.

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 www.chch.ox.ac.uk/music/college-choir.

Christ Church Cathedral is both the College Chapel and the Cathedral Church for the Diocese of Oxford, and all members of the college community are encouraged to attend its services. Members also read and serve at cathedral services. The Cathedral Choir is one of the finest in the world, and, as well as singing on Sunday mornings, sings Evensong from Tuesday to Sunday at 18:00. Sunday Evensong includes prayers for the college. **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 can be found in the Cathedral section on the Christ Church website: www.chch.ox.ac.uk/cathedral-services.
6.8 LAWNS AND GARDENS

Junior Members are not permitted on the grass in Tom Quad except during Trinity Term if they have dined at Formal Hall and are wearing their gowns. They are permitted, during Trinity Term only, to sit on the grass in Peckwater Quad, but may not use the grassed areas as pathways across the Quad. Junior Members are not permitted to play games of any sort on the grass in Tom, Blue Boar, or Peckwater Quads or at the Liddell Building. As elsewhere, Liddell lawns should not be used as pathways; however, picnics are permitted at Liddell along with croquet and garden bowls.

The Masters’ Garden is available for use by Junior Members from 0th Week to the end of 4th Week of Michaelmas Term during daylight hours (normally 08:00 – 21:30) and from 0th Week to the end of 10th Week of Trinity Term. Croquet is permitted there, but no other games. The Garden is not to be used from 5th Week of Michaelmas until the beginning of Trinity Term; arrangements for Degree Days will be communicated separately.

6.9 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.

6.10 MAIL AND MESSAGES

a. Incoming Mail and Messages

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

The telephone numbers of the lodges are:

Porters’ Lodge: (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.
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 are delivered to colleges 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 mail is collected at 10:30 and 16:00 from the Lodge with the morning collection normally being delivered the same day, Monday to Friday (excluding Bank Holidays). The Messenger Service includes the Liddell Building. Please note NO parcels or books will be processed by the College Messenger Service.

6.11 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.

6.12 THE GATES

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 and 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. 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 £5.00 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.

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.

6.13 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 Junior Members.

In exceptional circumstances (such as disability), application for a parking permit can be made. 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.

There are a limited number of parking spaces at the Liddell Building, principally for the use of Junior Members living at Liddell. Applications may be made to the Administrative and Human Resources Officer. Vehicles parked without authority may be clamped.

Junior Members are reminded that bicycles should be used safely and responsibly. Helmets should be worn and lights must be used after dark. The wearing of light coloured clothing to improve visibility is also recommended. All traffic regulations should be obeyed. Within college, bicycles may only be parked in the bicycle stores at Tom Gate, Canterbury Gate and St Aldate’s. There are also bicycle racks at the Liddell Building and at 117 St Aldate’s. The bicycle racks in Schools Quad and outside Blue Boar 1 are for use by Senior Members only.

Bicycles 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.

7. RECREATION AND SOCIETIES

7.1 COLLEGE CLUBS AND SOCIETIES

From Michaelmas Term 2018 onwards, 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 outside the Censors’ Office or 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.

7.2 COLLEGE PLAYS AND THE CHRIST CHURCH DRAMATIC SOCIETY

Christ Church Dramatic Society supports student drama involving members of the college. It has recently helped to fund ever-popular garden plays in college as well as a number of successful productions outside of Christ Church including the first ever student drama production at the Sheldonian Theatre and new student writing at the North Wall Theatre, 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 Martin Gorick, Archdeacon of Oxford and former Chaplain to the RSC in Stratford. For further information and informal advice, he may be contacted at martin.gorick@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 (sally.gillard@chch.ox.ac.uk).

7.3 PARTIES AND OTHER EVENTS IN COLLEGE

Permission to hold an event or party anywhere in college, including in Liddell and St Aldate’s, must always be obtained in advance from the Junior Censor by emailing a completed Party and Event
Form to the relevant address listed below. The form is available outside the Censors’ Office or on the college website.

Parties are defined on the main site as any gathering of 8 or more people (including a room’s residents) and in Liddell as any gathering with more than 1 guest per resident (e.g., in a Liddell flat with 4 residents, a party would consist of 8 or more people in total). Approved requests will be emailed to the host(s) and cc’ed to the main Lodge, Liddell Lodge or Haley Wiggins, as appropriate.

For parties in Junior Member’s college rooms, except in Liddell, email the form to junior.censor@chch.ox.ac.uk.

For parties or room bookings in Liddell, including the Handel Davies Room and barbeque, email the form to liddell.manager@chch.ox.ac.uk.

To book a college lecture room, the Lecture Theatre or the Exhibition Space, email the form to tutorial.administrator@chch.ox.ac.uk.

To book any part of the JCR, email the form to the JCR Returning Officer.

To book the McKenna Room or Cathedral Garden, email the form to haley.wiggins@chch.ox.ac.uk.

Forms must be submitted at least 48 hours in advance, or by 09:00 on a Thursday for weekend events, or 2 weeks in advance for the McKenna Room and Cathedral Garden. Junior Members may be asked to meet in person with the Junior Censor or a member of her team during designated office hours (as posted on the college website) if there are questions or concerns about any request.

Only registered college clubs or societies may book public rooms or spaces in college - for information on what is required to register, see Section 7.1 or contact the Censors’ Office. If a booking is for an Oxford University registered or branded society, the University’s Code of Conduct for Meetings and Events apply even to events held on college premises. See www.proctors.ox.ac.uk/meetingsande events for further information.

Every effort will be made to accommodate Junior Members’ requests. Circumstances under which permission may not be granted include clashes with other college events or with examinations. The limits on the number of guests and times have been fixed in line with health and safety requirements and with the need to ensure a reasonable level of peace and quiet for the community as a whole. (See also Section 7.4, ‘Noise and Other Disturbance’.)

Further conditions applying to parties and other events booked by Junior Members include the following:

a. For safety reasons and to ensure others are not unreasonably disturbed, permission to hold a party in a private room for more than 25 people (excluding residents) on the main site or 10 people (including residents) in Liddell flats will not be given; for some rooms, the limit may be lower (e.g., in St Aldate’s). Maximum numbers allowed in public rooms or spaces will be confirmed by the college staff involved in approving the booking, but see below for guidance.

b. Permission will not be given for parties to use more than one room/set of rooms/flat or to use corridors or staircases. Only 1 party per staircase is allowed at the same time for reasons of fire safety and no more than 3 parties may be held on the main site on any given night, with no more than 2 parties on any given night in other college properties, including Liddell.
c. No Junior Member is permitted to lend personal room(s) or public rooms/spaces booked in college (incl. in Liddell) to persons outside Christ Church for parties or events.

d. Parties must be over by 23:00, except for those held on Fridays or Saturdays, which must finish by 00:00. Parties may not normally be held outside Full Term or on Sundays after Hall. In Trinity Term, parties will only be approved on Saturdays.

e. Parties will be considered to continue for as long as 8 or more people remain together, including residents. Host(s) must ensure that parties finish on time and any guests who are not members of the college are escorted out of college. The Porters and Wardens have instructions to shut down parties that are too large or unruly, or which continue after the proper time, and to report the host(s) to the Censors.

f. Parties must conform to the college’s rules on noise, music, smoking, alcohol and illegal drugs. (See Section 7.4, ‘Noise and Other Disturbance’, and Section 8.1, ‘Policy on Illegal Drugs, Alcohol Abuse, and Smoking’.) Non-alcoholic beverages must always be on offer, no drinking games or coercion to drink or participate in any unwanted activities should take place, and no alcohol should be served to under 18s at any event held in a college property or organised under college auspices.

g. Live music is not permitted; other music must be kept at a level which is considerate of other members of college, and must in any case be turned off by 23:00, or by 00:00 on Fridays and Saturdays.

h. Hosts must ensure that rooms and nearby toilet facilities/staircases/quads are tidied afterwards. Excess rubbish, cans, bottles, etc. should be bagged and transported to the rubbish bins. The cost of making good any damage or excess mess which occurs in rooms, staircases, toilets or quads as a result of parties will be charged to hosts. Hosts are also responsible for any fire extinguishers or alarms that are set off during parties, including the resulting refilling/resetting costs and fines.

i. The college’s social media policy (see Section 8.7, ‘Social Media Guidance’) should be adhered to in regards to taking or sharing images taken during parties and other college events, with the taking or sharing of images of under 18s explicitly forbidden.

j. It is not usually possible to book venues such as the Lecture Theatre or Exhibition Space for private parties; these are normally only available for events organised by clubs or societies. In rare cases only, the McKenna Room and the Cathedral Garden may be available for appropriate private events. The rules for parties in private rooms also apply to events held in any public rooms or spaces. Private parties are never permitted in the Undercroft Bar; no parties for Junior Members or on behalf of clubs and societies can be held in the Masters’ Gardens.

For the college’s policies concerning freedom of speech, expression of ideas, and events, see Sections 8.4, 8.6, and 8.7.

Additional information about booking public rooms and spaces:

i. **Handel Davies Room, Liddell Building**: available for registered clubs and societies and for private parties. Maximum number of guests: 80. Self-catered food and drink is permitted, but must be tidied up completely.
ii. **McKenna Room**: available for dinners organised by Junior Members and on behalf of registered clubs and societies. Maximum number of guests: 47. College catering will be provided upon request via the Senior Assistant Conference and Events Administrator. Pre-dinner drinks can be arranged in the Buttery Bar or Ante Hall at 19:30.

iii. **Cathedral Garden**: available for Junior Members’ garden parties during Trinity Full Term. Maximum number of guests: 100. No parties allowed on Sundays. Drink will be provided from the Buttery and should be ordered, along with any food, via the Senior Assistant Conference and Events Administrator. Unamplified music may be played only in exceptional circumstances and then only with the written permission of the Dean and Junior Censor. No amplified music, including electric keyboards, is allowed.

iv. **Lecture Rooms, Lecture Theatre and Exhibition Space**: available for registered clubs and societies from 0th Week through 8th Week. Maximum numbers to be confirmed by the Tutorial Administrator. No food or drink allowed in the Lecture Rooms or Lecture Theatre. Any self-catered food and drink in the Exhibition Space must be tidied up completely.

7.4 **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 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 an £80 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.

7.5 SPORT AND SPORT SAFETY

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 (website www.ourcs.org.uk) including passing their swimming test. All Christ Church rowers must complete a safety form and medical questionnaire, and confirm that they have been inducted for use of the ergs and weights in the Boat House; forms may be obtained from the President of the Boat Club 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
The College has two squash courts, which may be booked through the college website (www.chch.ox.ac.uk/squashcourts). 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; email jason.davis@chch.ox.ac.uk).

c. Sports Ground
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. Our Sports Ground has the following facilities:

i. 2 football pitches - available in Michaelmas and Hilary Terms;
ii. 2 rugby pitches - available in Michaelmas and Hilary Terms;
iii. a cricket pitch and new artificial cricket nets, available in Trinity Term;
iv. 11 grass Tennis courts - available in Trinity Term; and
v. A floodlit artificial fast tennis court and Multi-User Games Area (MUGA; for tennis, 5-a-side football, netball, basketball, hockey).

All facilities are booked here by registered users: www.chchoxford.sports-booker.com.

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; email jason.davis@chch.ox.ac.uk).
d. Gym
Junior Members are also permitted to make use of the indoor fitness suite at Magdalen College School, outside the normal school hours of use (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
Christ Church has provided finances that permit all Junior Members membership of the Pulse Gym and Rosenblatt Swimming Pool.* Updates and full timetable 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 students.

8. POLICIES AND PROCEDURES

8.1 POLICY ON ILLEGAL DRUGS, ALCOHOL ABUSE, AND SMOKING

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 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, Cripple Road, and the Liddell Building.

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

Evidence of possession, use, or supply of illegal drugs in any college-owned building 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 a more general risk to student welfare than prohibited drugs. Amongst the population as a whole, excessive consumption of alcohol is common and this is reflected in the student body. Junior Members, particularly those who may be unused to alcohol, should resist encouragement and peer pressure to consume more than is sensible or good for them. It is important to remember
that the state of drunkenness often leads individuals to types of behaviour which are dangerous, and often degrading, of which the perpetrator will be thoroughly ashamed when they sober up. There may also be longer-term reputational repercussions for the individuals involved given the prevalence of social media and a general appetite for stories about student misbehaviour, particularly at Oxford. All members are therefore urged to be careful and moderate in relation to alcohol.

The college will not tolerate any antisocial behaviour resulting from excessive drinking. The organisation of ‘drinking games’ or exerting undue pressure on others to consume alcohol to excess are prohibited. Note that evidence of such pressure being exerted or ‘drinking games’ or other alcohol-related anti-social behaviour taking place in a ‘college context’ (as defined in the College Policy on Illegal Drugs) 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

Christ Church is a no smoking institution. This comprises not only enclosed public areas (as required by law) but also members’ private single study bedrooms, quads, gardens and other outside areas within the curtilage and Junior Member housing at Liddell, St Aldate’s Quad, 117 St Aldate’s, Abbey Road (including no.12), Botley Road, and Cripley Road.

Governing Body has designated 4 exterior areas where smoking is permitted and receptacles are provided. These are:

i. at the east end of the New Library;
ii. immediately outside Tom 7 staircase entrance (JCR and GCR);
iii. outside the Undercroft close to the Schools Quad Gate and;
iv. to the east end of the Meadow Building.

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

8.2 DISCIPLINARY PROCEDURE

Breach of College Disciplinary Rules
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 levy fines up to £500 and to limit the use of college facilities including the deprivation of rooms in college or in college-owned accommodation outside the main curtilage. If, on investigation, the Junior Censor considers that a case might warrant the imposition of a more serious sanction (the levying of a fine in excess of £500), temporary suspension, or sending down (permanent expulsion) the matter will be referred by the Junior Censor in writing to a Disciplinary Panel consisting of the Senior Censor and at least two members of Governing Body not connected with the case. The Disciplinary Panel may penalise serious breaches of college rules by the levying of fines, by limiting the use of college facilities including the deprivation of rooms in college, or in college-owned accommodation outside the main curtilage, by temporary 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 8.4.

In addition to any sanctions imposed by the Censors or a Disciplinary Panel, the Censors may charge on basons 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.

8.3 CHRIST CHURCH EQUALITY POLICY

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

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

In relation to Junior Members, Christ Church aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, Christ Church is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all Junior Members are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

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

a. Equality Policy
i. Christ Church is committed to promoting equality of opportunity and avoiding discrimination.

b. Background
i. The Equality Act 2010 has placed a general duty on public authorities, including Christ Church, to promote equality and in particular to:
   a. eliminate unlawful discrimination;
b. promote equality of opportunity; and

c. promote good relations between people of different protected groups relating to age, disability, race, religion or belief, gender reassignment, sex and sexual orientation, marriage and civil partnership, pregnancy or maternity.

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

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

### c. Commitment

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

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

### d. Consultation

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

### e. Community partnership

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

### f. Guidance, support and training

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

### g. Monitoring and auditing

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

ii. In addition to the monitoring and assessment arrangements already in place, Christ Church will put in place procedures to ensure that such additional monitoring is undertaken as is necessary to ensure that Christ Church is able to identify possible improvements in its practices, whether in relation to teaching, learning and assessment; management and governance; admissions, access and participation; Junior Members’ support and guidance; behaviour and discipline; partnership and community links; staff recruitment, training and career development; and service delivery.
iii. The College’s Equality data will be reviewed as required and the policy and practice modified and developed as necessary.

h. Responsibilities
   i. The Governing Body is responsible for securing compliance with the general and specific duties and for overseeing implementation of the policy.
   ii. The Dean is responsible for providing leadership in the promotion and implementation of the policy.
   iii. All Committees in Christ Church are responsible for ensuring that this policy is embedded in their duties and functions in relation to both Junior Members and staff.
   iv. All those with managerial responsibilities have a duty to take forward specific actions under this policy in addition to the general duties under the Act.

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

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

8.4 REGULATIONS AND PROCEDURES ON HARASSMENT

Harassment, as defined in Section 8.4.b, is an unacceptable form of behaviour. Christ Church is committed to protecting members, employees, and any other person for whom the college has a special responsibility from any form of harassment which might inhibit them from pursuing their work or studies or from making proper use of college facilities, or substantially reduce their quality of life. Complaints of harassment will be taken seriously and may lead to disciplinary proceedings.

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

Two members of the Governing Body are appointed to deal with the conciliation procedures outlined in this policy: in 2018/19 they are the Junior Censor and Professor Stephanie Cragg. In case of any possible conflict of interest or other difficulty at this stage of the procedures, the Governing Body has appointed Professor Ian Watson as alternate for the Junior Censor, and Professor Sarah Rowland-Jones as alternate for Professor Stephanie Cragg.

Christ Church’s Harassment Policy is set out below.

a. Introduction
   a. Christ Church does not tolerate any form of harassment or victimisation and expects all members of the college community, its visitors and contractors to treat each other with respect, courtesy and consideration.

   b. The college is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the college community are respected.
c. The aims of the college as reflected in this policy are to:
   i. promote a positive environment in which people are treated fairly and with respect;
   ii. make it clear that harassment is unacceptable and that all members of the college have a role to play in creating an environment free from harassment;
   iii. provide a framework of support for staff and Junior and Senior Members who feel they have been subject to harassment; and
   iv. provide a mechanism by which complaints can wherever possible be addressed in a timely way.

d. Members of Governing Body and those in positions of authority, such as College Officers, Heads of Administrative Departments and all other managers, have formal responsibilities under this policy and are expected to familiarise themselves with the policy and procedures on appointment. All College Officers, Heads of Department and equivalent have a duty to implement this policy and to make every effort to ensure that harassment and victimisation do not occur in the areas for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.

e. All members of the college community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the college community have a personal responsibility for complying with this policy and procedure and must comply with and demonstrate active commitment to this policy by:

   i. treating others with dignity and respect;
   ii. discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
   iii. supporting any member of the college who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

b. Definitions
   a. A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:
      i. violating another person’s dignity; or
      ii. creating an intimidating, hostile, degrading, humiliating or offensive environment for another person (Statute XI: University Discipline, www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342).

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

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

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

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

i. made an allegation of harassment; or
ii. indicated an intention to make such an allegation; or
iii. assisted or supported another person in bringing forward such an allegation; or
iv. participated in an investigation of a complaint; or
v. participated in any disciplinary hearing arising from an investigation; or
vi. taken any other steps in connection with this policy and procedure; or
vii. is suspected of having done so.

c. Behaviours

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

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

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

d. Harassment can take a variety of forms:

i. through individual behaviour;
ii. face to face, either verbally or physically;
iii. through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the University’s (and therefore the college’s) regulations relating to the use of Information Technology Facilities;
iv. directly to the person concerned, or to a third party; or
v. through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

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

i. unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
   a. inappropriate body language;
   b. sexually explicit remarks or innuendoes; and/or
   c. unwanted sexual advances and touching.

ii. offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of gender, gender reassignment, disability, race or sexual orientation;

iii. insulting, abusive, embarrassing or patronising behaviour or comments

iv. humiliating, intimidating, and/or demeaning criticism;

v. persistently shouting at, insulting, threatening, disparaging or intimidating an individual;
vi. constantly criticising an individual without providing constructive support to address any performance concerns;

vii. persistently overloading an individual with work that they cannot reasonably be expected to complete;

viii. posting offensive comments on electronic media, including using mobile communication devices;

ix. threatening to disclose, or disclosing, a person’s sexuality or disability to others without their permission;

x. deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history;

xi. isolation from normal work or study place, conversations, or social events; or

xii. publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

f. Stalking may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:
   i. following a person;
   ii. contacting, or attempting to contact, a person by any means;
   iii. publishing any statement or other material –
       a. relating or purporting to relate to a person, or
       b. purporting to originate from a person;
   iv. monitoring the use by a person of the internet, email or any other form of electronic communication;
   v. loitering in any place (whether public or private);
   vi. interfering with any property in the possession of a person; or
   vii. watching or spying on a person including through the use of CCTV or electronic surveillance.

d. Application of the Policy
   a. Harassment is a serious offence. Any member of the college community who feels they have been subject to harassment can make a complaint via the appropriate procedure.

   b. When a criminal offence may have been committed, the relevant harassment procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Junior Members can seek advice from the Junior Censor, and/or the College Chaplain and Welfare Co-ordinator and/or approach the police directly; and staff members can seek advice from the Steward, the College Chaplain and Welfare Co-ordinator and/or approach the police directly.

   Further guidance on dealing with cases of sexual assault or sexual violence is available at: www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342).

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

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

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

e. Procedures

**COMPLAINTS OF HARRASSMENT AGAINST COLLEGE PERSONNEL**

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

b. The procedure below applies in all cases where the person who is the subject of the complaint is a member of college staff.

c. Where the complainant is a Junior Member, support during this process will be provided by the Welfare Team. Further details can be found at: [www.chch.ox.ac.uk/current-students/welfare-support-christ-church](http://www.chch.ox.ac.uk/current-students/welfare-support-christ-church).

a. **Stage 1 - Initial action**

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

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

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

b. Stage 2 - Complaints procedure
i. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written complaint to the Junior Censor, their Head of Department, the Steward or, if the complainant feels it is not appropriate to approach that person, another Senior College Officer. In cases where it is not immediately clear to whom a complaint should be addressed, or if the complainant feels it is not appropriate to approach a Senior College Officer, or wishes to make a complaint against a Head of Department or a Senior College Officer, advice may be sought from the Senior Censor or the Dean, or in the case of a Junior Member complainant from the Welfare Team, the EDU and/or the Director of Student Welfare and Support Services’ office.

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

c. Stage 3 - Submission of the complaint
i. When submitting the complaint the complainant should set out as clearly and succinctly as possible:
   a. the nature of the behaviour that they are concerned about;
   b. the effect of this behaviour on them; and
   c. the resolution they are seeking.

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

ii. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the investigation within a period of no more than 6 weeks. Both the complainant and the person who is the subject of the complaint will be expected to cooperate with the college in achieving that result. In exceptional cases, an investigation may take longer than 6 weeks, and both parties will be kept updated about the progress of the investigation.

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

iv. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but Senior Members of the college consider that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Dean or Senior Censor or other Senior Member may initiate an investigation and make a decision on further action on the basis of such evidence as is available.
d. **Stage 4 – Action**

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

a. On receipt of a complaint, the Senior Member or Head of Department will, in consultation with the Steward and/or the Censors take such steps as they think necessary or appropriate to understand the nature of the complaint and the outcome sought which may include:
   i. informing the person against whom a complaint has been made of the allegations against them;
   ii. meeting separately with the complainant and the alleged harasser (at which meetings they should be provided with the right to be accompanied);
   iii. speaking to other relevant people on a confidential basis; and/or
   iv. obtaining further relevant information.

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

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

e. **Stage 5 – Investigation**

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

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

c. The Head of Department will inform the complainant and the person who is the subject of the complaint in writing:
   i. of the conclusions they have reached having reviewed the evidence, including any investigation report;
   ii. of the action the Head of Department intends to take; and
   iii. of the reasons for any such action.

d. The Head of Department will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.

f. **Stage 6 – Investigation Procedure**

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

b. The Investigator will meet the complainant to confirm the details of the complaint.

c. The complaint as clarified will be forwarded to the person complained against together with any other relevant material that the Investigator has.
d. The Investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.

e. The Investigator will meet the person complained against to hear their response to the complaint and any further evidence that has come to light.

f. The Investigator will interview, where reasonably practicable, individuals identified by the person complained against as having relevant evidence.

g. Having considered all the evidence, including any relevant documents, the Investigator will prepare a written report of their findings, in relation to which they may check relevant sections in draft with the parties before finalising.

h. The report will be forwarded to the Head of Department, usually with a copy to the Dean and/or Senior Censor and other relevant College Officers, and, if the complainant is a Junior Member, normally to the Junior Censor. In cases involving Junior Members, consent should be sought from the complainant to inform their department if appropriate. The Junior Censor will ensure that appropriate support is available to Junior Members following an investigation.

g. **Possible outcomes of a complaint**

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

   a. take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable professional relationships between the parties; or

   b. initiate resolution of the issues (e.g. by requiring that certain individuals undergo specific training, or implementing practical arrangements to improve professional relationships). If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period; or

   c. institute disciplinary proceedings where the Head of Department etc. is reasonably satisfied that there is evidence to support allegations of harassment of a sufficiently serious nature that should be further examined through the disciplinary process. In this event, the Head of Department etc. will determine what intermediate measures are necessary, including any re-allocation of duties, in consultation as appropriate with the relevant department; or

   d. in rare cases disciplinary action may be instituted against the complainant if the Head of Department etc. is satisfied that the complaint of harassment is unfounded and not made in good faith.

h. **Stage 7 - Appeal from the Head of Department’s decision**

   If either party does not accept the outcome of the complaint (including any judgement that the complaint was vexatious), they may invoke the relevant grievance or complaint procedure within the time scales specified. If a Junior Member complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. They must do so within 3 months of the date of the Completion of Procedures letter.

i. **Confidentiality**

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

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

j. Records
a. The college and all those involved in this process must comply with the principles of the Data Protection Act 2018. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.
b. Those interviewed in the course of any investigation will be asked to review the notes of their individual discussions with the Investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions.
c. The Senior Censor and/or the Steward should be consulted about filing and retaining any notes and documents, all of which must be held in confidence.

COMPLAINTS OF HARASSMENT AGAINST JUNIOR MEMBERS

a. This procedure is designed to deal with Junior Members’ complaints of harassment by other Junior Members that arise in a college context. Complaints of harassment brought by Junior Members against college staff will be dealt with under the staff procedure, with the Junior Members supported by the college’s Welfare Team.
b. If a member of college staff wishes to make a complaint of harassment against a Junior Member this will normally be considered as a disciplinary issue. In the first instance, a member of staff should seek support and guidance from the head of department who should consult the Student Welfare Lead and/or Director of Student Welfare and Support Services as relevant.
c. This procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, serious assault or threat of serious assault. This procedure therefore focuses on complaints of harassment which can be dealt with within the college environment. However, it also includes the procedure for informing and receiving support from the college in cases where there is police involvement.
d. In serious cases, it is likely to be appropriate to proceed directly to Stages 2 and 3 of this procedure.

a. Stage 1 - Informal action
a. In some cases, a Junior Member who feels that they are being harassed by another Junior Member may feel able to approach the person in question to explain what conduct they find upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should anyone feel obliged to approach an alleged harasser, and the college does not wish to suggest that a Junior Member who feels that they have been harassed is responsible for rectifying the situation. It may often be appropriate to proceed directly to Stages 2 and 3 of the procedure.
b. Before taking informal action, the Junior Member could discuss the situation with a College Harassment Advisor. If they do not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (tel. 01865 270760 or email harassment.line@admin.ox.ac.uk). Harassment Advisors will not approach the alleged harasser on behalf of an individual. Further details relating to the role of the harassment advisor can be found by following the link www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf.

c. Other sources of advice when considering informal resolution include the Chaplain, the Nurse, members of the College Welfare Team, JCR and GCR Welfare officers, Peer Supporters, and Oxford Student Union’s Student Advice Service (tel. 01865 288466 or email advice@oxfordsu.ox.ac.uk).

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

b. Stage 2 – The Welfare Team and University Support

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

Harassment Officers
Dirk Aarts – harassment.officer@chch.ox.ac.uk;
Junior Censor – Geraldine Johnson – harassment.officer@chch.ox.ac.uk

Chaplain and Welfare Co-Ordinator and Harassment Advisor
Clare Hayns - chaplain@chch.ox.ac.uk

If they wish, students can also contact the EDU (tel. 01865 270760, email harassment.line@admin.ox.ac.uk) and/or Director of Student Welfare and Support Services’ office by email: director.swss@admin.ox.ac.uk.

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

i. giving advice on options for ways to proceed, and helping the student to make decisions on the action they want to take; and/or
ii. referring the student to appropriate support services (such as the Student Counselling Service, Harassment Advisors and Oxford Student Union Student Advice Service).

Actions taken by the Welfare Team may include:

i. facilitating a mediation or conciliation process between the student and the alleged harasser, if both parties agree. An experienced mediator or conciliator acceptable to both parties will normally be found by the Welfare Co-ordinator who may seek advice from the University’s Director of Student Welfare and Support Services. The mediator or conciliator will meet with the parties separately and as soon as
practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing. All those involved in the mediation or conciliation process must maintain appropriate confidentiality; and/or

ii. ensuring that relevant members of staff within the college are informed of the case if appropriate, with the Junior Member’s consent, and having due regard for obligations of confidentiality owed to others.

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

d. Brief records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 2018. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

c. **Stage 3 - Formal written complaint**

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

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

c. The complainant should set out as clearly and succinctly as possible

i. the nature of the behaviour that they are concerned about;

ii. the effect of this behaviour on them; and

iii. where possible, the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties. If the complainant has already made a statement about the behaviour under Stage 2, this may be sent as their formal written complaint, with the proviso that the Senior Censor may request further information.

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

e. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of 1 month. Both the complainant and the Junior Member who is the subject of the complaint will be expected to co-operate with the college in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.

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

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

h. Investigation of a formal written complaint of harassment may result in:
   
   i. deciding that the alleged harasser should face disciplinary procedures under the college’s disciplinary procedures;
   
   ii. recommending to a department/faculty actions to take, including making arrangements to limit contact between the parties concerned. The Senior Censor or Head of Department will have responsibility for implementing and monitoring any actions;
   
   iii. referring either or both parties to appropriate support services;
   
   iv. taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties; and/or
   
   v. in rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.

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

d. Referrals

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

b. If a Junior Member does not wish to seek support and advice, or to make a complaint, under Stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, the Director of Student Welfare and Support Services can be contacted for advice on a confidential basis.
c. There may be occasions where a Junior Member does not wish to seek support and advice or to make a complaint under Stages 2 or 3 of this Procedure, but where the Censors or College Officers considers that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Senior Censor may initiate an investigation and make a decision on further action on the basis of such evidence as is available. The individual’s consent will normally be sought if disclosure is to be made, and a decision on disclosure would be made at a senior level with the college.

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

b. Support for any student affected by such an incident may be sought from the Welfare Team and the College Harassment Advisors who may take advice from the Director of Student Welfare and Support Services.

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

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

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

g. Records
a. The college and all those involved in this Procedure must comply with the principles of the Data Protection Act 2018. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

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

SOURCES OF ADVICE
a. The sources of advice set out below are available to anyone who believes that they may be being harassed, and who wishes to discuss any concerns in confidence and anyone who has been told that their conduct is perceived as harassing.
b. Christ Church has a number of trained Harassment Advisors and for 2018/2019 they are: Clare Hayns (College Chaplain and Welfare Co-ordinator), Dirk Aarts, Brian Young (Senior Censor), Pauline Linières-Hartley (Steward) and Helen Etty (Academic Registrar).

c. The University’s Harassment Advisory Service is also available to staff and students. It comprises a network of around 300 voluntary advisors, supported by the University’s Equality and Diversity Unit (EDU). They may be contacted by telephone at (2)70760, or email at harassment.line@admin.ox.ac.uk.

d. The role of the Harassment Advisors is to listen non-judgementally to individuals’ concerns and provide them with support by:
   i. guiding them through this policy and relevant procedures, clarifying the options open to them and assisting them to resolve the matter informally where possible;
   ii. where requested, supporting them through the resolution process, whether formal or informal;
   iii. dealing with all cases with the utmost confidentiality except where there is an unacceptable risk to a student, a member of staff or to the college; and
   iv. referring them to another advisor where necessary or to other agencies or support systems as appropriate.

e. Harassment Advisors do not:
   i. approach the alleged harasser in an attempt to mediate or resolve the matter;
   ii. act as a representative or advocate; or
   iii. act as a party to any formal stage of the complaint process, except in the role of providing support.

Full details may be found at www.admin.ox.ac.uk/eop/harassmentadvice.

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

h. Junior Members may also contact:
   i. A member of the College Welfare Team (the College Nurse, the Chaplain, the Welfare Tutors, Junior Censor), the JCR or GCR Welfare Reps, and/or Peer Supporters. Details can be found by following: www.chch.ox.ac.uk/current-students/welfare-support-christ-church. Email Peer Supporters at peer.support@chch.ox.ac.uk.
   ii. The Director of Student Welfare and Support Services Office, director.swss@admin.ox.ac.uk.
   iii. Oxford Student Union’s Student Advice Service is independent from the University and provides impartial advice and guidance: www.oxfordsu.org/wellbeing/student-advice/; tel. 01865 288466, email: advice@oxfordsu.ox.ac.uk.
   iv. The Proctors’ Office: www.admin.ox.ac.uk/proctors/contact, tel. 01865 (2)70090, email: proctors.office@proctors.ox.ac.uk.
   v. The Student Counselling Service: www.ox.ac.uk/students/welfare/counselling, tel. 01865 270300, email: counselling@admin.ox.ac.uk.

8.5 TRANSGENDER POLICY
a. Purpose of this Policy
   i. 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.

   ii. 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.

b. Christ Church’s commitment
   i. The college aims to give support and understanding to those individuals who wish to take, or have taken steps, to present themselves in a gender different to the gender assigned at birth. The college recognises that the period of transition can be very complex and difficult for the individual, and would wish to act in a supportive and sensitive way to ease any transition period.

   ii. The college aims to create an inclusive trans-friendly culture, workplace and learning environment, free from discrimination, harassment or victimisation, where all transgender people are treated with dignity and respect in the gender in which they choose to present themselves, irrespective of their legal sex.

   iii. No prospective or actual member or employee will be treated less favourably than any other, whether before, during or after their study or employment at Christ Church on the grounds of gender identity or gender reassignment.

c. Transgender definitions
   i. In this policy ‘Transgender’ (Trans) is used to refer to the following groups:
      a. People covered by the Equality Act definition: ‘A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex.’

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

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

   ii. This policy will be available on the Christ Church Equality Policy webpage at www.chch.ox.ac.uk/equality-policy.

e. Review of Policy
i. This policy will be subject to regular review by the Governing Body in consultation with other appropriate committees.

f. Meeting the needs of transgender individuals
   i. The college aims to anticipate and respond positively to the needs of trans members, employees and alumni, providing a professional and consistent service so that all trans people associated with the college feel welcome, safe, valued and supported in achieving their potential and contributing as a member or employee of the college.
   
   ii. With regard to employees and members of staff, this policy applies (but is not limited) to the advertisement of jobs and recruitment and selection, to training and development, to opportunities for promotion, to conditions of service, benefits, facilities and pay, to health and safety, to conduct at work, to grievance and disciplinary procedures, and to termination of employment.
   
   iii. With regards to members, this policy applies (but is not limited) to admissions, to teaching, learning and research provision, to scholarships, grants and other awards under the college’s control, to student support, to college accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

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

h. Confidentiality
   i. The college will respect the confidentiality of all trans employees and members and will not reveal information without the prior agreement of the individual.
   
   ii. If an individual notifies the college in writing of their intention to transition during their employment or education, the institution will agree with them the date from which their gender is changed on all records. A trans person’s file should reflect their current name and gender. Any material that needs to be kept related to the person’s trans status, such as records of absence for medical reasons, should be stored confidentially. No records should be changed without the permission of the member or employee concerned.
   
   iii. Legal proof of a change of name is required in order to issue or re-issue a degree certificate in a name different to that in which a student originally registered.
   
   iv. When a trans person receives a Gender Recognition Certificate, they have the right to request that all references to their former name and gender are removed and replaced with their current name and gender.

i. Creating an inclusive environment
   i. This means demonstrating respect for trans people, as well as people associated with them such as partners, spouses and other family members, and those who are perceived to be trans, in terms of:
a. Their gender identity
b. Their right to work and study with dignity
c. Their name and personal identity
d. Their privacy and confidentiality.

j. Protection against harassment and bullying
i. The college recognises it is the right of every individual to choose whether to be open about their gender identity and history. To ‘out’ someone, whether staff or Junior Member, without their permission may amount to a form of harassment and possibly a criminal offence.
ii. Transphobic bullying and harassment could be regarded as grounds for disciplinary action, which may include expulsion or dismissal. Such behaviour will be dealt with under the Christ Church Policy on Harassment.

k. Consultation
i. Existing arrangements for consultation will be maintained for reviewing the experience of transgender members and employees in the college. These include joint committees with staff representatives, and consultation with other interested and relevant groups within the University.

l. Guidance, support and training for College Officers
i. Guidance, support and training will be provided to College Officers to ensure that the college’s commitment to transgender equality is fully realised.

8.6 PREVENT POLICY

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

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

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

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.

8.7 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.

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

i. There is, however, an inherent risk involved in using social media, in that it is an instantaneous and far reaching form of communication and inappropriate use has the
potential to cause serious, and sometimes unexpected and long-term, consequences.

ii. Christ Church encourages all members to engage, collaborate and innovate through social media; however, wherever and however they do this, they must be aware of the potential impact on themselves and other users.

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

b. Online Etiquette
i. Remember that innocently intended comments posted online may be misconstrued, as the written word can lack the nuances of face-to-face interaction. Members should think twice about posting content if feeling angry or upset and consider the effect that this might have on the situation.

c. Consequences of posting inappropriate material
i. Using social media to post offensive comments, images or other content may be a breach of Christ Church’s Harassment Policy. If so, this behavior could result in disciplinary action from the Junior Censor.

Professional Courses
i. If they are taking a course which will result in a professional qualification (such as teaching, medicine or law) Junior Members may have to meet standards of behaviour set by the national professional body or by any institution they are working for (e.g, a school for students on the PGCE), or by the University under the Fitness to Pratice regulations (www.admin.ox.ac.uk/statutes/regulations/110-056.shtml) or Fitness to Teach regulations: (www.admin.ox.ac.uk/statutes/regulations/111-056.shtml).

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

iii. Such content posted on social media could constitute breach of these rules and if serious could result in an individual losing the opportunity to pursue their chosen profession.

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

Civil and/or criminal legal action
i. Remember that various civil and criminal laws apply to content posted online.

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

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

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

e. Relationships with Christ Church
i. Christ Church is not responsible for, and does not hold any ownership of, any content posted on social media by its students.
ii. When posting online there may be circumstances which risk giving the impression that an individual is speaking on behalf of Christ Church. If in doubt, consider adding a disclaimer to make it clear that the post is being made in a personal capacity.

f. How to complain about social media content
i. If any Junior Member is concerned about material another student has published on social media and believe it constitutes harassment, they should follow the Harassment Policy procedure.
ii. For any other concerns about material published on social media, Junior Members should contact the Junior Censor.

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

8.8 MEDIA INTEREST

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

8.9 PRIVACY POLICY

a. Introduction
Christ Church is committed to protecting the privacy and security of personal data.

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we store and handle that data, and keep it safe.

‘Personal data’ is information relating to you as a living, identifiable individual.
‘Processing’ your data includes various operations that may be carried out on your data, including collecting, recording, organising, using, disclosing, storing and deleting it.

The law requires us:
   i. to process your data in a lawful, fair and transparent way;
   ii. to only collect your data for explicit and legitimate purposes;
   iii. to only collect data that is relevant, and limited to the purpose(s) we have told you about;
   iv. to ensure that your data is accurate and up to date;
   v. to ensure that your data is only kept as long as necessary for the purpose(s) we have told you about; and
   vi. to ensure that appropriate security measures are used to protect your data.

It is likely that we will need to update this Privacy Notice from time to time. Notification of any significant changes will be posted on our website, but you are welcome to come back and check it whenever you wish.

Christ Church has two data controllers: the Governing Body of Christ Church, and the Dean and Canons of Christ Church.

b. What is Christ Church?
Christ Church is, formally, the Cathedral Church of Christ of the Foundation of King Henry VIII in Oxford. It was founded by Henry VIII in 1546 as a joint establishment of college of the University of Oxford and as the cathedral of the Diocese of Oxford. It is governed by statutes ratified by the Christ Church Oxford Act of 1867, and most recently updated in 2015.

c. Explaining the legal bases we rely on
The law on data protection sets out a number of different reasons for which a company may collect and process your personal data. When collecting your personal data, we will always make clear to you which data is necessary for each purpose or type of data. Most commonly, we will process your data on the following lawful grounds:

Consent
In specific situations, we can collect and process your data with your consent. This is usually in relation to direct marketing, but is also used extensively in the collection of personal data by schools.

Contractual obligations
In certain circumstances, we need your personal data to comply with our contractual obligations.

Legal compliance
If the law requires us to, we may need to collect and process your data.

Legitimate interest
In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of the running of the college, cathedral, and cathedral school, and which does not materially impact your rights, freedom or interest.

We may also use your data, typically in an emergency, where this is necessary to protect your vital interests, or someone else’s vital interests. In a small number of cases where other lawful bases do
not apply, we will process your data on the basis of your consent. If you are aged under 18, we may ask your parent or guardian for their consent also.

**Special category data**

‘Special categories’ of particularly sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data. We intend to collect and process special category data as little as possible and, when we do, it is usually to do with your health and well-being. Christ Church has documented all incidents of our processing of special category data in our Information Asset Registers, and will be preparing a separate document itemising all of these, with reasons, having conducted assessment on each occasion.

The Special Categories of personal data consist of data revealing:

i. racial or ethnic origin;
ii. political opinions;
iii. religious or philosophical beliefs;
iv. trade union membership.

They also consist of the processing of:

i. genetic data;
ii. biometric data (e.g. fingerprints) for the purpose of uniquely identifying someone;
iii. data concerning health;
iv. data concerning someone’s sex life or sexual orientation.

We may process special categories of personal data in the following circumstances:

i. with your explicit written consent; or
ii. where it is necessary in the substantial public interest, and further conditions are met;
iii. where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for “special categories” referred to above.

d. **When do we collect your personal data?**

i. when you are a student of Christ Church;
ii. when you are an alumnus/alumna of Christ Church;
iii. when you are a senior member of Christ Church;
iv. when you are an honorary or emeritus member of Christ Church;
v. when you are employed by Christ Church;
vi. when you are employed by Christ Church as a contractor;
vii. when you are a volunteer at Christ Church;
viii. when you visit Christ Church as a tourist, or as a member of the cathedral congregation, or as a researcher in the library or archive, or as a guest at a conference, event, or a continuing education student;
ix. when you are a tenant of Christ Church;
x. when you are a supplier to or purchaser from Christ Church;
xi. when you access or engage with our website;
xii. when you communicate or engage with Christ Church by letter, or email, or other means, including social media;
xiii. when your image is collected on our CCTV system;
xiv. when you contribute to any Christ Church publications.

e. **What sort of personal data do we collect?**
Depending on your relationship with Christ Church, we may collect the following personal data:

1. your name and contact details (including, but possibly not exclusively, address, email address, telephone number(s), URLs;
2. your date of birth;
3. your payment card and bank details;
4. your employment record;
5. your educational record;
6. your health data;
7. your image on CCTV and details of access to buildings and grounds;
8. your car type and registration number; and/or
9. technical information about your access to the website.

NB. This list is not exclusive. Christ Church will collect more data on some subjects than on others. For example, a tourist paying cash at the gate may be recorded on CCTV but otherwise no additional personal data is collected, whereas the personal data collected and processed on members of staff and on students is much more extensive. Christ Church aims, as part of its Data Protection compliance, to collect only what is necessary and to retain that information only for as long as it is needed.

f. **How and why do we use your personal data?**
Christ Church collects personal data in order to manage its functions as college, Cathedral, and tourist destination:

1. to teach, supervise, house, and protect our students;
2. to process applications from prospective students;
3. to manage the employment of our staff, both academic and non-academic;
4. to administer the endowment and our finances generally;
5. to manage the cathedral;
6. to manage the cathedral school and the choir, and to protect the staff and pupils at the school;
7. to manage and protect visitors to the college and cathedral;
8. to manage the site and its buildings;
9. to keep in touch with alumni and alumnae, and friends of both college and Cathedral;
10. to manage its website; and
11. to comply with our contractual and legal obligations.

g. **How we protect your personal data**
Christ Church makes every effort to keep your personal data safe. All departments within college and Cathedral have drawn up Information Asset Registers which include information on the measures in place to protect both physical and digital data during its collection, processing, and destruction (if relevant). These Information Asset Registers (or Records of Processing Activities) will be made available on the website, and links will be added soon. Paper copies can be acquired by contacting the Data Protection Officer at the address below.

Access to your personal data is limited to those who need to process it. As far as possible, paper records are kept in locked cabinets or cupboards which are themselves behind access-controlled doors. The whole site is monitored during the day by Custodial Staff and CCTV is used in public areas. Digital files are always password-protected and encryption is encouraged when personal data
is moved. Servers are protected by firewalls and security software. When data is deleted, every effort is made to ensure the deletion of all copies.

**h. How long will we keep your personal data?**
Data Protection legislation requires that personal data is only retained for as long as it is necessary, and all Information Asset Registers include retention periods. In some cases, personal data will be kept in perpetuity, and this Registers will indicate the types of data which are archived for historical or statistical purposes. Annual reviews will ensure that retention schedules are followed.

**i. With whom do we share your personal data?**
Christ Church will not sell your data to third parties. We may sometimes share your personal data with trusted third parties if we are allowed or required to do so by law. We do not allow third parties to use your data for their own purposes. Third parties may include:

i. your relatives, guardians, and next of kin;
ii. the University of Oxford;
iii. Conference of Colleges;
iv. loan and financial support providers (including the Student Loans Company);
v. pension providers
vi. mailing companies for magazines and reports, etc.;
vii. till management company;
viii. investment and property management companies;
ix. letting agencies and mortgage providers;
x. GPs and hospitals, and other health service providers;
xii. potential employees;
xii. other educational institutions;
x. electoral institutions;
ixiv. law enforcement agencies, if required; or
xv. government departments, such as HMRC, and the Disclosure and Barring Service (DBS).

Data Protection legislation requires that data sharing agreements are acquired from each of these third parties, and that the companies guarantee that they comply with the data protection legislation. This list is designed to indicate the possible recipients of your personal data, not to suggest that your personal data will be shared with any or all.

**j. Where your personal data may be processed**
Data Protection legislation does not allow the transfer of data outside the EEA without consent or without guarantees from those countries that there is adequate data protection legislation in place.

Christ Church has students, staff, and visitors from all over the world, and every effort will be made to ensure that no personal data is transmitted to any country without relevant and adequate legislation without your consent. Data which may be transferred outside the EEA is noted on the Information Asset Registers.

**k. What are your rights over your personal data?**
You have the right to request, in most circumstances:

i. access to the personal data we hold about you, free of charge unless your request is unreasonable;
ii. the correction of your personal data if it is incorrect, out-of-date, or incomplete;
iii. in certain circumstances, the erasure of your data;
iv. the suspension of the processing of your data;
v. copies of any data shared with another Data Controller
You can contact us to exercise these rights at any time by contacting the Data Protection Officer at the address below.

If you wish to make an access request for data collected by CCTV, contact the Steward of Christ Church, Ms Pauline Linières-Hartley, at steward@chch.ox.ac.uk or on 01865 286580.

If you have given consent for Christ Church to collect and process your personal data, you have the right to change your mind at any time and to withdraw that consent.

When Christ Church relies on legitimate interest to collect and process your data, you may ask for processing to be stopped. If, however, Christ Church believes it has a legitimate and over-riding reason to collect and process your personal data, we may continue to do so.

I. Contacts
The Data Protection Officer (DPO) at Christ Church is Mr James Lawrie. He can be reached at Christ Church, Oxford, OX1 1DP or at dpo@chch.ox.ac.uk or on 01865 276177.

If you feel that your data has not been handled correctly, then you may lodge a complaint with the Information Commissioner’s Office on 0303 123 1113 or on their website.

m. If you live outside the UK
If you live outside the UK, then complaints can be lodged with the relevant office in your own country.

If there is anything you would like to ask about the handling of your personal data, please contact the DPO.

9. WHO’S WHO IN CHRIST CHURCH?

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

THE DEAN: The Very Revd Professor Martyn Percy: tel. (2)76161.
Emails should be sent to the Dean’s Assistant, Sarah Hope pa.dean@chch.ox.ac.uk.

CENSORS’ OFFICE: Tom 8, First Floor: tel. (2)76158

The Censors’ Office is open from 09:00 to 13:00 and 14:00 to 17:00 Monday to Friday.

The Censors are normally available for consultation in person in their offices at the times posted outside the Censors’ Office, and at other times by appointment via the Academic Registrar (for the Senior Censor) or the Administrative and Human Resources Officer (for the Junior Censor). The Censors’ Office deals with most academic administration relating to Junior Members.

Senior Censor
Professor Brian Young: tel. (2)76159
Academic problems which cannot be resolved by Tutors. email: senior.censor@chch.ox.ac.uk
**Junior Censor**  
Absence during term; approval of societies; welfare concerns.  
Professor Geraldine Johnson: tel. (2)86574  
email: junior.censor@chch.ox.ac.uk  
Tom 8, Second Floor

**Academic Registrar**  
Financial assistance; problems with LEA grants; examination arrangements; extensions; extenuating circumstances; appointments to see Senior Censor.  
Ms Helen Etty: tel. (2)76157  
email: academic.registrar@chch.ox.ac.uk

**Administrative and Human Resources Officer**  
Application for Liddell Car Parking; payment of Junior Censor’s fines; Book Grants; Vacation Residence Grants; Travel Grants; permission for parties; appointments to see Junior Censor.  
Dr Ceri Hunter: tel. (2)86828  
email: adminhr.officer@chch.ox.ac.uk

**Academic Administrator**  
Degree Days.  
Mrs Rebecca Varley: tel. (2)86574  
email: academic.administrator@chch.ox.ac.uk  
Days of work: Thursday and Friday

**Graduate Administrator**  
All matters relating to graduates  
Ms Melanie Radburn: tel. (2)76158  
email: graduate.administrator@chch.ox.ac.uk

**Tutor for Graduates**  
Professor Edwin Simpson: tel. (2)76158  
email: tutor.graduates@chch.ox.ac.uk

**TUTORIAL OFFICE**: Tom 8, Ground Floor

**Tutorial Administrator**  
Booking of lecture theatre, lecture and seminar rooms, feedback, Collections  
Mrs Jackie Webber: tel. (2)76182  
email: tutorial.administrator@chch.ox.ac.uk

**STEWARD’S OFFICE**: Tom 9, Ground Floor; tel. (2)76250

The office is open 09:00 - 13:00 and 14:00 - 17:00 and deals with most of the arrangements for college accommodation, food, and bills.

**Steward**  
Ms Pauline Linières-Hartley: tel. (2)86580  
email: steward@chch.ox.ac.uk

**Steward’s PA and Accommodation Officer**  
Ms Jacqueline Folliard: tel. (2)86580  
email: jacqueline.folliard@chch.ox.ac.uk

**Conference Assistant**  
Mrs Emma Timms: tel. (2)86848
Booking of college guest rooms: email: conferenceoffice@chch.ox.ac.uk

**Manciple**
Enquiries about accounts, battels, and fees: Vicki Ruston: tel. (2)76175
email: fees@chch.ox.ac.uk battels@chch.ox.ac.uk

**Conference and Events Administrator**
Ms Joanna Malton: tel. (2)86877
email: joanna.malton@chch.ox.ac.uk

**Senior Assistant Conference and Events Administrator**
Ms Haley Wiggins: tel. (2)86877
email: conferenceoffice@chch.ox.ac.uk

Booking of McKenna Room, Ante-Hall and Cathedral Garden

**THE TREASURY**: Tom 9, First Floor

Junior Members will rarely have cause to contact the Treasury directly, but may need to contact the **Treasurer’s Administrator**, Ms Sally Gillard (tel. (2)76178) who oversees the Treasury-managed off-site graduate accommodation. The Treasury is open 09:00 – 13:00 and 14:00 – 17:00 Monday to Friday.

**PORTER’S LODGE**: tel. (2)76150; email: porters@chch.ox.ac.uk

**Lodge Manager**
Mrs Amanda Roche: tel. (2)76151
email: amanda.roche@chch.ox.ac.uk

**Deputy Lodge Manager**
Mr Steven Fredericks: tel. (2)76150
email: steven.fredricks@chch.ox.ac.uk

**HALL AND ACCOMMODATION**

**Hall Manager**
Mr Andrew Hedges: tel. (2)76164
email: hallmanager@chch.ox.ac.uk

**Buttery and Bars Manager**
Ms Emily Robotham: tel. (2)76153
email: emily.robotham@chch.ox.ac.uk

**Executive Head Chef**
Mr Chris Simms

**House Manager**
Ms Camilla Mirto: tel. (2)76499

**The Deputy House Manager**
Mrs Karen Fisk: tel. (2)76268

**Reporting room damage and faults**
email: house.manager@chch.ox.ac.uk

**LIDDELL BUILDING**

95
Liddell Manager  Ms Karen King: tel. (2)76122  
email: liddell.manager@chch.ox.ac.uk

Liddell Lodge  Mr Paul Tanner: tel. (2)76999  
email: liddell.lodge@chch.ox.ac.uk

SPORTS GROUND  

Sports Ground Administrator  Mr Carl Wright  
email: carl.wright@chch.ox.ac.uk

HEALTH AND WELFARE  

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

Wardens  Mr Sam Lane  
Mr Nader Raafat  
Ms Lauren Burton  
email: wardens@chch.ox.ac.uk

College Nurse  Ms Millicent Curran: tel. (2)76176  
Killcanon 2  
email: chchnurse@nhs.net

College Doctor  Dr Sarah Ledingham: tel. 01865 311500  
27 Beaumont St

Dentist  Studental: tel. 01865 848608  
Colonnade Building  
Oxford Brookes

University Counselling Service Advisor  Mr Alan Percy: tel. (2)70300  
11 Wellington Square

JICTS  
Joint Information Communications Technology Service (with Pembroke College)

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

Pembroke IT Office  Left of Lodge: tel. (2)86001  
email: it-help@chch.ox.ac.uk

Head of the JICTS  Mr Simon Thomson
Deputy
Mr Andrew Middleton
email: andrew.middleton@chch.ox.ac.uk

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

10. RESOURCES AND LINKS

a. College Resources

College Website
www.chch.ox.ac.uk

Useful links
www.chch.ox.ac.uk/current-students
www.chch.ox.ac.uk/current-students/notices-and-useful-resources
www.chch.ox.ac.uk/current-students/welfare-support-christ-church
www.chch.ox.ac.uk/current-students/censors-office-and-tutors-office
www.chch.ox.ac.uk/blog/category/college-life
www.chch.ox.ac.uk/college-officers
www.chch.ox.ac.uk/library
www.chch.ox.ac.uk/library-and-archives/Using%20the%20Library
www.chch.ox.ac.uk/picture-gallery/visiting-gallery
www.chch.ox.ac.uk/degreedays
www.chch.ox.ac.uk/news
www.chch.ox.ac.uk/chaplain
www.chch.ox.ac.uk/cathedral-services
www.chch.ox.ac.uk/cathedral/chapel-and-term-card
www.chch.ox.ac.uk/music/college-choir
www.chch.ox.ac.uk/equality-policy
www.chch.ox.ac.uk/current-students/term-dates

b. University Resources

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.org.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/fitnessforstudy
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/
www.proctors.ox.ac.uk/handbook/handbook/
www.proctors.ox.ac.uk/handbook/handbook/5residence.

c. External Resources
www.studental.co.uk
www.lovespace.co.uk
www.tvlicensing.co.uk/students
http://oxfordnightline.org/
www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Pages/default.aspx

d. Dates of Term

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<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>2018-19</td>
<td>Michaelmas 2018</td>
<td>Sunday 7 October</td>
<td>Saturday 1 December</td>
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<tr>
<td></td>
<td>Hilary 2019</td>
<td>Sunday 13 January</td>
<td>Saturday 9 March</td>
</tr>
<tr>
<td></td>
<td>Trinity 2019</td>
<td>Sunday 28 April</td>
<td>Saturday 22 June</td>
</tr>
<tr>
<td>Year</td>
<td>Term</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>2019-20</td>
<td>Michaelmas 2019</td>
<td>Sunday 13 October</td>
<td>Saturday 7 December</td>
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<tr>
<td></td>
<td>Hilary 2020</td>
<td>Sunday 19 January</td>
<td>Saturday 14 March</td>
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<tr>
<td></td>
<td>Trinity 2020</td>
<td>Sunday 26 April</td>
<td>Saturday 20 June</td>
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### Provisional Dates

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>From</th>
<th>To</th>
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</thead>
<tbody>
<tr>
<td>2020-21</td>
<td>Michaelmas 2020</td>
<td>Sunday 11 October</td>
<td>Saturday 5 December</td>
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<tr>
<td></td>
<td>Hilary 2021</td>
<td>Sunday 17 January</td>
<td>Saturday 13 March</td>
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<tr>
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<td>Trinity 2021</td>
<td>Sunday 25 April</td>
<td>Saturday 19 June</td>
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<tr>
<td>2021-22</td>
<td>Michaelmas 2021</td>
<td>Sunday 10 October</td>
<td>Saturday 4 December</td>
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<td></td>
<td>Hilary 2022</td>
<td>Sunday 16 January</td>
<td>Saturday 12 March</td>
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<tr>
<td></td>
<td>Trinity 2022</td>
<td>Sunday 24 April</td>
<td>Saturday 18 June</td>
</tr>
<tr>
<td>2022-23</td>
<td>Michaelmas 2022</td>
<td>Sunday 9 October</td>
<td>Saturday 3 December</td>
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<td>Hilary 2023</td>
<td>Sunday 15 January</td>
<td>Saturday 11 March</td>
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<tr>
<td></td>
<td>Trinity 2023</td>
<td>Sunday 23 April</td>
<td>Saturday 17 June</td>
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<tr>
<td>2023-24</td>
<td>Michaelmas 2023</td>
<td>Sunday 8 October</td>
<td>Saturday 2 December</td>
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<tr>
<td></td>
<td>Hilary 2024</td>
<td>Sunday 14 January</td>
<td>Saturday 9 March</td>
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<tr>
<td></td>
<td>Trinity 2024</td>
<td>Sunday 21 April</td>
<td>Saturday 15 June</td>
</tr>
</tbody>
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