THE BLUE BOOK

INFORMATION AND REGULATIONS

FOR JUNIOR MEMBERS

CHRIST CHURCH

OXFORD

MICHAELMAS TERM 2019
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ABOUT CHRIST CHURCH

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

This document can be found online as a PDF, which can be searched electronically: www.chch.ox.ac.uk/current-students/notices-and-useful-resources. 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. If changes are made during the academic year, a revised version of the document will be circulated.

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 by which Junior Members must abide 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 with which Junior Members should familiarise themselves.

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
email: 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 Senior Censor (Professor Geraldine Johnson) has an office on the First Floor of Tom 8. Her telephone number is (2)76157 and her email address is senior.censor@chch.ox.ac.uk (note that this email account may be managed by a member of the Censors’ Office staff).

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 8.10.2 ‘Academic Disciplinary Procedure’), financial support, and general complaints of an academic nature. Please see Section 8.2, Complaints Procedure (Junior Members). Either Censor may be consulted in confidence on personal issues which cannot be dealt with by Tutors.

The Junior Censor (Professor Dirk Aarts) has an office on the Second Floor of Tom 8. He can be reached by telephone on (2)76182, or by email at junior.censor@chch.ox.ac.uk. The Junior Censor is normally available to be consulted during 1st-8th Week of term at the times posted outside the Academic Office and on the website at www.chch.ox.ac.uk/current-students/notices-and-useful-resources.

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.

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

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 Academic 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

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 Academic Office or email academic.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 Academic Office

The Academic Office is on the First Floor of Tom 8. The normal Academic Office hours are Monday to Friday 10:00 – 12:00 and 14:00 – 16:00. The following staff are responsible for administration of academic matters relating to Junior Members:

The Academic Registrar, Ms Helen Etty; tel. (2)76157 (based in the Censors’ Office)
email: academic.registrar@chch.ox.ac.uk
Manages academic administration and acts as the College’s Disability Coordinator and Hardship Officer.

The Graduate Administrator, Ms Melanie Radburn; tel. (2)76158
d. The Steward

The Graduate Administrator, Ms Melanie Radburn; tel. (2)76158
email: academic.office@chch.ox.ac.uk
Coordinates on-course administration for Junior Members including extensions to formally assessed work, special examination arrangements and mitigating circumstances grants, letters of certification, and University Card requests.

The Academic Administrator, Mrs Rebecca Varley; tel. (2)86574
d. The Steward

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

The Tutorial Administrator, Mrs Jackie Webber; tel. (2)76182
d. The Steward

The Tutorial Administrator, Mrs Jackie Webber; tel. (2)76182
email: censors.office@chch.ox.ac.uk
Manages teaching room bookings and queries regarding, and behalf of, the Junior Censor (including party/event application forms and clubs and societies registration forms).

Junior Members are asked to note that the Academic Office is extremely busy, so that requests cannot always be dealt with immediately. Application forms for Travel Grants and Book Grants are available online: www.chch.ox.ac.uk/current-students/notices-and-useful-resources.
Please do not bring food or drink into the Academic Office; this includes hot beverages in lidded containers.

b. The Steward’s Office
Domestic arrangements are managed by the Steward (Ms Pauline Linières-Hartley) and are administered by the following staff:

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

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

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

Guest Rooms, Private dinners and events
The Conference and Events Office
Tom 9, Ground Floor, tel. (2)86848
email: conferenceoffice@chch.ox.ac.uk

Mail, messages, fire and security
The Lodge Manager, Mrs Amanda Roche
The Deputy Lodge Manager, Mr Steven Fredericks
Porters’ Lodge, tel. (2)76151,
email: lodge@chch.ox.ac.uk

Meals
The Executive Head Chef, Mr Chris Simms

Hall meal service
The Hall Manager, Mr Andrew Hedges
The Deputy Hall Manager, Mr Neil Pinkney
tel. (2)76164; email: hallmanager@chch.ox.ac.uk

The Bars and Cellar Manager, Ms Emily Robotham
Bars and Cellar tel. (2)76153, email: bars@chch.ox.ac.uk

Liddell Building
The Liddell Manager, Ms Karen King
e-mail: liddell.manager@chch.ox.ac.uk
The Senior Porter, Mr Paul Tanner
Email: Liddell.lodge@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 Steward via the Steward’s Office. Complaints, which should be substantive and precise, will be dealt with effectively.

1.3 COLLEGE AND UNIVERSITY WEBSITE

a. 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: webmaster@chch.ox.ac.uk.

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

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: https://www.chch.ox.ac.uk/welfare-support-christ-church

a. Internal College resources

Welfare emergencies
In the case of a welfare emergency, Junior Members should contact the Lodge (01865 276150), who hold a list of emergency contacts and will immediately inform an available member of the welfare team.

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, Professor Kayla King and Professor Graham Ward, who are available for advice and guidance on work and/or study related matters. They can be contacted via email at welfare.tutor@chch.ox.ac.uk.
Personal Tutors
Each undergraduate has a Personal Tutor, who is responsible for the general oversight of the Junior Members’ work and welfare. A Personal Tutor will check that academic arrangements are working well, and is available to discuss matters of concern. A Personal Tutor is normally the Senior Subject Tutor for their subject, unless stipulated otherwise. A list of Senior Subject Tutors is kept in the Academic Office and by the JCR Vice-President. If undergraduates are not sure who their Personal Tutor is, they may enquire in the Academic Office.

College Advisors
Each postgraduate has a College Advisor, who provides pastoral support and academic advice, as a complement to the University supervisor. Junior Members are encouraged to consult their Personal Tutor or College Advisor on academic or personal matters as necessary.

Academic Registrar
The Academic Registrar is the College’s Disability Coordinator, and is available for support and advice regarding examinations, finances and academic concerns. The Academic 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 6th – 9th Week each term. Appointments can be made directly with her via counsellor@chch.ox.ac.uk.

Wardens
There are three 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. They are able to offer support and advice to Junior Members on general welfare matters.

Welfare Reps and Peer Supporters
The JCR and GCR also provide excellent welfare support via Welfare Reps and Peer Supporters. Up to date information is in the Welfare Handbook.

Harassment Officers
See Section 8.3 for details of Christ Church’s Harassment Policy and Procedures. If you are concerned that you are a victim of harassment you can contact the Harassment Officers, Revd Clare Hayns or Professor Dirk Aarts.

b. University-wide services
As well as College structures for advice and support, the following external services are provided for all Junior Members. A contact list of emergency services and non-emergency health, welfare and academic support services can be found on the University website:

The University Counselling Service
The University has a professional, confidential Counselling Service for assistance with personal, emotional, social and academic problems. Both undergraduate and graduate students of the University may use the Service without charge and individuals may self-refer from the website (www.ox.ac.uk/students/welfare/counselling) or be referred by a member of the Welfare Team. The Service can also act as a bridge to other therapeutic facilities where appropriate.
Contact Details: 3, Worcester Street, OX1 2BX
email: counselling@admin.ox.ac.uk
**Student Advice Service**
The Student Union coordinate the Student Advice Service, offering free, independent, confidential support. See their website for details: [https://www.oxfordsu.org/wellbeing/student-advice/](https://www.oxfordsu.org/wellbeing/student-advice/)

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

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

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

**Resources for estranged students**
The University is committed to supporting students who are studying without the support and approval of their families, and has signed the Standalone Pledge. Details of the financial support available for estranged students can be found on the University website. Christ Church recognises that estranged students may face particular financial challenges and will seek to support them wherever possible.

### 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 at the following times:
- Monday, Wednesday & Friday: 10.00 - 1600 hrs
- Tuesday: 0900 - 1700 hrs
- Thursday: 0800 - 1400 hrs

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.

It is strongly recommended that Junior Members register with the College Doctor.

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, 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’. Further details can be found by following the link below: https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students#tab-1048826.

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

Disability Lead Senior Censor tel. (2)76157
email: senior.censor@chch.ox.ac.uk

Disability Co-ordinator Academic Registrar tel. (2)76157
email: academic.registrar@chch.ox.ac.uk

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

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

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

The Disability Advisory Service website has 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

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

### 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 10 places down the room ballot.

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.

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

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 Academic 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 Academic Committee, Ball Committee, Computing Committee, Equality & Diversity Committee, Grants Committee, House Committee, and Library & Archives 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. See section 8.2 for details of the College’s Complaints Procedure for Junior Members.

1.11 MAIL AND EMAIL

Undergraduates should check their pigeonholes daily during Full Term. 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 University email account daily during Full Term, and at least weekly during the vacations. Email contact will only be made through University email accounts (the @chch.ox.ac.uk address). This is the principal means by which official information on academic and other matters is disseminated by the University and the College. Emails from academic staff, College Officers and College staff should be read and acted on promptly.

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

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

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

a. **All Junior Members**, except for undergraduates who have extended terms (as stated on the University website: https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1), are required to return into residence by 15:00 on the Thursday of 0th Week each term, and then to reside in Oxford until the end of 8th Week. Special arrangements are made for Freshers arriving in Oxford for their first term. Leave to return after this time for urgent reasons may be sought from the Junior Censor. Undergraduates who have extended terms are required to be in residence for those 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 requirements 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 09:30 before going down at the end of term, and present their University Card for scanning. Anyone who fails to do so will be charged a room charge of £50. It is the personal responsibility of all members to ensure that the dates of residence and absence are correctly recorded.

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 in or before 5th Week and must be completed and submitted on-line by the end of 5th Week to the Steward’s Office. 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 undergraduate categories who have an automatic right to stay up after the end of term (such as those taking examinations and those who are required to keep extended terms). However, these students still need to complete the Vacation Residence form.

Junior Members falling outside these categories may also apply to stay up, and the College will endeavour to meet their needs, subject to the availability of rooms. Please note that at the end of Michaelmas and Trinity Terms very few rooms are available, due to the demands of Admissions interviews in December, and Access/Open Days and the Gaudy at the end of Trinity Term. In the latter case, Junior Members will only be permitted to stay up after the end of term if they have genuine academic reasons to do so or there are extenuating circumstances; anyone staying up at these times may be asked to move to a different room for vacation residence. Those with examinations will not normally be asked to move. See also Section 5.1.g: ‘Vacation Conferences’.

**Undergraduate vacation residence grants** cover residence for examinations falling outside Full Term and may also be available for vacation reading in Oxford, obligatory courses or projects, and other directed study. They are awarded for academic purposes only. The normal maximum claim (except for those in their fourth year with extended terms) is for 28 days per annum. The maximum payment for each night is the daily board and lodging charge for all undergraduates, whether or not they are living out.

There is no separate application process for Undergraduate Vacation Residence Grants. The grant will be automatically applied for undergraduates who submit their application for vacation residence to the Steward’s Office by the end of 5th week, following the approval of the relevant Tutors, which will be sought by the Academic Office. There is no guarantee that the grant will be awarded to undergraduates who apply for Vacation Residence after the 5th week deadline.

Vacation Residence Grant applications for beyond 28 days made under exceptional circumstances with extenuating conditions will be considered by the Junior Censor.
Those wishing to return unexpectedly into residence during the vacation should obtain permission from the Junior Censor in advance. The Steward’s Assistant and Accommodation Officer (tel. 01865 286580), and where necessary the Manager at Liddell Building (tel. 01865 431100) should also be contacted by telephone or email at least 5 days in advance of the proposed date of return.

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. 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.

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

   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; and
   c. by appointment with the Senior Censor or Tutor for Graduates.

Feedback forms are circulated before Collections and should be returned to the Academic Office once complete. Enquiries relating to these may be addressed to the Academic Office.

2.3 SUSPENDING STATUS

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

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

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

Undergraduate suspension

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

In the case of ill-health, one condition will be a medical certificate indicating that the member is fit to resume their studies. In other cases, for example when the Junior Member has been suspended on disciplinary grounds or for other reasons, recommencement of studies might be made conditional upon achieving a specified level in one or more Collections. Details of these conditions will be given in writing to the Junior Member concerned. A Junior Member who has been set Collections as a condition of coming back into residence but fails to achieve the standard set has the right to appeal in writing to the Dean within 14 days of the results being communicated to them.

If a Junior Member suspends their studies while subject to Academic Disciplinary procedures (see section 8.10.2), any conditions such as Formal Warnings will remain in place after suspension.

Further information about suspension from an undergraduate course, including guidance about access to University facilities and services, and how suspension of status can impact visa holders, can be found here.

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

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

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

- make use of any College facilities, including the Library, the Sports facilities, the Hall, or the Bar;
- receive tutorials, attend classes or otherwise receive academic instruction under the aegis of the College;
- enter and remain on College premises;
- attend any function in College; or
- 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 (see section 2.8, Academic Obligations). Those who do not do so may be set Special Collections. Book token prizes are awarded each year based on the results of Collections. The Academic Office is responsible for Collections arrangements.

2.5 COLLEGE AWARDS AND PRIZES

Awards and prizes made to current Junior Members will be credited to battels. Awards and prizes made to Junior Members after they have left the College will be paid via bank transfer.

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.

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.

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

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

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

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

c. Other Prizes

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

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

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

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

Clifford Smith Prizes:

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

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

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

The Collie Prize of £130, for work in Physics, is awarded on the recommendation of the Tutors in Physics. It is open to members of the House in their second year reading the Final Honour School of Natural Sciences (Physics).
**Dixon Scholarships** of up to £300, normally tenable for only one year, are awarded at the beginning of Michaelmas Term. BAs and MAs of the House are eligible, and the scholarships are awarded on such conditions as to work and residence as the Governing Body may determine.

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

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

**Fell, Boulter and Bostock Prizes:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Francesco Palla Memorial 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 Trinity Term to the member of the House whom the Governing Body considers to have performed best in the Final Honour School of Jurisprudence.

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

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

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

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

The Stahl Prize of £130, for German language or literature, is awarded in Trinity Term on the recommendation of the Tutors in Modern Languages. It is open to first and second-year members of the House reading Modern Languages whose native language is not German.
The **Stahl Travel Prize** of £300 is awarded in Trinity Term on the recommendation of the Tutors in Modern Languages, P.P.E. and Modern History. It is open to first and second-year undergraduates reading those subjects, to assist with travel or residence for study purposes in Germany or Austria.

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

The **Philip Wetton Travel Fund** will allow for up to £400 in total to be allocated to enable travel abroad for students of Russian or other Slavonic languages.

The **Edward Wright Prize** of up to £200 is awarded annually on the recommendation of the Tutors in Mathematics and Computer Science. It is awarded for an essay or project (which may include computer-based work) on a subject in Mathematics and Computer Science.

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

### 2.6 UNIVERSITY EXAMINATIONS

The rules governing University Examinations are detailed in Section 7 of the University Student Handbook, which can be found on the [University website](#).

**a. Entering Names for University Examinations**

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

**b. Examination Arrangements**

If alternative examination arrangements are required (these may be due to a disability or medical condition, or on grounds of religious observance), an application for Alternative Examination Arrangements needs to be made via the [Academic Office](#). Details on Alternative Arrangements can be found on the University website.

Some alternative arrangements can be managed by the Examinations Schools, such as the use of a computer or extra time; other arrangements, for example rest time or non-standard arrangements, will mean University Examinations need to be taken in College.
Junior Members who believe they may need alternative arrangements must contact the Academic Office by no later than Friday of 4th Week of the term preceding their examinations. If a Specific Learning Disability assessment is required, the Disability Advisory Service will arrange this and advise the College on the necessary arrangements. Christ Church’s contact is Dorota Antoniak. The DAS will also offer guidance on what support can be provided for individual studies. It is best to contact the Disability Advisory Service as early as possible in the year so assessments can be arranged: requests for alternative arrangements should usually be made no later than the Friday of 4th Week of the term before the examinations are due to take place.

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

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

c. Mitigating Circumstances in Examinations

If any Junior Member feels that their examination preparation or performance in examinations has been seriously affected by extenuating circumstances, such as illness or bereavement, they can submit a Mitigating Circumstances notification.

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

Mitigating Circumstances notifications should be submitted via the Academic Office 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 or other urgent cause, they should contact the Academic Office as soon as possible on the day of the examination so that they can make the Examinations Schools aware.

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

e. Failure of First or Second Public Examination

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

Undergraduates are expected to pass First Public Examinations in their entirety at the earliest possible moment. Depending on the subject, First Public Examinations take the form of Honour Moderations (in which results are classified), or Moderations or Preliminary Examinations (which are not classified). For details see the Examination Regulations. 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. Junior Members must ensure that they check their course Examination Regulations about failure of examinations or assessments.

f. 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.

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 Office.

2.8 ACADEMIC OBLIGATIONS
All Junior Members are required to fulfil certain obligations while studying at Christ Church, which include: maintaining good academic standing, satisfying their particular course requirements, completing the University’s annual registration process, satisfying the residence requirements, checking their mail and email regularly, and following the guidelines set out by the University about paid work.

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

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.e);
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.

If an undergraduate fails to fulfil the criteria for good academic standing, academic disciplinary procedures may be initiated. See Section 8.10.2 for the Academic Disciplinary Procedure.

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 7 of the University Student Handbook.

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/fitnessstostudy](http://www.admin.ox.ac.uk/edc/casemanagement/fitnessstostudy).

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

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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 (Battels) 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’ confirmation 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 for freshers will be emailed by Friday, 13th September 2019 and payment is due in full by Wednesday 25th September 2019. 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 2019-2020 is £24.29 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.

Undergraduates with household incomes of £16,000 or less will normally receive a 50% subsidy on accommodation. Undergraduates with household income above £16,000 and below £42,875.00 will normally receive a 25% subsidy on accommodation.

A 9% discounted rate of ‘Board and Lodging Charge’ of £22.10 per night is available to graduates who are residents of the Liddell Building or St Aldate’s Quad who elect, before the end of 1st Week of Michaelmas Term, to reside for a minimum 40 week (280 day) period, which normally runs from 1st September.

A 12% discounted rate of ‘Board and Lodging Charge’ of £21.38 per night is available to graduates who are residents of 12 Abbey Road who elect, before the end of 1st Week of Michaelmas Term, to reside for a minimum 40 week (280 day) period, which normally runs from 1st September.

A 15% discounted rate of ‘Board and Lodging Charge’ of £20.65 per night is available to graduates who are residents of the Liddell Building or St Aldate’s Quad who elect, before the end of 1st Week of Michaelmas Term, to reside for a minimum 11-month period, which normally runs from 1st September.

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

Junior Members who live out (see Section 5.2) contribute towards domestic overheads through an Annual Establishment Overhead charge payable in Michaelmas Term. The charge for 2019-2020 is £124.42. Season-ticket dinner charges are payable termly in advance on bollers. The method of payment for breakfast, lunch and brunch (a ‘pay-as-you-go’ system) is via prepaid credits to University cards or by contactless bank/credit card; cash is not accepted. Charges are reviewed annually in Trinity Term and may be reviewed at other times, should the Governing Body consider it necessary.

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

Members’ charges are paid by direct debit, bank details having been collected by the Steward’s Office in advance. A member’s bank account will be charged with the full outstanding battels balance on the Friday of 2nd Week, i.e. 10 working days after bills are emailed to members. In the
event of a query, members must notify the Steward’s Office before Friday of 1st Week. In such cases the unqueried balance only will be debited, pending resolution of the query.

**Please note that credit cards are not accepted and a direct debit is a prerequisite for residing and/or dining in College.** If any members domiciled overseas experience delay in establishing a UK bank account, current credit/debit card details must be lodged with the Steward’s Office without delay.

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 weeks and 2 days (from Thursday night of 0th Week to Friday night of 8th Week) nightly room charge for the current term, season ticket dinners, all of which are payable in advance. On arrival in Michaelmas Term, Undergraduate Freshers will receive a bill for: 8 weeks and 6 days’ (from Sunday night of 0th Week to Friday night of 8th Week - 62 nights) advance nightly room charges, for a term’s worth of season ticket dinners, a deposit of £250, the annual charge for room insurance and a term’s JCR levies. Undergraduate Freshers are charged from Thursday of 0th Week – 58 days and are charged £1658.82 which includes a deposit of £250. If Undergraduates wish to arrive earlier, they should contact the [Steward’s Assistant and Accommodation Officer](#). These additional days will be will be taken from their 28-day annual Vacation Residence grant.

Graduates have the option to subscribe to 40 week contracts at a reduced rate (see Section 3.1.b.). All deposits will be refunded once a Junior Member has completed their studies and all battels bills have been settled in full. Refunds will not be made to those who have suspended, until they become leavers. The battels account for each term is due on presentation and **must be paid by direct debit – credit card payments are not acceptable.** Where members domiciled overseas experience delay in establishing a UK bank account, current credit/debit card details must be lodged with the Steward’s Office without delay.

**Finalists who wish to stay beyond the end of Trinity Term must pay in advance for any vacation residence during the Long Vacation.**

The Steward and Senior Censor are notified of any Junior Members whose battels remain unpaid by the due date. If battels are unpaid by the end of 4th Week, all credit facilities may then be withdrawn and the debtor will be unable to dine in Hall and in addition may be deprived of College accommodation by cancellation of their room fob. If battels remain unpaid thereafter, the debtor may be rusticated until the debt has been cleared. Those about to take Final Examinations must pay their Hilary Term battels by the 4th Week of Trinity Term, or they may face suspension. Junior Members with genuine and unavoidable financial difficulties should discuss their problems with the [Academic Registrar](#) or, in the case of graduates, with the [Tutor for Graduates](#), as soon as possible. Graduates should know that the College will not be able to give approval for transfer to or confirmation of DPhil status if a graduate has an outstanding battels or fees bill with the College.
The final battels bill for Finalists are sent out by the end of the 2nd week of July and are payable by direct debit by the end of July; credit beyond this date is not available. Interest will be charged at the present rate of 2% compounded monthly on overdue balances and legal action will be taken to ensure settlement.

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

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

### 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 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 by the end of 3rd Week of the term preceding the date of the proposed travel. Grants cannot be made for travel in the Long Vacation after Final Schools have been completed. Travel grants will only be awarded to those in good academic standing.

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

Further prizes are listed in Section 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.

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 Tutor for Graduates, 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. Application guidance is available from the College website.

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 Academic Office; forms are available from the racks 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 and the Deputy Hall Manager, Mr Neil Pinkney. Breakfast is 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>Days</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; doors for this service open at 1800 hrs and close promptly at 18:20 hrs - gowns are not worn but punctual attendance is required. Anyone arriving after 18:20 hrs 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. Meal service commences immediately after Grace at 19:20 hrs and members must arrive before Grace is announced. The Hall Manager and his staff are 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 or the Duty 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 by email by 11 a.m. on the day they are not intending to dine: mailto:hall.manager@chch.ox.ac.uk. 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 £2.71 per dinner on battels in advance. 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.

Junior Members with household incomes of £16,000 or less will normally receive a 50% subsidy on the ‘season-ticket’ for dinners. Undergraduates with household income above £16,000 and below £42,875.00 will normally 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 1st Week in any given term. Furthermore, they must specify at the time of signing-up, in writing (by email to battels@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 hall.manager@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 £4.04 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. Permission is not automatically given and each request will be considered on its merits. Junior Members should email the Steward. If permission is granted to opt out, then any dinners subsequently taken will be charged at the rate of £4.04 on battels. A member wishing to request permission to opt out of the dinner-season-ticket scheme must notify the Steward in writing, by Monday of 1st Week. Junior Members living-in will automatically be added into the dinner-season-ticket scheme in the following terms and therefore must follow the same process if they wish to be considered for opting out.

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. Anyone found to
be using another person’s card will be reported to the Junior Censor as this is considered fraud and an abuse of the system.

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 £2.50 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 £7.71 plus VAT (£9.26).

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. The method of payment is via prepaid credits to University cards or by contactless bank/credit card; cash is not accepted.

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

All undergraduates are also normally eligible for College rooms in their second, third and (where relevant) fourth years. Rooms are allocated at the end of Hilary Term and the beginning of Trinity Term through a ballot organised by the JCR and with the Steward’s Assistant and Accommodation Officer. Some rooms are reserved for musicians, for whom a separate ballot is organised. In the main ballot, Scholars, Exhibitioners and Academical Clerks take precedence in the selection of rooms, and then rooms are allocated to Commoners through the ballot. In the interests of fairness, no deviation from the system of room allocation may be made, unless a strong medical reason 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.f. 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 and the Liddell Building are considered to be ‘living in’. Those living elsewhere, including those living in 12 Abbey Road and 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 and vaping, 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.
Daily 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

<table>
<thead>
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<th>WEEKS 1 and 5</th>
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**c. Liddell Building Room Inspection Schedule**

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d. Maintenance, Decoration and Servicing

The House and Deputy House Managers are the Senior Members of the Steward’s staff responsible for the management of College accommodation (except for the Liddell Building - see below). Scouts work under the House Managers’ direction. Scouts’ 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 keeping rooms tidy enough to permit cleaning. Regular daily access (Monday – Friday inclusive) is required by the Scout for the emptying of bins and to clean the washbasin. Residents may expect their rooms to be cleaned comprehensively once a week during Full Term. A reduced service is provided out of Full Term and no scouting service is provided during the closed periods at Christmas and Easter. During these periods Junior Members are expected to keep their rooms clean and tidy and to dispose of rubbish in the main refuse bins located in the Meadow and St Aldate’s; the same procedure applies at Liddell and the outside properties.

The need for civilised standards of personal hygiene and behaviour is obvious; therefore, pets (including fish) may not be kept in College. Rooms must be left in especially good order at the end of term, since conference delegates and Open Day visitors are accommodated during the Easter, Christmas and Long Vacations; Admissions candidates are also accommodated during the Christmas Vacation.

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

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

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

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

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

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

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

Rooms are redecorated in rotation: particular requests and enquiries may be directed to the Steward at chchsteward@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. All Junior members are asked to ensure that they use the recycling bins provided correctly.

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 and that recycling is correctly carried out. College staff or contractors will maintain gardens and grounds. Reduced scouting is provided outside Full Term and no scouting is provided during College closed periods; occupants are expected to keep their rooms and public spaces clean and tidy and to remove and dispose of rubbish on a regular basis outside of Full Term.

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

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

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

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

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

e. Smoking, vaping and Illegal Drugs in College-owned buildings

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

Illegal drugs (e.g. cannabis, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, crack, etc) must in no circumstances be brought within the College or any College-owned premises, including in housing outside the main curtilage, and any infringement of this rule will result in severe penalties. The disciplinary framework for dealing with infractions of the College’s smoking and
vaping, drugs and alcohol policies in any College-owned building, including housing outside the main curtilage, is detailed in Section 8.10 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 £6.82 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 her staff endeavour to ensure that conferences take place with the least possible inconvenience to members of the House. Conference bookings are not normally taken for 0th or 9th Weeks (though in 9th Week of Michaelmas term and 10th Week of Trinity term most rooms are required for Admissions candidates/Open Day visitors), and during the Easter Vacation the number of conference delegates is restricted so as to leave a limited number of rooms free for 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 1, 2, 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 09:30 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 £32 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.

I. 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 CO₂. The institution is aware of its own corporate social responsibility and has introduced an energy reduction policy and aims to be carbon neutral by 2025. Christ Church is aware of the significance of this challenge, and its own responsibility in achieving it. The community has also committed itself to sensible good-practice fuel economy measures by all its members with the mantra Switch It Off – Turn it Down.

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

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

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

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

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

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 and vaping is not allowed inside any of the buildings.*

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

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. See also the following video: [https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx](https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx)

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.a).
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 Censors’ Office 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, and Junior Members must ensure that the information on the Student Self Service is kept up-to-date.

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 Academic Office will send out application forms in late February for College flats available in the following year.

By University regulation, no undergraduate may reside outside a six-mile limit. This rule will only be relaxed in exceptional circumstances 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 https://www.ox.ac.uk/students/academic/student-handbook?wssl=1
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 0th Week – Friday 10th 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 and vaping
Smoking and vaping are not permitted in any part of the Library or on the Library steps. The closest designated smoking and vaping 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.
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 https://print.chch.ox.ac.uk for further details).

The facilities are available only to members of Christ Church, who are expected to be careful and considerate. Rules for proper use of the computing facilities (including rules on computer etiquette) are available in the 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 and vaping, 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. 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](http://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/](http://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](http://www.it.ox.ac.uk/want/get-started/security/antivirus)). Please note that any infected machines may be quarantined automatically from the network, meaning that they will no longer be able to access University information and resources until the issue is resolved.

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:

1. wireless routers and bridges;
2. wireless printers (permitted if wireless is disabled); and
3. 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 can book College lecture rooms, the Sir Michael Dummett Lecture Theatre, or the Exhibition Space, for meetings of societies and clubs, discussion groups etc., from 0th week through 9th week (in Michaelmas Term, through 8th week). To make a booking, Junior Members should email a completed Party and Event form to the Censors’ Office at least 48 hours in advance, or by 9am on a Thursday for weekend events. The booking form is available on the College website—see also Section 7.3, ‘Parties and Other Events in College.’

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

Only registered College clubs or societies may book public rooms or spaces in the College—for what is required to register, please see Section 7.1 or contact the Censors’ Office for information. If a booking is for an Oxford University registered or branded society, you must abide by the University’s Code of Conduct for Meetings and Events, which applies even to events held on College premises. See: http://www.proctors.ox.ac.uk/meetingsandevents/

Please also refer to the College’s Freedom of Speech Policy in Section 8.6.

**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, Professor Steven Grahl via his PA, Florence Maskell, from whom the Music Room rules may be obtained.

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

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

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

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 Censors’ Office. 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

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.

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 on the College website.

Parties are defined on the main site as any gathering of eight 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 Steward’s Office, as appropriate.
For parties in your College rooms, except in Liddell, email the form to censors.office@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 censors.office@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 conference.office@chch.ox.ac.uk.

Forms must be submitted at least 48 hours in advance, or by 9am on a Thursday for weekend events—or two weeks in advance for the McKenna Room and Cathedral Garden. Note that you may be asked to meet in person with the Junior Censor or a member of their team if there are questions or concerns about your request.

Only registered College clubs or societies may book public rooms or spaces in College—for what is required to register, please see Section 7.1 or contact the Censors’ Office for information. If a booking is for an Oxford University registered or branded society, you must abide by the University’s Code of Conduct for Meetings and Events, which applies even to events held on College premises. See: http://www.proctors.ox.ac.uk/meetingsandevents/.

Please also refer to the College’s Freedom of Speech Policy in Section 8.6.

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. If additional security is required for an event, hosts will be told in advance of the costs they will be charged.

b. Permission will not be given for parties to use more than one room/set/flat or to use corridors or staircases. Only one party per staircase is allowed at the same time for reasons of fire safety and no more than three parties may be held on the main site on any given night, with no more than two parties on any given night in other College properties, including Liddell.

c. Hosts are not permitted to lend their own room(s) or public rooms/spaces booked in College (incl. in Liddell) to persons outside Christ Church for parties or events. Unless the Junior Censor has given special dispensation, the organiser must be present throughout the party or
event and a substantial number of guests must be from Christ Church. Hosts take full responsibility for the conduct of guests and will be subject to disciplinary measures if there are any problems. They must make it clear to all guests that misconduct will not be tolerated.

d. Parties must finish by 11.00 pm, except for those held on Fridays or Saturdays, which must finish by midnight. 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 eight or more people remain together, including residents. Host(s) must ensure that parties finish on time and any guests who are not members of Christ Church 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 and vaping, alcohol and illegal drugs. (See Section 7.4, ‘Noise and Other Disturbance’ and Section 8.9, ‘Policy on Illegal Drugs, Alcohol Abuse, Smoking and Vaping’.) 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 11.00 pm, or by midnight on Fridays and Saturdays.

h. Hosts must ensure that rooms/spaces 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, as will any related staff time. Hosts are also responsible for any fire extinguishers or alarms that are set off during parties and events, including the resulting refilling/resetting costs and fines.

i. The College’s social media policies (see Section 8.8, ‘Social Media Guidance’) should be adhered to in regards to taking or sharing images taken at parties and 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, but are normally booked for clubs and societies. 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. Please also refer to the College’s Freedom of Speech Policy in Section 8.6.

Additional information about booking public rooms and spaces (including maximum numbers):

i. **Handel Davies Room, Liddell Building**: available for registered clubs and societies and for private parties. Maximum number of guests: 80. Other conditions: Self-catered food and drink is permitted, but hosts must tidy up or they will be charged staff time for any cleaning.
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 in the Steward’s Office, who will also indicate the last date by which final numbers (incl. requests for special meals) must be confirmed. Dinner begins at 8pm and the room must be vacated by 10:30pm. Pre-dinner drinks can be arranged in the Buttery Bar at 7:30. Hosts must tidy up or will be charged for staff time if further cleaning is required.

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. Hosts must tidy up or will be charged for staff time to clean up.

iv. **Lecture Rooms, Lecture Theatre and Exhibition Space**: available for registered clubs and societies from 0th Week through 8th Week. Maximum numbers should not exceed 120 in the Lecture Theatre, 60 in the Exhibition Space, 40 in Lecture Room 1 and 35 in Lecture Room 2. No food or drink is allowed in the Lecture Rooms or Lecture Theatre. Hosts must tidy up any self-catered food and drink in the Exhibition Space, with charges if additional cleaning is required.

### 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, Cripley 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 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. Bookings may be made for one-hour slots only. The courts are to be used solely for playing squash, and appropriate white-soled footwear must be worn at all times. Further details are available from the Senior Treasurer of the Amalgamated Clubs, Professor Jason Davis (tel. (2)76243.

c. Sports Ground
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. Junior Members are expected to abide by the University rules relating to particular sports, which can be found on the University Sports website at www.sport.ox.ac.uk/sportfed/safety/.

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

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

d. Gym
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 Junior Members.
8. POLICIES AND PROCEDURES

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

8.1 CHRIST CHURCH EQUALITY POLICY

Christ Church welcomes diversity amongst its Junior Members, staff and visitors, recognising the particular contributions to the achievement of our statutory objects that can be made by individuals from a wide range of backgrounds and experiences. Christ Church aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, Christ Church is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all Junior Members are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training. Christ Church’s policy statement is supported by employment equal opportunities policy, codes of practice for staff, and Christ Church rules on harassment.

Christ Church’s Equality Policy can be found on the College website: https://www.chch.ox.ac.uk/equality-policy

8.2 COMPLAINTS PROCEDURE (JUNIOR MEMBERS)

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

Christ Church’s Complaints Procedure can be found on the College website: https://www.chch.ox.ac.uk/complaints-procedure-junior-members

8.3 HARASSMENT POLICY & PROCEDURES

Christ Church affirms its commitment to ensuring a humane, fair and supportive environment in which the rights and freedoms of all persons and groups of persons are respected, for all its members, employees and visitors. Christ Church is committed to protecting members, employees, and any other person for whom the College has a special responsibility from any form of harassment which might inhibit them from pursuing their work or studies or from making proper use of College facilities, or substantially reduce their quality of life. Complaints of harassment will be taken seriously and may lead to disciplinary proceedings.

Christ Church’s harassment policy can be found on the College website: https://www.chch.ox.ac.uk/harassment-policy
8.4 TRANSGENDER POLICY

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

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

8.5 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. Freedom of Speech Policy
   See Section 8.6 for Christ Church’s Freedom of Speech Policy.

c. Policy in Relation to Events
   i. Christ Church is committed to freedom of expression and seeks to restrict expression only when it violates the law.
   ii. Internal and external speakers and audiences are reminded of their responsibilities to observe Christ Church’s policies on harassment and to conduct a civil academic discussion. If an event is likely to cause security concerns, the Dean reserves the right to relocate that event to premises where the safety of all participants can be properly protected.

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

8.6 FREEDOM OF SPEECH POLICY

Free speech allows Junior Members, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Christ Church’s Freedom of Speech Policy can be found on the College website: https://www.chch.ox.ac.uk/freedom-speech-policy

8.7 PRIVACY POLICY

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.

Christ Church’s Privacy Policy can be found on the College website: https://www.chch.ox.ac.uk/privacy-policy

8.8 SOCIAL MEDIA GUIDANCE

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

Student newspapers are always on the 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.

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

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

Junior Members should also refer to the UAS Proctors’ Office Social Media Guidance: https://academic.admin.ox.ac.uk/social-media-guidance
### 8.9 POLICY ON ILLEGAL DRUGS, ALCOHOL ABUSE, SMOKING AND VAPING

#### a. College Policy on Illegal Drugs

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

Possession, use or supply of illegal drugs (e.g. cannabis, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, crack, etc) on College premises is strictly forbidden. The use of illegal drugs in College is no different from use outside the University, and is subject to the same laws. The Censors cannot, and would not wish to, prevent police officers entering the College on drug-related investigations.

The College’s policy on illegal drugs is in effect in any College-owned building, including housing outside the curtilage located in St Aldate’s Quad, 117 St Aldate’s, Abbey Road (including no.12), Botley Road, Cripley Road, and the Liddell 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 and vaping
Christ Church is a no smoking / vaping 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 and vaping are 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 or vaping in study bedrooms to the Junior Censor who will impose fines accordingly. Porters will take names of any Junior Member seen smoking or vaping outside designated smoking / vaping areas and pass these on to the Junior Censor for similar punishment. Please remember that smoking and vaping represent a Health and Safety Concern in addition to its impact on other Junior Members.
8.10 DISCIPLINARY PROCEDURES

8.10.1 NON-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), rustication (temporary suspension), or sending down (permanent expulsion) the matter will be referred by the Junior Censor in writing to a Disciplinary Panel consisting of the Senior Censor and at least two members of Governing Body not connected with the case. The Disciplinary Panel may penalise serious breaches of College rules by the levying of fines, by limiting the use of College facilities including the deprivation of rooms in College, or in College-owned accommodation outside the main curtilage, by rustication or by sending down, as appropriate. A person appearing before a Disciplinary Panel will be sent a copy of the Junior Censor’s written referral, and given written guidelines about the Panel and its procedures.

The College has separate disciplinary rules and procedures for the investigation of complaints of harassment: see Section 8.3.

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

8.10.2 ACADEMIC DISCIPLINARY PROCEDURE

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

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 rustication (temporary suspension) or sending down (permanent termination of the undergraduate’s course). The Subject Tutor(s) will advise on the appropriate conditions (including any appropriate levels of attainment). Where possible, these will be agreed between the Senior Censor and the undergraduate, but in the event of disagreement the Senior Censor shall decide upon the matter taking into account the advice of the Subject Tutor(s). The conditions shall be set out in writing and communicated to the undergraduate, together with a statement of the possible consequences of non-compliance or failure to meet the conditions. If the undergraduate thinks that any conditions demanded are unreasonable, they may appeal to the Academic Disciplinary Board (see 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 rusticated or sent down.

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

Along with the undergraduate and anyone accompanying them, the Subject Tutor(s) and the Senior Censor involved in the presentation of the case against the undergraduate will withdraw before a decision is made.
The Academic Disciplinary Board will ensure that a careful record is made of the proceedings, clearly setting out the grounds for action, the factors that were taken into account, the final decision and the means by which that decision was reached.

The penalties available to the Academic Disciplinary Board are suspension of studies for such 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.

c. 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.

d. Exceptional Cases
In exceptional cases where the Senior Censor decides that it is inappropriate to initiate a process of academic rehabilitation, the Senior Censor, in consultation with the undergraduate’s Subject Tutor(s), may recommend that the undergraduate be rusticated or sent down without implementing preliminary procedures. In such cases the matter will be dealt with directly by the Academic Disciplinary Board at a Formal Disciplinary Hearing.
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 PA: pa.dean@chch.ox.ac.uk.

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

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.

Senior Censor
Academic problems which cannot be resolved by Tutors.
Professor Geraldine Johnson: tel. (2)76159
email: senior.censor@chch.ox.ac.uk

Junior Censor
Absence during term; approval of societies; welfare concerns.
Professor Dirk Aarts: tel. (via Mrs Jackie Webber) (2)76182
email: junior.censor@chch.ox.ac.uk
Tom 8, Second Floor

Tutor for Graduates
Professor Edwin Simpson: tel. (2)76158
email: academic.office@chch.ox.ac.uk

ACADEMIC OFFICE: Tom 8, First Floor: tel. (2)76158
The Academic Office deals with most academic administration relating to Junior Members and is open from 10:00 to 12:00 and 14:00 to 16:00 Monday to Friday.

Academic Registrar
Financial assistance; problems with LEA grants; examination arrangements; extensions; extenuating circumstances.
Ms Helen Etty: tel. (2)76157 (based in the Censors’ Office)
email: academic.registrar@chch.ox.ac.uk

Tutorial Administrator
Booking of lecture theatre, lecture and seminar rooms, payment of Junior Censor fines, permission for parties
Mrs Jackie Webber; tel (2)76182
email: censors.office@chch.ox.ac.uk

Graduate Administrator
On-course student administration
Ms Melanie Radburn: tel. (2)76158
email: academic.office@chch.ox.ac.uk

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

ADMISSIONS OFFICE: Tom 8, Top Floor

Admissions Officer
Mrs Sally Boardman: tel. 76196
Open Days and admissions  email: admissions@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 battels.

Steward  Ms Pauline Linières-Hartley: tel. (2)86580
email: chchsteward@chch.ox.ac.uk/pauline.linierehartley@chch.ox.ac.uk

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

All accommodation enquiries including vacation residence

The Manciple  Ms Jacqueline Billington, 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

Conference Assistant  Mrs Emma Timms: tel. (2)86848
email: conferenceoffice@chch.ox.ac.uk

Booking of College guest rooms

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

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
Mrs Karen Fisk: tel. (2)76268
email: house.manager@chch.ox.ac.uk
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
Mail, messages, email: lodge@chch.ox.ac.uk fire and security

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

LIDDELL BUILDING

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
e-mail: chaplain@chch.ox.ac.uk

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

College Nurse
Ms Millicent Curran: tel. (2)76176
Killcanon 2
e-mail: 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
e-mail: it-help@chch.ox.ac.uk

Head of the JICTS
Mr Simon Thomson
e-mail: simon.thomson@pmb.ox.ac.uk

Deputy
Mr Andrew Middleton
e-mail: andrew.middleton@chch.ox.ac.uk

Senior IT Officer
Professor Kevin McGerty
e-mail: kevin.mcgerty@chch.ox.ac.uk
10 RESOURCES AND LINKS

a. College Resources

Contacts
As phone signals can be unreliable there are internal telephones in most staircases which can be used to call the lodge: Tel.: 76150.

There is also a dedicated emergency mobile in the lodge which is set up to receive WhatsApp messages over the internet which should only be used for contact in an emergency situation and only when it is not possible to call from a mobile phone to the main lodge telephone (01865 276150).

All residents are asked to:

1. Ensure WhatsApp is installed on their mobile phone and
2. Add Christ Church Lodge with the mobile number 07540 297870 into their contacts.

College Website
www.chch.ox.ac.uk

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.co.uk

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

Welfare and Support
www.ox.ac.uk/students/welfare/counselling
www.ox.ac.uk/students/welfare/disability
www.ox.ac.uk/students/academic/guidance/skills/plagiarism
www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support?wssl=1

www.admin.ox.ac.uk/edc/casemanagement/fitnesstostudy
www.admin.ox.ac.uk/aad/swss/disability/commonframework
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#_Toc281423342
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/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