



WORCESTER COLLEGE GRADUATE HANDBOOK

2010-2011

GRADUATE HANDBOOK 2010 - 2011

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1. INTRODUCTION

Welcome to Worcester.

It is hoped that this handbook will be an invaluable aid throughout your time at Worcester. At the back of the handbook is a glossary of terms which may not be understood outside Oxford. You should refer to this if you come across an unfamiliar word or expression in the text which follows. You should also note that throughout the handbook College Officers, student representatives, etc., are referred to by their title. To discover their names, you should consult the section entitled **Who's Who**.

Important note: This Handbook is issued subject to certain conditions (see back cover).

2. A BRIEF HISTORY OF THE COLLEGE

The College, under its present name, dates from 1714, but some of the buildings are among the oldest in the University. In 1283 the great Benedictine Abbey of St Peter at Gloucester founded Gloucester College, as a place of study for thirteen monks of the Abbey. The other English Benedictine Houses, whose students were living in scattered lodgings when they were sent to Oxford, recognised the advantages of bringing their students together. They obtained permission from the Abbey at Gloucester to share the house at Oxford and to add several lodgings to the existing buildings, until there were fifteen abbeys with lodgings in Gloucester College. The dissolution of the monasteries in about 1539 ended the existence of Gloucester College and its Chapel and Library were reduced to ruin. The buildings still remaining from this period are the row of 'cottages' on the south side of the Front Quad, Pump Quad and Staircases 1 and 2.

In 1542 the College buildings were granted to Robert King, the first bishop of Oxford, and he probably occupied them as his palace until he moved into the Palace in St Aldate's (Bishop King's Palace). In 1560 the buildings were purchased by Sir Thomas White, the founder of St John's College and they became Gloucester Hall. For the next 150 years the Hall had a chequered history and from 1660 its fortunes more or less steadily declined.

In 1714 the Hall was re-founded as Worcester College after a Worcestershire baronet, Sir Thomas Cookes, left a benefaction for the foundation of a new College. Building of the new College was begun in 1720 but because of lack of funds the building programme proceeded in fits and starts. The medieval cottages on the south side of the main quad were to have been demolished and replaced by a further classical range, but survived because money for this purpose was never available; the Hall and Chapel, with interiors by James Wyatt, were not completed until the 1770s. Wyatt also redesigned the Northern 'Terrace' building, which was completed with the Provost's Lodgings, by Henry Keene, in 1776. In 1864 the Chapel was extensively redecorated and refurbished by William Burges. Thus one of Worcester's architectural distinctions is that it brings together on a single site the work of four major architects: Hawksmoor, Wyatt, Keene and Burges.

Over the past fifty years several residential blocks for undergraduates and graduates have been added, thanks largely to a series of generous benefactions. The most recent are the much acclaimed Sainsbury building (1994), the Franks Building (1999), the Earl Building (2006), and the Ruskin Lane Building (2008). The renovation of Staircase 24 and properties on Beaumont Street was completed in 2008 and renovation of the Wolfson and Casson buildings was completed in 2009.

Although Worcester is close to the centre of Oxford today, it was at the edge of the city in the eighteenth-century. In the long run this was an asset, since it has allowed the College to have its sports fields within the grounds and to retain very extensive gardens, which are as much of an attraction to visitors as our architecture.

Page 7 to be replaced by map of the College

3. ARRIVAL

1. THE BEGINNING OF TERM & ARRIVAL ARRANGEMENTS

All new graduates are required to arrive by Monday 4th October. This is called Monday of 0th week ('noughth' week), the week when students and academic staff prepare for the coming term. If you are required for your course to arrive earlier than this you will be notified by the relevant Faculty or Department. Although new graduates must be in residence by the beginning of 0th week, many students find they need to arrive during the previous week, in order to settle into Oxford and to familiarise themselves with the University and city. International students may wish to attend the University's Orientation Programme. Hence, these two weeks tend to be very busy. Whatever your circumstances, please communicate your arrival date to the Graduate Officer, who will then make the appropriate arrangements.

There are frequent, direct bus services to Oxford from Heathrow and Gatwick Airports. The bus station is just across the road from the College (see map enclosed). Timetables for these bus services can be found at www.oxfordbus.co.uk/main.php?page_id=23 When loading the luggage at the airport the driver will ask for your destination; say Gloucester (pronounced Gloster) Green. International students arriving for the Orientation Programme should note that the University will be running a "Meet and Greet" service at Heathrow's central bus station. Further information about times etc can be found at <http://www.ox.ac.uk/students/new/meet/> The Oxford railway station is about a seven-minute walk from College.

Students who will be living in College accommodation should proceed directly to the Porters' Lodge on arrival. The Lodge (see map) is staffed 24 hours a day, 7 days a week and the Porters there will issue students' room keys and college cards (access control and catering card). The Porters will also direct you to your room. If you arrive before 1st October you must see the Accommodation Manager in staircase 14, room 1 as soon as possible to pay the rent due up to and including 30th September.

You are advised to be aware of security as you move in; please remember to lock your door whenever you leave your room even when loading/unloading your belongings, and ensure that all doors fitted with a security lock are closed fully. This will help to protect your property and that of other students.

As soon as possible after arrival all new graduate students must see the Graduate Officer in the Besse Building (office hours are Monday-Friday 9.30 a.m. – 2.30 p.m.. She will give students their University Card (for library/departmental access and identification within the University) and various information. This will form part of the registration process and will also enable new graduates to access the necessary IT facilities.

Graduates will also need to see the Head of Security in Staircase 14, room 1 to collect a laundry card, if required (see page 12 for more information). You should check the notice boards near the College entrance and outside the Graduate Office in the Besse Building on arrival and continue to do so on a regular basis throughout your time at the College. Also, check your pigeon-hole in Staircase 15, Pump Quad (this is where all your letters/notes will be sent) where you will find information from the College, tutors, societies wanting your membership, etc. All current students must check their university email accounts regularly for communications from the College and University.

2. THINGS YOU WILL NEED TO BRING WITH YOU

- (i) **Your deposit (if you have not already sent it in advance as requested).** The College requires payment of a deposit (see also section 7, *Finance*). The deposit is £500 for graduates living in College single accommodation and £100 for graduates living in privately-owned or rented accommodation. Students living in the College's graduate flats are required to pay a deposit of £750. If paying by cheque, this should be given to the Graduate Officer on arrival. You can also pay by debit card or credit card, but there will be a charge for paying by credit card. *Please note that non-advance payment of this deposit will result in a significant delay in your registration and restriction of access to IT facilities. University Cards will be withheld until the deposit is received.*
- (ii) **Identification.** You will need to bring proof of identity with you for registration with banks and other organisations as required. You should bring with you the original letters received from your Department/Faculty and College offering you a place at the University together with any official identification card and/or passport you may already hold. If you do not already have a UK bank account you will need to open one to use whilst you are in Oxford. Please refer to the International Student Guide which can be found at <http://www.ox.ac.uk/students/new/> - it provides detailed information about opening a bank account. International students should not rely on being able to open a bank account immediately, it can sometimes take a number of weeks to open an account and you should be aware of this potential delay⁶ when planning your finances for the first month of your course. You may be able to start the process before leaving home. Please contact the Graduate Officer if you require a letter from the college confirming your student status.
- (iii) **Academic Dress.** For University examinations and official ceremonies, (such as 'matriculation', which formally admits you to the University), 'subfusc' is worn. See page 15.

4. WHO'S WHO

As a graduate student your academic progress and general welfare are the responsibility of the **Tutor for Graduates (Dr Richard Earl)**.

The Tutor for Graduates is supported by the **Graduate Officer (Cath Fraser)** and the Academic Registrar (Dr Jane Gover). **The Graduate Officer should be your first point of contact for all queries.** Her office is on the first floor in the Besse Building and her office hours are Monday to Friday 9.30 a.m. – 2.30 p.m. (email: cath.fraser@worc.ox.ac.uk phone: (01865) (2)78352).

1. MEMBERSHIP OF THE COLLEGE

Membership of the College consists of the Provost, 30 Tutorial Fellows, 16 Professorial and Supernumerary Fellows, 2 Non-tutorial Fellows, 11 Senior Research Fellows and 16 Junior Research Fellows. In addition to these the SCR (Senior Common Room) includes Lecturers (tutors who are not Fellows). The Statutes decree that the Provost and Fellows, who comprise the Governing Body of the College, are responsible for making the College by-laws, regulations and decisions for ensuring the smooth running of the College. The Governing Body delegates powers to particular College committees and College officers. The Graduate students, who number approximately 200, form the Middle Common Room (MCR), and undergraduates, numbering approximately 400, form the Junior Common Room (JCR). All student members, both undergraduate and graduate, are often commonly referred to as ‘Junior Members’. Although not by statute members of the College, the administrative, domestic and maintenance staff play a very important part in the smooth functioning of the College.

2. COMMON ROOM AND REPRESENTATION

Each Common Room - Senior, Middle and Junior - has its own physical location providing facilities for relaxation and leisure. The MCR and JCR are also the names given to the groupings of all graduates and undergraduates which elect officers to serve as representatives. These officers, particularly the Presidents, represent the interests of the MCR and JCR respectively at various committees called by the Governing Body, and, ultimately, at the Governing Body itself. Outside the College the MCR is affiliated to the Oxford University Student Union (OUSU). Graduate students are automatically members of both the MCR and the JCR.

3. MAIN OFFICERS OF THE COLLEGE

The Provost (Mr Richard Smethurst) is the head of the College, and chairs the Governing Body, where all matters pertinent to the running of the College are discussed.

The Vice-Provost (Dr Josephine Quinn) deputises in the Provost's absence.

The Senior Tutor (Dr Stephen Williams) has overall responsibility for academic matters within the college; he is supported by the Academic Registrar.

The Tutor for Graduates (Dr Richard Earl) oversees the academic progress and general welfare of all graduate students within the College, supported by the Graduate Officer and the Academic Registrar.

The Dean (Dr Peter Darrah), supported by the resident Assistant Dean (May Chan), and the resident Junior Deans (Nahal Khabbazbashi and Daniela Simone) have responsibility for the general welfare of students, and their non-academic behaviour and discipline. In the event of an emergency these people should be contacted first (via the Porters' Lodge if necessary). The Dean (in conjunction with the Domestic Bursar) also has overall responsibility for the Porters' Lodge, although its daily routine is supervised by the Head of Security.

The Chaplain (Revd. Dr Jonathan Arnold) is a priest of the Church of England and conducts religious services within the College. He is available to all members of the College, of any denomination or faith, or of none, for consultation in the strictest confidence on any pastoral matter.

The Tutor for Women (Dr Elisabeth Dutton) is responsible for matters particularly concerning the welfare of female students.

The College Nurse is available for consultation about health matters (see page 20).

The Librarian (Dr Joanna Parker) is responsible for the day-to-day administration of the Library, under the general direction of the Fellow Librarian and Keeper of the Archives, Dr Scott Scullion.

The Chairman of the Computing Committee (Prof. Endre Süli) has responsibility for computing provision within the College. He is supported by the Computing Manager (Dr Karen James), who is responsible for the day-to-day maintenance of computing facilities.

The Secretary of the Scholarships and Grants Committee (Dr Richard Earl) is the first point of contact for applications for awards and hardship funds.

The Dean of Degrees (Mr Francis Lamport) represents the College at matriculation and degree ceremonies. The Deputy Dean of Degrees (Dr Scott Scullion) does so in his absence.

The Senior Treasurer of Amalgamated Clubs (Prof. Andrew Carr) oversees the finance and general administration of all sports, societies and clubs within the College.

The Garden Master (Prof. Alan Ware) is responsible for the maintenance of all College grounds except the sports field. He must be consulted for any event involving the gardens such as the Buskins (Worcester Drama Society) staging an outdoor play.

4. COLLEGE STAFF

The Academic Registrar (Dr Jane Gover) and her staff are responsible for the academic side of College administration, including University examinations and arrangements for Degree Days.

The Graduate Officer (Ms Cath Fraser) assists the Tutor for Graduates in administering the admission and ongoing academic welfare of the graduate community. **The Graduate Officer is located in the Besse Building and should be your first point of contact for all queries either in person or by email.**

The Estates Bursar (Mr Andrew Jardine), the College Accountant (Mr Graham Jowett) and the Accounts staff are responsible for financial administration in the College.

The Domestic Bursar (Mr Stephen Dyer) is in charge of domestic administration within the College. All domestic staff ultimately report to him. He is supported by the Accommodation Manager (Mrs Nighat Malik).

The Head of Security (Mr David Roche) is the senior porter who is also in charge of College security.

The Conference Administrator (Ms Karen Wirdnam) is responsible for organising conferences at the College.

All College staff should be treated with respect and consideration. Breaches are regarded as disciplinary offences and will be referred to the Dean. Any complaint against a member of staff should be made to his/her Head of Department, the Domestic Bursar or the Dean.

The Academic and Finance offices are located in the Besse Building (open 8.30am-1.00pm and 2.15pm-5.00pm Monday to Friday)

5. COLLEGE COMMITTEES

Additional 'Moral Tutors' Panel:

Professor Heather Viles
Professor Tony Blakeborough
Mr Donal Nolan
Dr Richard Earl
Dr Paul Azzopardi
Ms Cathryn Costello
Dr Laura Ashe

Advisory Panel for Harassment:

Professor Heather Viles
Professor Alan Ware
2 members of the non-academic staff
1 graduate
1 undergraduate
Ex officio: Tutor for Women,
JCR and MCR welfare representatives

Disciplinary Appeals Panel:

Provost (Chairman)
Ms Cathryn Costello
Mr Donal Nolan
Professor Julian Roberts
Dr Rory Bowden
Professor Deborah Cameron

6. JCR AND MCR COMMITTEES

JCR Officers:

| | |
|---------------------------|---------------------|
| President: | Julien Anani-Isaac |
| Vice-President/Treasurer: | Anand Patel |
| Secretary: | Alexander Short |
| 1 st Year Rep: | Helena Longair |
| Entz Rep: | David Neary |
| Entz Secretary: | Katie Rose |
| Entz Treasurer: | Lucy Gregory |
| Sports Rep: | Tom Crewe |
| Arts Rep: | Liam Steward-George |
| OUSU Rep: | Lucie Coussmaker |
| Charities Rep: | Elizabeth Bell |
| Women's Welfare Rep: | Emily Horn |
| Men's Welfare Rep: | Julian Austin |
| Housing/Internal affairs: | Josh Alexander |
| LGBT Rep: | David Legg |
| Admissions/Careers Rep: | Rebecca Gillie |
| Environment Rep: | Lois Howarth |
| Food/Bar Rep: | George Pidgeon |
| Computer Rep: | George Harding |
| Newsletter Editor: | Ella Thurston |

MCR Officers:

| | |
|---------------------|-------------------------------------|
| President: | Jamie Frost |
| Treasurer: | John Pearson |
| Secretary: | Tomi Johnson |
| Welfare Officer: | tba |
| Social Secretaries: | Antonios Kouroutakis & Jim Fouracre |
| IT Officer: | tba |
| Sports Rep: | Jack Wright |
| Green Rep: | Laith Tapper |
| Bar Manager (MCR): | Marc Haas |
| OUSU Rep: | tba |
| Charities Officer: | Samantha Fernando |

Note: JCR and MCR Officers will vary from year to year; some of the College Officers and staff may do so too.

5. ACADEMIC MATTERS

The College was founded for educational purposes: it is an educational institution and Junior Members are selected by reference to their academic ability and potential. Academic work must accordingly have the first claim on the time and effort of all Junior Members. Much of what follows is intended to make clear the principles adopted by the College to ensure that Junior Members make this their priority.

Your time as an Oxford student is governed by the terms and conditions in your Oxford University and Worcester College student contracts.

1. THE ACADEMIC YEAR

Graduates are resident for most of the calendar year and sometimes meet their supervisors outside term, but most lectures and classes take place during the three 8-week terms. The standard dates for the academic year 2010-2011 are:

| | |
|------------------------|--|
| Michaelmas Term | Thursday 7 October to Saturday 4 December 2010 (except Freshers) |
| Hilary Term | Thursday 13 January to Saturday 12 March 2011 |
| Trinity Term | Thursday 28 April to Saturday 25 June 2011 |

The standard dates for the following 3 academic years are:

| | | | | |
|------------------|-----------------|------------------|---|----------------|
| 2011-2012 | Michaelmas Term | Thurs 6 October | - | Sat 3 December |
| | Hilary Term | Thurs 12 January | - | Sat 10 March |
| | Trinity Term | Thurs 19 April | - | Sat 16 June |
| 2012-13 | Michaelmas Term | Thurs 4 October | - | Sat 1 December |
| | Hilary Term | Thurs 10 January | - | Sat 9 March |
| | Trinity Term | Thurs 18 April | - | Sat 15 June |
| 2013-14 | Michaelmas Term | Thurs 10 October | - | Sat 7 December |
| | Hilary Term | Thurs 16 January | - | Sat 15 March |
| | Trinity Term | Thurs 24 April | - | Sat 21 June |

2. ANNUAL REGISTRATION

All students must register with the University at the beginning of each academic year.

You need to be registered in order to:

- Attend your course (programme of study)
- Use your University email account
- Obtain your University Card/keep your University Card valid
- Be eligible to take University examinations and gain access to your results
- Print a certificate of enrolment
- Release your loan from the UK Student Loans Company or your sponsor/awarding body (where appropriate)

You can register on-line by accessing the University's Student Self Service site at www.ox.ac.uk/students. Freshers will be sent their user name and activation code by email. It is recommended that you complete the on-line registration process before you arrive in Oxford. Those students who are unable to complete the on-line registration process on-line before coming to Oxford must do so by **15 October 2010** at the latest.

Please note that the University will charge £10 to replace a lost University Card, and that this sum must normally be paid on-line before a replacement is issued. If your card has been stolen it will be replaced for free providing that you are able to produce a crime number.

3. ACADEMIC DRESS

For University examinations and official ceremonies (such as 'matriculation', which formally admits you to the University) subfusc is worn:

- Men will need a dark suit, dark socks, black shoes, a plain white shirt, white bow tie and mortar board. Made-up bow ties can readily be bought in Oxford. It would be a good idea to bring a couple of ordinary ties with you too.
- Women will require a white blouse, black tie (black velvet ribbon), dark skirt or trousers, black stockings/tights, black shoes and a mortar board or a soft cap, and, if desired, a dark coat.
- Graduates of other universities reading for higher degrees, diplomas, and the PGCE should wear either the Graduate Student's gown or the academic dress of their former university. Graduates of other universities reading for a BA must wear a commoner's gown. Graduates of other universities reading for other certificates should wear either a commoner's gown or the academic dress of their former university.
- Visiting Students need only a commoner's gown (not full subfusc).

For the gown, tie and mortar board/cap, go to either Ede and Ravenscroft at 119 High Street, Tel: (01865) 242756, Shepherd & Woodward at 109 High Street, Tel: (01865) 249491, The Varsity Shop (Castell's) at 13 Broad Street (01865) 763859, or Walters at 10 Turl Street, Tel: (01865) 241848. Alternatively, the College porters or OUSU (Oxford University Students' Union, Thomas Hull House, Bonn Square) may be able to help with a second-hand gown if you are quick.

There are a number of black-tie events during the year; it may therefore be an idea for men who do not have a dinner jacket ('DJ' or tuxedo) to see if they can find a cheap one, although on occasion it may be possible to borrow one.

4. UNIVERSITY EXAMINATIONS

Students whose degree programmes include core assessment units only will be automatically entered for the appropriate papers once registration is complete. Students will receive a confirmation of entry.

Students whose degree programmes include core and optional assessment units will need to complete an exam entry form for the optional units. Entry forms are circulated by the Academic Office and a reminder of exam entry dates is posted on the notice board outside the Lodge prior to deadlines. It remains the personal responsibility of the student

to ensure that their examination entry is submitted on time: late entry fees are imposed by the University.

Certain requests for special examination arrangements must be made at the same time as entering for University Examinations. Students who are automatically entered for examinations and who have special requests must contact the Academic Office directly.

The College will take a very serious view of refusal to take examinations at the proper time without good reason. It should be pointed out that in such a case, and in the rare and unfortunate case of a failure in final examinations, a student does not necessarily have any right to remain a member of the College or to use its facilities. Should the candidate choose to re-take the examinations, the College will decide in the light of particular circumstances what use, if any, may be made of College facilities in the interim.

Viva Voce Examination

All candidates are required to attend for a viva voce examination if summoned. The University Proctors have ruled that the viva voce examination is an integral part of the examination. Candidates who are summoned to it by the examiners and who do not attend are deemed to have withdrawn from the examination, unless they can, through their college, satisfy the Vice-Chancellor and Proctors that they have been prevented from attending by '*illness or other urgent and reasonable cause*'. Students should check the *Examination Regulations* and their course Handbook for information specific to their degree. If for urgent and reasonable cause you may not be available on the date set for the viva voce examination, you should inform the Graduate Officer without delay.

5. MEDICAL CERTIFICATES

Medical certificates issued in term time for whatever reason, e.g., withdrawal from examinations, requests for late submission of dissertations or theses, requests to take papers in College, medical certificates relating to the health of candidates immediately before or during an examination, etc., must be supplied by an Oxford registered doctor. Please consult the Academic Registrar or Graduate Officer for advice in any such case.

6. IT PROBLEMS

Please be aware that the Proctors will **not** look sympathetically on requests for late submission for theses etc. in cases where computer data have been stolen and back-up copies either have not been made or not kept separately. Similarly, the Proctors will not accept computer or printer break-down as a legitimate reason for requesting extra time. It is therefore **essential** that you make regular back-ups of work (preferably in different places) and that you allow yourself plenty of time for printing work and, if applicable, binding.

7. DYSLEXIA/DYSPRAXIA

If you are dyslexic/dyspraxic you may apply to the Proctors, through the Academic Office, (a) for special examination arrangements, e.g. extra time, and (b) for the condition to be taken into account by the Examiners. Your application should be made as soon as possible after matriculation; in order to process the application the University's Disability Office will need an Educational Psychologist's assessment which is less than 6 years old. Advice about the procedure can be sought from the Disability Office (see page 22).

8. RELIGIOUS FESTIVALS AND HOLIDAYS COINCIDING WITH EXAMINATIONS

The University makes special arrangements for students who wish to be dispensed from taking University examinations on religious holidays and festivals. Briefly, the arrangements are that the candidate remains under incarceration during the period concerned and takes the paper on the next available day. Please contact the Academic Office if you wish to request these arrangements.

9. SECOND PUBLIC EXAMINATION

Unless admitted on a different basis, those with Senior Status are expected to take and pass the examination in six terms (in the case of 3-year undergraduate degree programmes) or nine terms (in the case of 4-year undergraduate degree programmes). In exceptional circumstances the College will consider an application to take the final examinations at a later date, but permission will be granted only if the application is made at a reasonable time and the College considers there are good academic or compassionate grounds to support it.

10. PLAGIARISM

Plagiarism is the use of someone else's words or ideas without acknowledging their source. It can involve published or unpublished material; whole essays and single paragraphs or sentences. It is to be avoided, not just because it is bad academic practice but because the consequences of discovery may well be severe. All tutors will take an uncompromising view of students who re-hash essays written by other students, or who reproduce word-for-word a published article. Even the verbatim regurgitation of a paragraph or sentence here and there will be regarded as unacceptable, unless the source is acknowledged or unless inverted commas are used to indicate a direct quotation. Examiners will take this even more seriously and any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions. In extreme cases, the penalty for plagiarism has been disqualification from the examination.

A difficulty here is that 'originality' (a problematic term at the best of times) is not easily achievable within the time constraints of a degree-course; and quite often the material you are producing will require the re-marshalling of arguments that have been used before: this is perfectly acceptable. What is **not** acceptable is the verbatim reproduction of material found on a website or other source which is passed off as your own work. Even if you borrow someone else's ideas but use your own words, you should provide a reference in acknowledgement.

Further information about plagiarism and the sanctions that can be taken by the University in cases of suspected plagiarism is available at www.admin.ox.ac.uk/epsc/plagiarism/index.shtml

11. PROBLEMS AFFECTING ACADEMIC WORK

In the event of a problem affecting academic work, you should take an early opportunity to talk it over. It is obviously best to discuss the matter with a tutor on your course, your Supervisor or your College Adviser. Tutors well understand difficulties with work caused by ill health or personal problems, and will be willing to make reasonable adjustments accordingly. However, a degree depends on reaching a

defined standard in University examinations, and this ultimate requirement cannot be reduced. If for any reason it is difficult to talk to the tutor, there are other lines open for obtaining help and advice: the Graduate Officer, the Tutor for Graduates, the Chaplain, the Dean, the Tutor for Women or one of the additional ‘Moral Tutors’ (see Who’s Who Section).

Occasionally, a problem with academic work may cause a student to feel unfairly treated or inadequately helped. Again, it is always best to talk this through with the person concerned, or, failing this, with another academic. If for any reason neither recourse is possible, the Tutor for Graduates, who can be contacted via the Graduate Officer, is always willing to listen sympathetically and in confidence, and will advise or mediate personally if this seems appropriate. If such a direct approach seems too daunting, the Chaplain, a member of the Additional Moral Tutors Panel, the Tutor for Women, the Dean, the Assistant Dean or one of the Junior Deans or Wardens may be in a position to offer support. An interview may also be arranged with the Provost via his Personal Assistant, whose office is at the top of the staircase leading down to the Provost’s yard (staircase 6).

12. COLLEGE PRIZES

The College may award prizes of £50 in recognition of outstanding progress reports from departmental supervisors. Graduates who obtain distinctions in University examinations are normally awarded College prizes of £120.

13. DEGREE DAYS

Once students have successfully completed their course, they are entitled to attend a degree ceremony at which their degree will be formally conferred. Following the formal conferral, a degree certificate will be issued. There are several degree ceremonies throughout the year. Places for these ceremonies must be booked and are not allocated to students automatically. Information and booking/application forms are available from the College website or the Academic Office. Please note that the number of places at each ceremony is limited and it is not unusual for there to be a delay between a student completing their course and having the degree conferred. **Booking early is therefore advised.**

No degree can be taken by anyone who has unpaid fees, battels or College loans, by anyone who has not returned books borrowed from a College or University library, or by anyone who has not paid a fine or completed a punishment imposed for transgressing College regulations. If you are a graduate student and have submitted a thesis as part of your examination (e.g. DPhil, MLitt or MSc), your degree cannot be conferred until a hardbound copy of your thesis has been delivered to the Examination Schools who will deposit it at the Bodleian Library.

6. WELFARE

1. WHO TO SEE

Although there will be many happy times to be had at Worcester you, or someone you know, may experience problems over which you would appreciate somebody else's help and support. Such problems may be concerned with work, personal relationships, family or spiritual beliefs or they may be financial, legal, medical, sexual, eating or drinking problems. They may be of a more general nature, for example stress, anxiety or depression. Whatever is of concern, students should feel free to share their worries with someone, and to ask for advice if they want it. Other people's experiences of similar problems can help individuals to understand their own. Whether you are concerned about someone you know or are unhappy about something yourself, which can't be dealt with on your own, there are several people and organisations in College and the University who will be pleased to help. All of them will see you in complete confidence if necessary. These are some of the main sources of help/advice, in no particular order.

(i) College Fellows, Officers and Staff

All graduates are allocated a College Adviser who is a Fellow of the College. Students have often found their College Adviser to be an obvious source of advice on work problems, which can sometimes be symptoms of something else being wrong. However, your College Adviser will try to be helpful on any matter, or will direct you to someone who can help.

If you do not want to approach your College Adviser, there is a panel of tutors (The Additional Moral Tutors Panel, see page 13) whom you can consult on any welfare or academic matter.

Women may prefer to talk to the Tutor for Women, or any of the College's female tutors. The Tutor for Women has particular responsibility for looking after women's general interests within College.

The Chaplain is also a good person to go and see, whatever your religious beliefs, or lack of them.

Apart from these people you can also talk freely and in confidence to the Graduate Officer, the Tutor for Graduates, the Dean, the Assistant Dean, the Junior Deans and the Provost. The last four live in College, and may be particularly helpful if a problem arises at a weekend.

The Domestic Bursar and College Accountant usually deal with accommodation and financial problems. The College has funds available to help students in unforeseen financial difficulties (contact the Secretary of Scholarships and Grants Committee and also read the section on *Finance*).

(ii) MCR Committee

Anybody on the MCR committee will be happy to talk to you, but the main people to see are the Welfare Rep and MCR President who will both see you in confidence. Even if they may not have the knowledge or experience to give practical help they have a lot of information about where to find it. If all else fails, it's a cup of tea and a friendly face.

(iii) **College Nurse**

The College Nurse is available between 11.30 a.m. and 12.30 p.m. every weekday during term (weeks 0-9 inclusive), for consultation about health matters. Her office can be found in Staircase 11, Room 4.

(iv) **Outside College**

- There may be times when you would prefer to talk to somebody outside of college who doesn't know you or see you every day. Oxford University Student Union (OUSU) has a Student Advice Service and can advise on a wide range of issues. They can be contacted at the OUSU Offices in Thomas Hull House, Bonn Square (junction of Queen Street and New Inn Hall Street) on (01865) (2)88461 (drop the '2' if you're phoning on an internal University phone) or email advice@ousu.org
- Nightline is an organisation run by trained students, with the main aim of providing you with someone to talk to. You can phone them (they accept reverse-charge calls) on (01865) 270270 (70270 from an internal phone) or drop in at their centre at 16 Wellington Square any time between 8pm and 8am.
- The University Counselling Service is run by trained counsellors and is probably the most professional source of help. It is located at 11 Wellington Square and can be reached on 01865 270300 (70300 from an internal phone). Worcester has a Link Counsellor in the Service who is associated with the College.

There are posters advertising all these on the Welfare notice board in staircase 11. See also information at www.admin.ox.ac.uk/shw/

- The Samaritans can be contacted on (01865) 722122 or you can visit them at 60 Magdalen Road between 8am and 10pm. The national 24 hour phone number for the Samaritans is 08457 909090.
- The College Doctor, or nurses associated with his practice, may also be helpful on welfare matters (see below).

Students with Disabilities

The College, like the University as a whole, is committed to making arrangements to enable students with disabilities to participate as fully as possible in student life. In order for us to be able to implement this policy, we encourage students with special needs to inform the College as soon as possible. The College disability contact is Dr Jane Gover, who can be contacted by email (jane.gover@worc.ox.ac.uk), on (01865) (2)78342, or in her office on the first floor of Besse Building. Where appropriate, the primary point of contact for a disabled student may be transferred to the Estates Bursar, who has overall responsibility for the College's physical site. It may also be advisable to inform your College Advisor. The term 'disability' includes any condition, seen or unseen, which may affect a student's life, e.g. dyslexia. The College has a Disability Committee comprising the Academic Registrar, Estates Bursar and Dean, and students may contact any member of this Committee about support arrangements. The Committee may also consider, in confidence, complex and/or strategic support issues

The University has Disability Co-ordinators, who can supply further information about services and funds available to help students with disabilities. Nicola Colao is the Worcester College contact.

| | | | |
|-------------|----------------|-------------------------|----------------|
| Peter Quinn | (01865) 289840 | Deborah Popham | (01865) 289824 |
| Ann Poulter | (01865) 289822 | Sara Scott/Nicola Colao | (01865) 289846 |

e-mail: disability@admin.ox.ac.uk

Worcester College is aware of its obligations to extend accessibility for people with disabilities and has introduced a number of structural and procedural measures. It has assembled, published and will update a Disability Equality Scheme, which takes into account the views of college members, staff and visitors (whether with or without disabilities). Comments and suggestions are welcomed and may be directed to the Domestic Bursar or Academic Registrar.

2. MEDICAL ARRANGEMENTS

- (i) All students are required to register with a doctor in Oxford during their first week of residence. For convenience the College is associated with a group practice located at 27 Beaumont Street, Oxford, Tel: (01865) 311500. The College Doctor there is Dr Hammersley although students can consult any of the doctors at the practice. The practice includes a number of women doctors and several nurses whom you may wish to contact about minor matters. The doctors at the surgery are bound by the normal rules of medical confidentiality, and will not give any information to the College about patients without their consent. If you are already registered with a doctor in Oxford there is no need for you to register with the College Doctor, however please provide the Academic Office with the name and contact details of your doctor. If you have a long-term condition or disability the requirement to register with a doctor in Oxford may be waived.
- (ii) Students confined to bed through illness should ensure that someone tells the Assistant Dean and also the Graduate Officer if academic work and appointments are disrupted. If necessary the College will arrange for meals to be delivered to rooms.
- (iii) There is a College dentist, Mr D S Le Tocq at 31 Beaumont Street, Oxford OX1 2NZ, Tel: (01865) 557507, who is able to provide dental treatment to students of Worcester College. Details of services and charges can be obtained from the practice. You are not obliged to use the College dentist and may register with any other dentist if you prefer.
- (iv) Male and female contraceptive services are provided by the College Nurse and College Doctors. The Nurse can also provide emergency contraception (the morning after pill).

3. BEHAVIOUR AND DISCIPLINE IN COLLEGE

The Dean is responsible for discipline in College, assisted by the Assistant Dean and the Junior Deans and Wardens. If you have a complaint to make about someone's behaviour, these are the people you should go and see (unless you prefer to talk to your College Advisor first). The Assistant Dean, Junior Deans and Wardens live in College, and in the absence of the Dean have his full authority.

College rules on acceptable behaviour

The College is an academic community. It is not a school, and we believe our purposes are best served by individual freedom and responsibility. Nevertheless, even on an extensive site such as ours, individuals' behaviour is bound to impinge upon others. Therefore, certain social conventions and constraints are necessary.

It is of paramount importance that all members of our community should feel comfortable and secure on any of our residential sites. This requires reasonable standards of behaviour, including consideration towards one another and the non-academic staff of the College. Intrusion upon others' privacy in any way is a serious attack on the harmony of our life here. In particular we wish to outlaw: acts constituting insulting behaviour, intimidation in general, harassment in particular, and victimisation of any individual on whatever grounds.

Harassment is an unacceptable form of behaviour. Complaints of such conduct will be taken seriously by the College and may lead to disciplinary proceedings. For the purpose of the College's Code of Practice, harassment may be broadly understood as meaning unwanted or unwarranted conduct towards another person which has the effect of violating the other's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other. An aggravating feature in some cases of harassment may be the abuse of a position of authority or trust. There is an Advisory Panel consisting of Fellows, staff and junior members to one of whom complaints and worries should be taken in the first instance. Strict confidentiality is essential to the proper workings of any complaints procedure. The full code of practice and the complaints procedure are given in the section on College Rules and Regulations. If you have any queries about harassment, please feel free to ask the Tutor for Women, the MCR President, the MCR Welfare Rep, the Dean, Assistant Dean or any other member of the Advisory Panel (see page 13).

The Governing Body will offer its strongest support to anyone afflicted by, or drawing attention to, acts of the above kind. We hope that people concerned about behaviour in College will not hesitate to communicate their distress, whether or not they wish to name offenders.

Only such regulations are enforced as are necessary to keep the College a secure, safe and pleasant environment in which all members may live and work without undue disturbance. The Governing Body prefers to do this informally, relying on junior members' goodwill, but some formal regulations are needed and are given in section 10. In the first instance, this is to inform junior members in detail of the sorts of behaviour which do cause concern, and in the second instance to act as a reference point for disciplinary action if this becomes necessary. Disciplinary action may range from a fine or verbal warning, through community service, to rustication (suspension) or sending down (expulsion) in very serious cases. Most disciplinary actions involve a period of community service.

4. DRUGS

Under the law it is, amongst other things, a criminal offence to take, possess, manufacture, pass to others or sell certain drugs, or to be knowingly concerned in the management of premises where any of these things are done. The Governing Body wishes its policy with regard to involvement with illegal drugs to be clearly known to, and understood by, junior members.

Governing Body Policy on Drugs

- (i) A junior member who becomes involved in manufacturing, passing to others, or selling illegal drugs (e.g. heroin, morphine, LSD, cocaine, amphetamine, or its derivatives [e.g. speed, ecstasy], or cannabis) must expect to be expelled from the College.
- (ii) The Governing Body also takes a serious view of the taking of such drugs, whether on College premises or not. According to the circumstances of individual cases, it will take firm disciplinary action up to and including expulsion.
- (iii) The reasons for this strict disciplinary line are:
 - (a) the taking of such drugs has a rapid and very serious effect on academic study;
 - (b) such drugs have, to a greater or lesser degree, a tendency to induce dependence;
 - (c) because of the very high cost of such drugs, taking them can often lead to selling them;
 - (d) the publicity to which drugs cases inevitably lead is harmful to a college corporately, and may reflect indirectly upon its individual members;
 - (e) although addiction to drugs is sometimes curable, it is commonly not; therapy is usually a prolonged and specialised matter;
 - (f) drug taking may involve further health risks, e.g. exposure to infection with hepatitis, AIDS and other diseases.
- (v) While the Governing Body believes that strict disciplinary actions are required in the interests of the College as a whole and of all its members, it also recognises a pastoral duty towards individuals who might become involved with drugs. In pursuance of this pastoral duty, it would recommend one or other of the following courses of action to anyone with a drugs problem:
 - (a) They might seek medical help, either from the College Doctor or another general practitioner or by direct self-referral to the Drugs Clinic at the Littlemore Hospital (the Ley Clinic, Tel: (01865) 778911). The College Doctor is, like all other doctors, bound by the rules of medical confidentiality and will not inform the College authorities without the patient's consent.
 - (b) They might seek help from the various counselling services outside the College:
 - The University Counselling Service: (01865) 270300
 - Nightline: (01865) 270270
 - Samaritans: (01865) 722122

(More details are on page 25)
 - (c) It is open to them to approach the Drugs Squad of the Thames Valley Police (Tel: (01865) 266866). This course of action might be appropriate for a person wishing, in the public interest, to assist with the conviction of drugs pushers; in such circumstances, the police might be expected to maintain confidentiality.
 - (d) They might approach the Dean, or a tutor or officer of the College, bearing in mind that a senior member's responsibility to other members of the

College might impose some limit on the degree of confidentiality which could be maintained.

- (v) Above all, the Governing Body advises all junior members, in their own and in the general interest, to keep clear of involvement with illegal drugs in any shape or form.

5. ALCOHOL

College Alcohol Policy

- (i) Alcohol is a drug, although its use in moderate quantities is viewed tolerantly in society. Its abuse can cause harmful effects to oneself and others. Over-consumption can have serious long-term adverse affects on health, and fairly immediate adverse effects on the ability to do academic work. It is also the major cause of anti-social behaviour.
- (ii) Junior members should be aware of the medically recommended **maximum** levels of alcohol consumption which are:

| | |
|-------|-------------------|
| Men | 28 units per week |
| Women | 21 units per week |

(A unit is $\frac{1}{2}$ pint beer, or 1 glass of wine, or 1 measure of spirits.)

The difference between the sexes is obviously based around average size, so bear this in mind.

- (iii) It is College policy that at all official entertainments given by the College, JCR and MCR, non-alcoholic drinks shall be available as an alternative to alcoholic drinks.
- (iv) The College is not licensed to sell alcohol to anyone other than College members and their bona fide guests, and no function organised within College may do so, or advertise in any public place the availability of alcohol.
- (v) Drunk and/or disorderly behaviour is an offence at all times within the College. Offenders may be required, by the Porter on duty, Junior Dean, Warden, Assistant Dean, Dean or any other Senior member of College, to leave the College premises or retire to their rooms immediately. The Dean may levy fines or other punishments, and will exclude persistent offenders from certain facilities within the College.
- (vi) Members are reminded that they are responsible for the behaviour of their guests in College. Noise emanating from the bar must not disturb other members of College. The Junior Deans, Assistant Dean or Dean may require the immediate closure of the bar if behaviour gets out of hand.

6. SAFETY

- (i) The College has extensive grounds, and for this reason needs to take more care than most other colleges about who is being let into the premises in the evening. The main gate is shut at 7.30 p.m. After this time, members of the College are able to unlock the front door by using their college card. You should ensure that the door shuts behind you. Do not admit anyone to the College with you who you do not know personally: if someone says he/she has arranged to see someone in College, tell them to wait outside until their host appears (you can, of course check that the 'host' knows of his or her existence). This is very important for the safety of all members of College.
- (ii) Late at night strangers in the College grounds should be challenged, if appropriate, and asked to leave if they cannot identify themselves and their host convincingly. The Porter should be called if necessary.
- (iii) The College has personal attack alarms which will be issued free of charge, on request, to any student. Ask at the Lodge or the MCR Welfare Rep.

7. FINANCE

The points made in this section are only a rough outline, but as much as you need to know initially. For any queries about finance not covered in the Handbook, please contact the Accounts Office on 01865 278334 or by calling into the office, situated on the first floor of Besse Building.

1. FEES, CHARGES, GRANTS, BURSARIES AND SCHOLARSHIPS

(i) Fees

Two kinds of fees are payable:

- (a) University Tuition Fee – the amount varies according to your programme of study and your classification for fee purposes (e.g. “Home/EU” or “Overseas”). Fee rates can be found at www.admin.ox.ac.uk/studentfunding/fees/feerates/index.shtml
- (b) College Fee – the amount ranges between £2,036 and £5,692 per annum depending on your programme of study.

Approved tuition fees are claimed by and paid direct to the College in respect of those who have AHRC, Research Council, or Local Authority (LA) awards. In the absence of a specific written commitment by a fee-paying authority to meet the cost of tuition fees as they become due, the College holds junior members themselves responsible for payment of their fees. The University Fee and the College Fee are payable annually in advance in Michaelmas Term (an invoice will be issued in October), unless application is made to pay by two termly instalments at the beginning of Michaelmas Term and Hilary Term. An application form to apply to pay in two instalments will be included in the freshers’ pack of all self-funded graduate students. It is the individual responsibility of each student to ensure payment of their fees.

For graduates the University Fee and the College Fee are paid from admission to completion of the course being studied. Students undertaking only a DPhil are liable for nine terms of fees in total. Students undertaking a DPhil after a taught course at the University (e.g. MSt, MSc, MPhil) are liable for twelve terms of fees in total. On starting a DPhil after a two-year taught graduate course a student becomes liable for a further six terms of fees. On starting a DPhil after a one-year taught graduate course a student becomes liable for a further nine terms of fees. **Students transferring from one course to another (e.g. MSt to DPhil) will be required to satisfy the College that they have sufficient funding for the further course of study.** Candidates reading for taught courses or for the BM at the Oxford Clinical School pay University and College fees for the duration of the course.

(ii) Deposit

A deposit is charged to all students prior to arrival at the College. The charge is £500 for graduates living in single College accommodation, and £100 for those living in privately-owned or rented accommodation (£500 for Visiting Students). Students living in the College's graduate flats are required to pay a deposit of

£750. Delay in payment of your deposit will result in a delay in your registration and in access to IT facilities. University Cards will be withheld until the deposit is received.

The deposit is credited against students' final term battels, normally in September following the completion of their course, and the final credit balance is then refunded. Deposit refunds are generally made by way of a cheque in pounds sterling so overseas students are advised to keep their English bank accounts open in order to receive the deposit refund.

(iii) **Battels**

College accounts are called battels, they include the termly facilities fee, and utilities, but not the cost of meals taken in College. The facilities fee allows advantage to be made of the subsidized meals offered in College and covers membership of the MCR. It is charged termly to all graduates until they have completed their course or been granted leave to supplicate (in the case of research students).

Battels statements will be issued on the first day of each term for standard costs relating to that term i.e. utilities; variable costs, such as printing, will appear on the next term's battels statement. **Battels must be paid in full by Friday of 1st week of each term. They are not to be offset against the deposit.** If you find yourself unable to pay your battels by the due date you must make an appointment to see either the College Accountant or the Accounts Manager by Wednesday of 1st week. If payment is late, without permission, then a £10 administrative charge is levied on battels because of the extra work involved in checking the College's position on credits and chasing up payment. The College takes a very serious view of cases of late payment; if you don't pay and don't make arrangements to defer, this is reported to the Governing Body meeting in the 2nd week and will result in your automatic exclusion from the College (rustication) until payment is received. **If a student has outstanding debts to the College, the College will not authorise various Graduate Studies application forms (e.g. Transfer of Status, Appointment of Examiners) until the debt is cleared.**

(iv) **3rd year clinical students: grants for Elective**

The College makes grants from its Nuffield Fund towards the cost of the elective period. Application forms are available from the Graduate Officer.

(v) **Abbott's Bursaries for children of clergy of the Church of England**

The University has a fund, the Abbott Fund, from which bursaries are awarded to members of the University who are children of clergy of the Church of England and are reading a first degree, for the degree of Bachelor of Medicine or an equivalent degree, or for a second Honour School (2nd BAs). Applications are made during Michaelmas Term, on forms supplied to the College by the University. Those who would be eligible to apply are advised to inform the Graduate Officer.

(vi) **Oxford Blue Grants**

The College offers a grant of £50 per year to any student who has been awarded an Oxford Blue. Application forms are available from the MCR Sports Rep and must be countersigned by the Junior Treasurer of Clubs. Completed forms, with

receipts attached, must be submitted no later than the end of 5th week of any term, to the Accounts Manager: reimbursement will be made by cheque.

(vii) **Research Funding**

Several lines of funding exist to help meet research costs including attending conferences, buying specialised equipment, and so on, as outlined below.

Supporting Organisation: If a piece of research is essential to your course of study, then it should be funded by your funding body, for example, a government body, a sponsoring firm, or a charity. This source should have taken into account such needs before work began. Graduates, therefore, are expected to familiarise themselves with the rules applying to their own funding body. Some authorities, for example, will normally pay for one conference visit during the course of a graduate degree.

University funds: There are many University funds designated for special topics and available to graduates. A complete list is published regularly in the University Gazette, which can be found at www.ox.ac.uk/gazette/

Department and Faculty Funds: Departments and Faculties dispense funds for small expenses. If a department considers a piece of research so worthwhile that it may support it financially despite limited resources, then this can serve as the type of endorsement which outside agencies seek.

Worcester College Funds: The Scholarships and Grants Committee consider applications for the following grants:

(viii) **Graduate grants for extraordinary academic expenses**

These are grants to assist with extraordinary academic expenses such as attending conferences or undertaking travel for research purposes recommended by supervisors. Each graduate may normally expect to receive no more than a total of £300 towards conference expenses or research travel expenses (including subsistence) during his/her course or courses of study at the College.

The conditions on each application are:

- that it is supported on academic grounds by the supervisor,
- that the applicant's award giving body has been approached for a contribution,
- that the Department / Faculty has been approached for a contribution,
- that the candidate specifies his/her own proposed contribution to the cost, if any.

Application forms are available from the Graduate Officer

(ix) **Graduate emergency research grants**

In exceptional cases, grants may be made to help with unexpected but essential research expenses, not foreseeable when graduates embarked upon (and certified that they had full finance for) their courses.

(x) **Book bursaries**

The College offers book bursaries of £35 per year of study up to a maximum of three years to graduate students reading for an Oxford degree, diploma, or the PGCE. They are intended for those whose financial circumstances are such that they cannot afford easily books which are necessary for their academic

work. Application forms are available from the Graduate Officer or Accounts Manager and must be countersigned by the applicant's College Adviser. Completed forms, *with receipts attached*, must be submitted no later than the end of 5th week of any term, to the Accounts Manager: reimbursements by cheque will then be made at the end of that term.

(xi) **Hardship grants**

These may be applied for by any graduate in unforeseen personal financial difficulty. Grants and loans on this basis can therefore only be given if the financial difficulty arises after the graduate arrived, and such grants and loans cannot be given if the claim in effect is based upon the fact that the graduate had insufficient funding for the course.

Applicants will be required to give details of their financial circumstances, and may be interviewed by the Secretary of the Scholarships and Grants Committee, who will normally consult the College Adviser or a member of the Advisory Panel who knows the case, with the agreement of the applicant. Applicants who do not wish any College member to be consulted must give a good reason. The case will be considered in strict confidence by the committee and, when agreement has been reached, if a grant or loan is made this is reported to the College at a subsequent Governing Body meeting (without the applicant's name). In urgent cases, where a student is actually destitute, the Secretary may authorise an immediate grant; the full case is then received by the committee and the total grant is reported to the College. Where possible, the committee offers advice on other sources of funds such as HE Access to Learning Funds, and assistance in obtaining them.

(xii) **Martin Senior Scholarships**

Each year the College offers one or two Martin Senior Scholarships for postgraduate study from 1 October of the following academic year. The Scholarships are open to all subjects, but are restricted to graduate members of Worcester College who are EU citizens.

The Martin Senior Scholarships provide fees (where necessary) plus a sum to match the current AHRC/Research Boards maintenance grant: partially funded students receive an amount which brings their total funding to the same level as an AHRC/Research Boards award. A successful applicant who is already in possession of a full maintenance grant or who is awarded one at any time prior to or during tenure of the Senior Scholarship receives £200 p.a. The Scholarships are awarded on the basis of written submissions, an up-to-date Curriculum Vitae, and supervisors' assessments of academic performance: formal interviews are not held. The Martin Senior Scholarships are advertised during the Hilary Term of each academic year.

2. GENERAL MONEY PROBLEMS

(i) **HE Access to Learning Fund**

This is a government fund for 'Home' students reading for an undergraduate degree, 2nd BM, PGCE or postgraduate degree who find themselves in financial hardship due to unforeseen circumstances. It is normally given by way of grant. You can apply as soon as necessary to the University's Student Funding Office

on an application form which can be obtained from the Academic Office or the Accounts Manager. Students are advised to take a copy of the application form and supporting documents before they send them to the Student Funding Office, in case they subsequently need to apply for College or University hardship funds.

(ii) **University hardship funds**

This is aimed principally at those who are in financial hardship, but who are not eligible for a grant from the HE Access to Learning Fund.

If you are in financial difficulties you may speak to your College Adviser, the Dean, the Provost, the College Accountant, the Accounts Manager, the Graduate Officer, the MCR President, Treasurer, or Welfare Rep, who will tell you how to apply. Alternatively, you may write directly to the Secretary of the Scholarships and Grants Committee. It is always a worry if you are having financial difficulties, but the College is keen to ensure, in so far as it can, that students' academic work is not adversely affected by financial hardship.

The Oxford University Students' Union website provides very useful information on student finances, including advice on how to manage your money and sources of funding:

www.ousu.org/resources/student-finance/

8. DOMESTIC INFORMATION

1. ACCOMMODATION

- (i) The College endeavours to provide accommodation for all first and second-year graduates. Graduates in college accommodation live in close proximity to each other, contributing greatly to the MCR's sense of community, and are positioned conveniently close to College, the sports ground, and MCR facilities.

Students living in College accommodation are required to go to the Dining Hall between 10am and 12 noon on Friday 8th October to sign their tenancy agreement, standing order form and to pay the first month's rent. Failure to do so will result in immediate withdrawal of IT facilities and possible further action by the College.

- (ii) Rooms in College vary in size, age, and standard. The charge for lodging varies according to the grade of the room occupied. Before the end of the first year, members will be given the chance to bid for a preferred room for the second year of residence.
- (iii) Every College single room has a 'scout'. He/she empties the rubbish bins, dusts the furniture, vacuums the carpets, and cleans the common areas such as kitchens and bathrooms. Your scout could well become a friend in the months to come - especially if you manage to keep your room tidy and offer occasional cups of coffee. Scouts can come into your room from 8 a.m. onwards; if you want to be left alone it is standard practice to leave the bin outside your door, although it is necessary for scouts to come in to your room to clean after a couple of days even if the bin remains outside. It is customary to show your gratitude to the scout at the end of each term by giving some form of present, especially if he/she does extra chores for you, like washing up.
- (iv) Graduate accommodation at Worcester is comprised of the following buildings (Please note that Worcester College does not have single-sex accommodation blocks):

17, 19, 20, and 21 Worcester Place and 16, 17 and 19 Richmond Road

These three-storey, residential houses converted for student use are situated around the corner from the College. Each building houses five or six students, and each house has a shower and bathroom, kitchen, and communal dining/living area. Each house has a washing machine in the kitchen for use by the occupants. The Worcester Place houses are older and of a slightly lower standard than those in Richmond Road; the rent in Worcester Place is accordingly lower than for Richmond Road.

Worcester House

This house is located close to the front entrance to College. It has shared bathroom facilities, kitchen and dining room and contains 9 bedrooms (each with a washbasin). Laundry facilities are available in the Mitchell Building.

Franks Building

This purpose-built accommodation block houses twenty-seven graduates. It offers the most modern rooms and is situated in Worcester Place, close to the entrance to the MCR building. Each room has an en-suite shower room with shower, basin and WC. The residents share three large kitchen/dining rooms and laundry facilities.

Mitchell Building

The Mitchell Building is located close to the front entrance of the College and houses 21 students (both undergraduate and graduate). It has shared bathroom and laundry facilities and 2 kitchen/dining rooms. Each bedroom has a washbasin.

Nelson Street Flats

Six couples (including some College staff) are housed in the Nelson Street flats. These two bedrooned flats are fully furnished and have an open-plan kitchen / dining-room / sitting room, and a bathroom off the hallway. Laundry facilities are available in College and there is space for a washing machine if you wish to install one. If previous tenants have left behind a washing machine, then this may be retained but becomes the responsibility of the tenants and not the College.

All graduate accommodation provided by Worcester College has reasonable kitchen facilities. There are several supermarkets in central Oxford: Sainsbury's, located in the Westgate Centre and on Magdalen Street, offers reasonable value and a good selection; Marks and Spencer offers good, but expensive, items and is located on Queen Street; and the covered market, located off High Street, contains interesting shops but is not cheap. There is also the open-air market in Gloucester Green every Wednesday. It is particularly cheap for vegetables and fruit. Finally, several small grocery stores with long opening hours can be found on Walton Street.

(v) **Maintenance of fixtures and fittings in rooms**

The College is concerned to present and maintain rooms in the best possible order within the constraints of its limited resources and there is a rolling programme of redecoration and maintenance. Pictures and posters should not be attached to the walls with sellotape or pins. Posters or pictures should be affixed preferably with picture hooks (available from the Accommodation Office) or you can arrange for a pin-board to be put up in your room. Remember that you are responsible for your room and will be charged for any deliberate or culpable damage to it. **Any problems in rooms such as broken light bulbs, a missing handle from a door or drawer should be reported in the Maintenance Book in the Lodge so that repairs may be made.**

(vi) **Smoking**

The national smoking ban came into effect on 1 July 2007. Having taken professional advice, the College's Governing Body agreed to prohibit smoking, from that date, in all enclosed areas of the College, such as offices, common rooms, corridors, staircases, teaching rooms, bedrooms and all other enclosed communal areas.

Smoking is permitted **only** in the open air and in certain designated locations. These are: the Pump Quad (excluding the entrance steps to the bar), the open

areas through the Sainsbury Building complex, and the College bike sheds (currently by the Canal, Earl and Franks Buildings). Additional shelters have been provided for students living in staircases 18-23, and the Mitchell Building. Ashtrays are provided in these areas and we would ask students to please use them in order to minimise littering.

The College will continue to review the implications of the legislation and may amend this provision in the light of legal or council advice. Any changes will be notified to all members of staff and students.

Students found in breach of these regulations will be fined £15 for the first offence (suspended), £25 for the second offence (triggering payment of the first), and £50 for the third offence. The fourth offence will result in exclusion from college-owned accommodation and/or complete exclusion from all college premises.

Complaints about breaches of this regulation can be made, in confidence, to the Accommodation Manager, Nighat Malik (nighat.malik@worc.ox.ac.uk; Tel: (2)78334).

(vii) **Utilities**

There is a charge for gas and electricity, based on average usage. Students should make as much use as possible of the storage part of the heater (usually on the top right). The thermostat for this can be adjusted to suit the season and the outside temperature. There will be no immediate effect as the storage heater makes use of the cheaper 'Economy 7' system overnight. The convector heater (usually top left) may be used to provide an additional immediate boost in cold weather. Some storage heaters have 'runback timers', which are switches on the wall. When switched on they will keep the convector heater on for one hour, after which it will cut out.

Instructions for the use of the heater are provided for each room. If you have any difficulties, please ask at the Lodge.

(viii) **What you should bring with you**

Rooms are fully furnished, including a duvet and pillow, but sheets, pillowcases, duvet covers and towels must be brought by the student.

Do bring things to make your room feel like home. It is usual for students to bring items such as cushions, colourful bedspreads, rugs and photos. An alarm clock would be useful and nearly everyone brings a kettle with them. You should note, however, that lighted candles, sandwich makers, slow cookers, hot plates and grills are absolutely forbidden in student rooms (see *Safety*, p 46).

You should provide your own crockery, glasses, etc. and on no account should glasses or crockery be removed from the hall, bar or buttery for use in your room. All graduate accommodation has access to kitchen facilities and students may wish to bring some cooking equipment (e.g. pots and pans) with them.

If you bring a television set to College, you must obtain a separate licence for it.

- (ix) Students are not required to pay a deposit for their room key but an administration charge of £12 will be made for a replacement. If you lock yourself

out of your room you may sign out a spare key from the Lodge, but this must be returned immediately.

- (x) On the day of departure, rooms must be vacated **before midday**. Rooms are often needed again at short notice so students should leave them in a presentable state. Any damage to furniture or the carpet should be reported to the scout well in advance of departure.

2. LAUNDRY AND LINEN

There are five launderettes in College, equipped with washers and driers provided by Associated Laundries. They are located in the Mitchell Building, the Sainsbury Building, the Linbury Building, the Earl Building and the Franks Building. Students are responsible for all their own laundry, including sheets, towels, pillowcases and the duvet cover.

3. FOOD

Breakfast, lunch and dinner are provided from 0th to 9th weeks inclusive at the following times:

| | <u>Place</u> | <u>Mon-Sat</u> | <u>Sunday</u> |
|-------------|--------------|-----------------|-----------------|
| BREAKFAST | Hall | 8.15-9.00 a.m. | 9.00-10.00 a.m. |
| LUNCH | Hall | 12.00-1.30 p.m. | 12.00-1.30 p.m. |
| FIRST HALL | Hall | 6.00-6.30 p.m. | 6.00-6.30 p.m. |
| FORMAL HALL | Hall | 7.15 p.m.* | 7.30 p.m. |

* not on Monday, Friday and Saturday

At certain times the College may be able to provide lunches to graduates during the vacations. Arrangements, including the timing and location of such meals, will be notified to students. Student meals are not always available during vacations but all graduate accommodation has kitchen facilities.

(i) Breakfast

There is a choice of continental or cooked breakfast, only continental on Sundays (prices start from approximately £1.50). Continental breakfast consists of cereals, toast, tea/coffee and fruit juices; the cooked breakfast includes these and the cooked breakfast on offer that day.

(ii) Lunch

Lunch is a self-service meal in Hall. There is normally a cold selection (prices start from approximately £1.60) e.g. salads, sandwiches, baps, baguettes etc., as well as hot food (prices start from approximately £2.75) e.g. baked potatoes, pies, dish of the day.

(iii) Dinner

There are two sittings for dinner:

First Hall is an informal meal and gowns are not required. It is a more basic meal, for which you queue and is served using a 'canteen' system.

Second Hall (Formal Hall) is a served formal meal. There is no Second Hall on Mondays, Fridays or Saturdays. Gowns are required for this meal and smart clothes should be worn (for men, shirt and tie). Thanks to a generous donation, the College is able to serve a better quality meal at Second Hall and numbers are limited. Tickets for Second Hall must be bought in advance.

The evening meals both cost the same - approximately £3 for those graduates living in college accommodation and approximately £3.60 for those graduates who live in private accommodation.

Formal Hall is better value and well worth the effort, especially on Wednesdays and Sundays when the food is really impressive.

Vegetarian meals can be provided, but it is essential that a list of vegetarians is supplied to the Chef each term, and that they indicate their preference for each meal. In Week 1 a list will go up in the Buttery to be used to indicate requirements for vegetarians and those on special diets. ***In general, food allergies can be catered for, but the College cannot guarantee to accommodate all religious diets.***

Students with queries should see the JCR Food & Bar Rep Any suggestions or complaints about any aspect of College food can also be made to the Rep, or may be written down on the food response forms provided. *Please do use this mechanism for feedback as there is no other way of letting the chef know what you think of the food.*

Payment for meals is made using your college card (also known as the access card) which is issued on arrival. Value is charged to the card using a machine in the Lodge which accepts £5, £10 and £20 notes. The card can be loaded with up to £40 in value. ***If a card does not have enough value on it, in exceptional circumstances cash can be paid in the Buttery towards your meal.*** No cash is accepted in Hall. If you lose your college card, please see the Head of Security who can issue you with another. You will be charged £5 on battels for the replacement card.

Tickets for Formal Hall can currently be purchased until 10.30 a.m. on the morning of the dinner from the Buttery. Students are only permitted to purchase a ticket for themselves and guest(s) from outside College. The price of guest tickets is more than for College members (First Hall approximately £3.60; Second Hall approximately £7.15). From time to time special guest night dinners, including some for parents, are arranged by the MCR Committee. Please note that all guests dining in Hall must be over the age of 16. For rules governing college guests, see ***Guests***, page 49.

Please note that all graduates are charged a standard termly facilities fee of £7.10, which allows advantage to be made of subsidized meal prices and use of other college facilities.

Please note that the use of mobile phones, including for text, is not permitted in Hall during dinner. Persistent users will be reported to the Dean.

4. BICYCLES, MOTORCYCLES AND CARS

- (i) It is a good idea for students to bring a bicycle with them if possible. Bicycles can be bought or hired at many places in Oxford, although prices are somewhat higher than elsewhere.

Leaving bicycles outside the front gates of College obstructs the pavement and makes bicycles liable to vandalism or theft at night. Bicycles should be left in the bicycle sheds opposite the College in Beaumont Street (ask the porter for the code to the combination lock) or in the racks for graduates outside the Franks Building. Bicycles should not otherwise be brought into College.

- (ii) Bicycles must be registered with the Lodge, and clearly marked with the assigned College number; stickers can be bought from the Lodge for £1.00 (donated to the JCR). Any unmarked bicycles found on College premises are likely to be removed.
- (iii) Bicycles may not be ridden inside the College.
- (iv) The numbers of cars and bicycles in Oxford city centre can sometimes make cycling dangerous. Students are advised to bring, and use, a bicycle helmet and to ensure that they have properly working lights for use when it is dark. These items can easily be purchased in Oxford.
- (v) Theft and vandalism of bicycles is common in Oxford. Students are therefore strongly advised to insure their bicycles as the College cannot accept any responsibility for damage or loss. Students are urged to use strong locking devices, to have an identification number on the frame, and even a postcode indelibly stamped on the frame - the Oxford Police will do this free of charge on your arrival in Oxford and you should look for a notice giving further details which will go up in the Lodge.
- (vi) There is a severe shortage of parking facilities in central Oxford, and parking is strictly controlled by the City Council. **The College offers no parking facilities for single graduates.** If you are living in Worcester Place or Richmond Road you can apply to Oxfordshire County Council for parking permits for street parking in Jericho. There are a limited number of parking permits available per house and you should contact the Council for precise information (www.oxfordshire.gov.uk).

5. TELEPHONES

Private Telephones

All graduate rooms have their own telephone line provided by the University Network for which there is a charge of approximately £11 per term charged to battels. Calls to extensions on the University Network are free. All other calls, including local calls, are charged on a call duration basis and can be made using a pre-paid telephone card which can be purchased from local newsagents. Students have their own extension number, but callers from outside the University Network will need to dial a central automatic operator and then key in the appropriate extension number. ***The Lodge will not put calls through to your extension.***

Details can be obtained from the Head of Security after you arrive.

Public Telephones

- (i) There is a coin phone near the Bar.
 - (ii) There are university network telephones in the Porters' Lodge and the MCR (they are cream-coloured). These can be used to get through to other telephones on the university network at no cost.
 - (iii) Telephone cards from various telephone service providers can be bought from the nearby stationers on Walton Street or from the newsagents on Gloucester Green.
- Telephone numbers on the university network are five-digit but can be reached from a BT telephone if the five-digit number is prefixed with a 2. These calls are charged at standard BT rates. Out-going calls to external numbers can be made using a pre-paid telephone card.

Telephone rules

With all telephones - in corridors and in student rooms - students must make sure that their call does not disturb the inhabitants of nearby rooms. For obvious reasons, please do not encourage calls late at night, and, if making calls, please ensure that conversations do not disturb others. **It is a College rule that the telephone bell must be kept at 'low'.** Any disturbance reported to the Dean or other abuse of the service could result in a student being denied use of the facility and in other disciplinary measures. See also *Noise*, page 48.

Telephone faults

Please report all telephone faults to the Head of Security.

6. POST

Student pigeon-holes, located in Staircase 15, Pump Quad, serve as mailboxes for both University and ordinary mail. For ordinary post, your address is simply **Worcester College, Oxford, OX1 2HB**. For University mail, your address is **Worcester College**. The University runs an efficient inter-College 'pigeon-post' which delivers post to other Colleges, departments and University Offices. Correspondence can be dropped into the box provided in the Porters' Lodge; this is free of charge for up to three items and thereafter costs 3p per item. Ordinary post is collected from the Lodge daily at 5.00pm (not Saturdays, Sundays or Bank Holidays). All official communications from the College and University will be sent to your College pigeon-hole or will be emailed. Even if you are living out or hope for most of your mail to be sent to you at your department, **you should also check for mail in College at least once a week, though preferably daily. You must also check your Worcester e-mail account on a regular basis.**

7. NOTICE BOARDS

You must ensure that you check the notice boards outside the Porters' Lodge, the Graduate Office and in the MCR on a regular basis throughout your time at Oxford. Important notices regarding examinations, collections etc will be posted here.

8. COLLEGE WEBSITE

The college website address is <http://www.worc.ox.ac.uk>. The "College Only" section of the site contains information on welfare, academic matters, finances and domestic provision, and

students are encouraged to refer to this on a regular basis. Notices are up-dated weekly and standard college forms are available to download. You will need your Nexus username and password to access this section (this is assigned by the University's Computer Service on arrival).

9. COLLEGE FACILITIES

1. THE CELLAR BAR

- (i) The main College bar is located beneath the Hall, in the Pump Quad. It is open most nights in term time from 6 p.m. Last orders are called at 10.45 p.m., 'time' is at 11 p.m., with everyone leaving by 11.20 p.m.
- (ii) The bar is a great place to meet, socialise and to enjoy drinks at better prices than local pubs. As well as a good selection of beer, the bar offers soft drinks, crisps, a jukebox, darts board, table football and board games. There is an adjacent games room with a pool table, video games, cigarette and change machines. Occasionally the JCR have permission from the Dean to show important sports events on the projected screen. There is also a soft drinks machine outside the bar. If you have any suggestions or complaints about any aspect of the bar, see the JCR Food and Bar Rep.
- (iii) The College runs the bar. The Bar Manager and his staff have a lot to contend with and work extremely hard. It's important to keep them happy by being co-operative, leaving on time and maybe buying them the occasional drink. If you really dislike the music on offer in the jukebox you can always lend some of your own CDs for the term.
- (iv) Cellar Bar purchases are with cash only.

2. THE BUTTERY

- (i) The Buttery is also located in the Pump Quad and has chairs and tables in a casual cafe style. You can buy wine and bottled beer here as well as in the bar, but the Buttery also serves coffee and tea all day, and is a great place for a break at any time. The Buttery is equipped with wi-fi access. Currently tickets for Formal Hall can be bought here, and it also functions as a small shop for those last-minute items: biscuits, chocolate, photocopy cards, etc.
- (ii) In Full Term the Buttery hours are normally 8.30 a.m. -7.15 p.m. Monday to Friday; 9.00 a.m. -1.00 p.m. and 5.30 p.m. -7.15 p.m. on Sunday. On Saturdays the Buttery is closed.
- (iii) Purchases, including hall tickets can be paid for in cash or by using the college card.

3. CHAPEL AND CHAPEL FELLOWSHIP

The Chapel was completed in 1791 but it was not until 1864 that William Burges transformed it into the riot of colour, humour and detail that we have today. Look out for the many jokes he has put into the paintings and woodwork such as the Provost's seat having the name God above it and the various animals at the ends of the pews, including a unicorn and blue whale. There is always something new to see. The Chapel is open every day and is also the perfect place to be still and quiet, away from the pressures and hurly burly of College life. If you want to light a candle or leave a prayer request then please do.

The Chapel is the spiritual heart of the College. It is also the centre of Christian worship in the College and aims to be the home for all Christian branches in College and to be available for people of all beliefs. All are welcome to attend Chapel services: members of any religion or of none, members of Worcester or not.

(i) **Chapel Services**

Services are held throughout the week in full term, several are choral services with one or both of our wonderful choirs. The main College service is Evensong on Sunday evenings at 6 p.m., there are often visiting preachers giving a good variety of sermons (see the chapel card for each term's list of preachers). The first lesson is always read by a student - if you would like to read in Chapel just speak to the Chaplain or one of the sacristans and they can include you in the rota. We have a good-sized congregation and there is a chance to socialise with everyone over drinks after the service to which all are invited. We have a very mixed congregation including students, both undergraduate and graduate, academics, staff, locals and choir parents.

Evensong is also sung on a Monday and Tuesday, whilst every Thursday there is a Sung Eucharist where full members of all Christian denominations are very welcome to receive Communion.

There is also a termly Roman Catholic Mass held in Chapel organised by the college CathSoc representative.

Other services in Chapel are said and these, like the choral services, are Anglican.

(ii) **Service Times**

| | | |
|-----------------|-----------|--|
| Sundays | 6.00 p.m. | College Evensong with sermon Sung by the boys and gentlemen |
| Weekdays | | |
| Monday | 6.15 p.m. | Choral Evensong Sung by the mixed choir |
| Tuesday | 6.15 p.m. | Choral Evensong Sung by the boys and gentlemen |
| Wednesday | 9.00 p.m. | Compline |
| Thursday | 8.00 a.m. | Morning Prayer |
| | 6.00 p.m. | Sung Eucharist with homily Sung by the mixed choir |
| Friday | 8.00 a.m. | Morning Prayer |

For special events and concerts taking place in Chapel each term, please see the Chapel Card, which is put in your pigeonhole at the beginning of every term.

- (iii) **The Chaplain**
The Chaplain is the Reverend Dr Jonathan Arnold, who is an Anglican Priest. He is happy to meet and talk to everyone in College at any time, so do not hesitate to contact him. His room is Nuffield 11 (telephone (01865) (2)78371).
- (iv) **The Woodroffe Society Weekly Lunch**
The Society was founded in 1947 as a forum for the discussion of moral, ethical and religious issues. Ironically, it is named after a notorious rogue, Benjamin Woodroffe, who was Principal of Gloucester Hall from 1692 to 1711. He secured the benefaction from Sir Thomas Cookes, a Worcestershire gentleman, which allowed Gloucester Hall to be refounded as Worcester College in 1714.
- Every Monday lunchtime from 12.30 p.m. until 2.00 p.m. a group meets in the Chaplain's room (Nuffield 11) for a free lunch to talk about God, ethics, faith, doubt, the bible or just life. All are welcome to this open, sociable, non-judgmental and frank discussion group. If you are interested in joining this group then please speak to the Chaplain or just come along.
- (v) **The Woodroffe Society Dinner**
The Society meets once a term for a formal dinner and guest speaker on the evening of Tuesday of fifth week, usually in the Linbury Building. If you would like to attend please contact the Chaplain.
- (vi) **Christian Union**
Worcester College has an active Christian Union that holds regular prayer and bible study meetings in College as well as linked events to the Oxford Inter Collegiate Christian Union.
- (vii) **Website**
The Chapel website, which includes all the information contained within this handbook, history of the Chapel, contact details, sermons, Bible studies etc. is www.worcesterchapel.co.uk

If you would like to be involved in Chapel life or simply kept up to date with what is going on, then please send an email to the College Chaplain at jonathan.arnold@worc.ox.ac.uk

4. THE LIBRARY

The College Library consists of two parts: the Upper Library (the modern library) and the Lower Library (the old library). There is also a separate Law Library, situated on the basement floor of staircase 5.

The Upper Library is at the top of the library staircase and consists of the Franks Room, which contains the issue desk, the catalogues, desks for readers, and the reference and history sections, and the Murdoch Room, which is an open stack area, containing all the other subject sections. The Lower Library is the eighteenth-century reading room half-way up the library staircase. Members of College may read in it during term from 9am until midnight; it is closed to readers in the vacation. Please treat this historic room with care and respect.

To provide security for the Library, access is by the college card, as on the front gate. Readers should have their card with them at all times. Please make sure that the library doors always remain properly locked.

Demand for seats is frequently high, and in order to ensure the best use of space for the maximum number of people, seats cannot be reserved overnight. Readers are asked to clear their desks when they leave the Library for the day. Material should be taken away or placed in the open lockers in the Franks Room lobby or in the cupboard underneath the stairs to the Murdoch Room; any library books you want to keep should be checked out or they will be re-shelved. The open lockers and cupboard will be cleared at the end of each term in 10th week. Please do not bring sports kit and other bulky items into the Library. No responsibility can be taken for readers' private papers and possessions. You are advised not to leave money or valuables unattended.

The Library is catalogued onto OLIS: the automated union catalogue of all Oxford libraries. There is a self-issue borrowing system. Readers will need to carry their university cards with them in order to check out books.

The Library welcomes suggestions from readers for book purchases; there are forms to fill in on the issue desk. If you have any difficulties, queries or suggestions, please speak to the Library staff, who are there to help. If there is no-one available at the issue desk, please ring the bell on the door marked Librarian. Readers with disabilities are invited to make any special needs known to the Librarian in confidence.

The rules of the Library are straightforward, and are listed below. The self-issue system works on trust, and it is to everyone's advantage if books are always checked out, as it makes for a more efficient Library service.

Library Rules

- (i) The Library is for members of College only. Readers are asked not to bring friends into the Library. If you want to show family or friends round briefly, please ask a member of the Library staff.
- (ii) Readers should make sure that the doors to the Upper and Lower Libraries and to the Law Library always remain properly locked
- (iii) All books taken out of the Library must be checked out on the self-issue system.
- (iv) Readers may borrow up to 15 books at a time, or more if the Library staff have approved an increase.
- (v) Books from the Reference Section and any other book marked 'Confined to the Library' must not be taken out of the Library, unless special permission has been given by the Librarian.
- (vi) All books must be returned to the Library or renewed online at the beginning and end of term. Fines may be levied on overdue books. Replacement costs will be charged for lost books.
- (vii) Books are liable for recall after a week, and must be brought in at once if a recall notice has been received from the Librarian.
- (viii) Readers must not lend library books to any other person.
- (ix) It is forbidden to mark books with pencil or ink.
- (x) Bottles of ink are not to be brought into the Library. If you need to refill a pen, please ask a member of the Library staff for ink.
- (xi) It is forbidden to smoke in the reading rooms or on the Library staircase or anywhere else in the Library building.

- (xii) Bottles of water with sports caps may be used in the Library, but otherwise eating and drinking are not allowed anywhere in the Library building. Food and drink brought into the Library will be confiscated.
- (xiii) Please be quiet in the Library, and allow others to get on with their work.
- (xiv) Mobile phones are to be switched off in the Library reading rooms and in the Lower Library lobby.
- (xv) The Library computers are only to be used for academic purposes. They are not to be used for e-mail or Facebook. Priority must be given to readers wishing to consult the catalogue. Readers must not bring in their own software and put it on the Library computers or interfere with the Library computers in any way.
- (xvi) Laptops may be used in the Upper Library and the Law Library, but not in the Lower Library.
- (xvii) Desks may not be reserved overnight. Readers are asked to clear their desks when they leave the Library for the day.
- (xviii) Please read the Health and Safety notices in the reading rooms.

Please note that writing on the desks or walls is totally unacceptable. The College regards vandalism as a serious matter, and all instances will be reported to the Dean.

Other Libraries

The libraries of other Colleges are not accessible to members of Worcester College, except under special circumstances when a book is not held by any other library in Oxford. In such cases, application must be made to the Librarian of the particular College for permission to consult that book; telephone or e-mail **before** going to the Library. Consult the pamphlet *A guide to Libraries in Oxford*, or the libraries section of the Oxford University home page, on how to gain access to Faculty and Departmental libraries.

5. MUSIC

The Garden House is the official music practice venue and students can book practice time at the Lodge. The College has a grand piano available for use in the Memorial Room from 1-5pm and 7-10pm and the JCR also has an electronic piano with headphones in the Memorial Room. The Memorial Room can be booked for music practice at the Tutorial Administrator's Office (Besse building, first floor) Sometimes the Chapel can be used for small rehearsals: please contact the Chaplain or the Dean for information. There is a harpsichord in the Provost's Lodgings which students may play: arrangements are made by applying via the Provost's Secretary.

6. GUEST ROOMS

If there is available space, guests may be booked into one of the College guest rooms overnight. All enquiries should be made to the External Relations Office (telephone 01865 278374 or email vikki.porter@worc.ox.ac.uk). (For rules on guests, see page 49).

7. SPORTING FACILITIES

The College has extensive sports grounds, which are used for many sports including rugby, soccer and hockey in the winter and cricket and tennis in the summer. The College also has a well-equipped gym. **Before you can use the gym you must arrange to receive an induction session.** There will be one sequence of sessions early in the Michaelmas Term, and a further one, if necessary, in Hilary. If in doubt contact the MCR Sports Rep.

The College has no insurance policy for sporting injuries to students. If you are concerned about this you should arrange your own cover.

8. THE LODGE

The Lodge is situated at the College entrance and is staffed 24 hours a day, seven days a week by the Porters.

The Porters sort the College post, answer queries and respond to alarms. They also have a general responsibility for the security of the College and can refuse entry to strangers: visitors and guests must therefore make themselves known to the duty porter when they arrive. Students who have locked themselves out of their room may obtain a spare key from the Lodge. This must be returned as a matter of urgency once access has been regained.

The Porters' Lodge is where you can find the Fellows' and staff pigeonholes, lost property, keys and booking sheets for the music practice rooms, booking sheets for the sports pitches and courts, pigeonholes for outgoing pigeon post and Royal Mail, the maintenance book (in which you can report items in need of repair), light bulbs, the battels box, the laundry card machine, the access card machine, bicycle stickers, a first aid kit, second hand envelopes, phone books, copies of Daily Information, publicity leaflets and an internal phone. It is also the place where incoming parcels, cheque books, and items of recorded and special delivery are kept (a note will be put in your pigeonhole if one of these has arrived for you).

10. COLLEGE RULES & REGULATIONS

1. RESIDENCE IN OXFORD - NECESSARY REQUIREMENTS

- (i) There are three terms in the academic year, each of which consists of approximately 10-11 weeks; although Full Term, during which most of the undergraduate teaching is scheduled, is only 8 weeks. The autumn term is known as Michaelmas; the second term Hilary; and the summer term Trinity.
- (ii) In order to qualify for a degree it is a University requirement that a junior member spends a minimum of 42 nights per term in Oxford (within 6 miles of Carfax for undergraduates).
- (iii) The College does not encourage junior members to go away from Oxford during term. It is, however, recognised that in exceptional circumstances it may be necessary for them to spend one or more nights away from Oxford. A great inconvenience, or worse, can sometimes arise if students are away without the College knowing it, or knowing where they are. **If you are going away you must enter your details in the appropriate book in the Lodge, including the period for which you will be absent, and an address and telephone number at which you can be reached.**

Jury Service

Junior members who are called for Jury Service in Oxford or in their home town during term time should ask for it to be moved to a more convenient time. They should inform the Academic Registrar, who will write a letter on their behalf.

2. USE OF COMPUTERS

(See also Computing Facilities – page 61)

All students are encouraged to use the facilities provided by the College and the University to develop and improve their skills in the use of Information Technology. The College provides access to clusters of computers, many Departments provide special-purpose facilities, and all students are automatically provided with an account on one of the Computing Services' central computers giving access to e-mail and the Internet. These facilities are intended for *bona fide* academic and academic-related purposes, but a certain amount of private use (e.g. e-mail to friends and family) is acceptable.

These privileges entail certain responsibilities. There are rules governing the use of the computing system (see <http://www.ict.ox.ac.uk/oxford/rules/>), and the College and the University take misuse of these facilities very seriously. Your attention is drawn to the notice concerning the misuse of computers issued by the Proctors, and to the set of guidelines for the socially acceptable use of these systems posted in the computer room. Before being permitted to register as a user of the College system, you will be required to sign a declaration that you have read and understood these rules. You should also be aware that the system is closely monitored, and that the law (criminal and civil) relating to written communications applies equally to e-mail messages, including those relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information and wrongful discrimination.

3. FIRE PRECAUTIONS AND REGULATIONS

- (i) The consequences of a serious fire in College accommodation could be catastrophic. Our older buildings were not constructed with fire precautions in mind; at considerable expense they have been brought up to legally required standards of fire safety, which also impose some restrictions and obligations upon us all. Notwithstanding these precautions, vigilance on the part of all members of College is necessary.
- (ii) All members should familiarise themselves with the emergency procedures in case of fire, and with their escape routes.
- (iii) Fire alarms are tested at regular intervals. Students will be required to comply with any fire drills.
- (iv) Tampering with any fire precautions or fire-fighting equipment, including the disconnection of smoke detectors, is a criminal offence, punishable in the courts by large fines and possible imprisonment. In addition, the Dean will take internal disciplinary action against any offenders.
- (v) Please report to the Lodge any damage to fire-fighting equipment which you may observe.
- (vi) Overnight guests, and residents intending to be absent overnight, must enter their names in the signing in/out book at the Lodge.

4. SAFETY

- (i) The College is responsible in law for the health and safety of its members and employees. The Domestic Bursar has been designated 'College Health and Safety Officer' and there is a committee which monitors these matters.
- (ii) All members of College are asked to be mindful of their own safety and that of others.
- (iii) Incidents which are hazardous, or likely to become so, should be reported immediately to the Lodge.
- (iv) Details of any accident causing bodily harm must be reported to the Lodge, and entered in the Lodge diary and Accident Book.
- (v) Cooking in rooms is not allowed, only standard toasters and kettles are permitted.
- (vi) Firearms and fireworks may not be brought into College.
- (vii) Lighted candles, sandwich makers and grills or similar are forbidden in student rooms.
- (viii) It is forbidden to climb on roofs or walls of buildings.
- (ix) Junior members must produce evidence of their ability to swim before taking part in Boat Club activities; the Boat Club officers will be held responsible for making sure this requirement is fulfilled.

- (x) Punting is also potentially dangerous; almost every year there are fatalities in Oxford. Junior members are strongly advised to ensure that they and all members of punting parties are competent swimmers. Most punting accidents are connected with over-consumption of alcohol or disregard for the swollen state of the river after heavy rain.
- (xi) Junior members must ensure that any portable electrical equipment brought into the College is safe and maintained in a safe condition. No additional apparatus other than a computer, printer, electric kettle, toaster, iron, razor, hair drier, stereo or TV is permitted in any room without the written permission of the Domestic Bursar. The flexes of existing ceiling or reading lamps may not be lengthened by additional flex, nor may the electric points be tampered with in any way. Below is outlined the College safety policy for electrical appliances.

College Safety Policy for Electrical Equipment

The Electricity at Work Regulations 1992 impose standards which apply to all electrical equipment brought onto College premises for connection to the electricity supply. In order to conform to these regulations, the College has a safety policy for privately owned electrical equipment as follows:

- (a) The type of electrical equipment covered includes:
 - Kettles and coffee pots
 - Computers
 - Audio-visual equipment
 - Irons
 - Lamps
 - Hair-dryers
 - Toasters
- (b) All equipment must carry the appropriate British Standard number or Kitemark.
- (c) Equipment must be correctly wired, and the plug must be fitted with a fuse of the correct rating.
- (d) Prior to bringing the equipment on to College premises, and annually thereafter, the following must be visually checked:
 - Condition of the flexible cable, cord grip and connection
 - Inspect for mechanical damage or cracked insulation.
- (e) Any appliance that exhibits any electrical fault is to be immediately disconnected from the supply, and sent to a qualified person for examination and repair before reconnection.

5. SECURITY AND INSURANCE

- (i) Theft is not uncommon in Oxford. For this reason it is essential that the door to your room is locked at all times when you are away. No personal property should be left unguarded in public places, particularly in the changing rooms of the Pavilion etc.
- (ii) The college card is programmed to open most external gates/ doors of College. It also provides access to the MCR, the Law Library, the undergraduate computer room, the main Library, the main front door and the entrances to a number of accommodation blocks. Doors must be allowed to shut automatically,

and not be wedged open. Times for the closing of the main front door will be posted at the Lodge.

- (iii) **The College has arranged basic insurance cover for all students living in College accommodation for up to £3,000 worth of possessions. Possessions are only covered whilst in College rooms during term time. Full details of cover will be provided when you pick up your room key on your first day. There is an annual fee for this which is charged to your battels statement. Please note that there is a claim limit of £1,000 on computers, including laptops, and that bikes are not covered. Cover can be increased and extended by contacting the insurance company, Endsleigh, directly.**

Please note that the insurance of bicycles is **particularly** important. Students not living in College accommodation should arrange their own insurance.

6. USE OF PUBLIC ROOMS, PARTIES, FUNCTIONS

- (i) No more than 8 persons are allowed in college bedrooms. It should be borne in mind that gatherings of fewer than 9 persons may still generate unacceptable amounts of noise and so may be asked to disperse.
- (ii) Social gatherings in kitchens etc. which contravene the college's rules on noise, damage or disruption of others are prohibited. Porters and other college staff have absolute discretion to decide whether such a gathering should be brought to a close. Serious or persistent contraventions will be reported to the Dean.
- (iii) Students wishing to host parties or functions may book public rooms. These rooms include the Sainsbury Building Common Room, Lecture Room B, the Morley Fletcher Room and the Memorial Room. Students may reserve the room with the Academic Office and must then obtain the permission of the Assistant Dean for the event before the room booking can be confirmed. Room bookings must be completed at least one week in advance. The College requires all students to leave a deposit of £20 when booking a public room for a party.
- (iv) Special functions involving several, inter-related events, e.g. Arts Week, require more detailed planning, and the advice of the Dean should be sought at the earliest opportunity.
- (v) The Garden House is available only for music practice and bookings are made in the Lodge.
- (vi) Functions in the Cellar Bar must be agreed with the Dean in principle, and then with the Bar Manager and Head of Security.

7. NOISE

- (i) Although the College site is large, student rooms are grouped closely together. Therefore it is essential that noise is kept within bounds. It should always be possible for others to work in their own rooms without their concentration being disturbed. At night everyone should be allowed to sleep without disturbance.

- (ii) It is equally important that we should be good neighbours to the private houses which surround our site. It is easy to forget, especially in the summer, that modern amplification equipment is powerful. Music coming through open windows can be a nuisance; open-air parties near the Cricket pavilion or the Sainsbury Building terraces can produce complaints to the Environmental Health Department. Graduates living in the houses in Worcester Place and Richmond Road should be particularly careful about noise, both from their rooms and in the gardens of those houses.
- (iii) Musical instruments and audio-equipment may be played only during 'Music Hours' within members' own rooms. At no time should the playing of musical instruments or electrical equipment (including radios and televisions) cause disturbance to other members of the College. 'Music Hours' are 12.00 - 17.00 and 19.00 - 22.00 in term time.
- (iv) The Garden House is the official music practice venue, and is available to be booked at times posted in the Lodge.
- (v) Disturbance is not only caused by music, but by shouted conversations across the Quad; by rowdy behaviour, by the use of mobile phones, and by slamming doors, especially when returning to College late at night.
- (vi) It is a College rule that the telephone bell will be kept set at 'low', and telephone conversations must be kept as quiet as possible. Abuse of the telephone facility may result in its being withdrawn.
- (vii) Any complaint about noise should be made initially to the person responsible or to the duty Porter (Lodge: 78300). If this fails to resolve the problem, then you should contact your Warden/ Junior Dean, the Assistant Dean or Dean. Strong action will be taken against anyone who is persistently responsible for excessive noise.
- (viii) Where a complaint involves a kitchen or other communal space, all residents of that space will be held equally accountable. An individual student can be exonerated from blame by all the other residents: their portion of the penalty may then be shared amongst the remainder.

8. GUESTS

- (i) Hosts are responsible for the behaviour of their guests whilst on College premises.
- (ii) Guests must be willing to identify themselves and their hosts if challenged by any member of the College. Failure to respond may result in the 'guest' being asked to leave immediately. Guests must be accompanied by their hosts to all meals in College, to the Bar, and to any public area of the College after midnight. Guests are not allowed in the Library.
- (iii) No one may take four or more guests into the Bar or Buttery without the prior permission of the Bar Manager or Buttery Manager as appropriate. No one may take more than four guests into Hall without the prior permission of the Hall Manager.

- (iv) The names of all guests in College must be entered into the appropriate book in the Lodge.
- (v) If the guests of more than one host are seen to constitute a party or event which would otherwise require permission from the Dean or the Assistant Dean, the guests may be asked to leave the College by any one of the Bar, Buttery or Hall Managers, or by any representative of the Dean.
- (vi) Any guests wishing to stay overnight in College should be booked into one of the College guest rooms. Advance enquiries about the availability of guest rooms should be made to the External Relations Office (email: vikki.porter@worc.ox.ac.uk). Guests should not stay overnight in student accommodation.
- (vii) Names of all overnight guests should be entered into the appropriate book in the Lodge (important for fire regulations).
- (viii) Nobody is permitted to sleep overnight in a public room.

9. COLLEGE GROUNDS AND GARDENS

- (i) Students are not allowed to sit or walk on the grass in the Main Quad or the banks which surround it or to climb any trees. The gardens in front of the Nuffield Building are for students and, in the afternoons, members of the public, to walk and relax in. No ball games or similar (e.g. 'frisbees') are allowed there. The lake in the College grounds is variable in depth and for safety reasons entering, or attempting to swim in the lake, for any reason, is forbidden. All games are restricted to the sports ground beyond the lake, where you will find a cricket pitch, football pitches, hard and grass tennis courts, and netball and basketball courts. A multi-gym is located close to the Earl Building. Details of times and availability are usually in the Lodge. Organised team games are not permitted before 1.00 p.m. on weekdays as these can cause noise disturbance.
- (ii) Moderate post-examination celebrations are permitted only in the College gardens. On no account should noxious substances be used and all litter must be removed afterwards. Care should be taken to avoid damage to plants and trees.
- (iii) Groups gathered in the grounds should be considerate of the fact that others may be working nearby, and noise should be kept at an appropriate level. Musical instruments should not be played outdoors (except as a part of an approved activity). Barbeques are permitted only with the permission of the Assistant Dean and are restricted to certain areas.
- (iv) Litter must not be left anywhere on College premises. In particular, in the summer, all crockery and glasses removed from the Cellar Bar at lunch time and the evenings should be returned. Please refrain from dropping litter/cigarette ends in the grounds. Bins and ashtrays are provided and should be used to minimise littering.
- (v) Alcohol must not be consumed on the sports pitches.

10. GRADUATES AND THE DEAN

Graduates are subject to the Dean's authority in the same way as undergraduates. In particular, they must obtain the Dean's permission to hold parties in the College (see page 48). The MCR and all graduate accommodation leased from the College are part of the College for these purposes. In the absence of the Dean, the Tutor for Graduates will deal with requests for parties and other events during the vacations.

11. DISCIPLINARY ACTIONS

- (i) Junior members must co-operate with reasonable disciplinary instructions issued by one of the Porters, a departmental head, a Junior Dean or Warden, the Assistant Dean, the Dean, or any Senior Member. Junior members must identify themselves and their guests when so requested.
- (ii) The Dean may impose fines or other punishments on those junior members transgressing College regulations. In the event of an individual junior member not admitting to, or being identified as responsible for, a serious breach of College regulations, vandalism or other damage to property, the Dean may impose the fine or other punishment on the Junior or Middle Common Room itself.
- (iii) Junior members aggrieved by any decision of the Dean have the right to appeal. The appeals procedure is given below.

Appeals Procedure

- (a) Any student member of the College who is considered by the Dean to have committed a disciplinary offence (which shall not be taken to include non-payment of battels) shall have a right of appeal to an Appeals Committee against any decision taken by the Dean or recommendation made by the Dean to the Governing Body. The appeal shall not call into question any disciplinary rule upon which the decision or recommendation is based.
- (b) The Appeals Committee shall comprise six members. Three members, one of whom shall always be the Provost or Vice-Provost, shall be drawn from a panel of five appointed by the Governing Body for the term of one year. The Dean shall not be eligible for appointment. The other three members shall be drawn from a panel of five appointed by the MCR, provided that if an graduate member of the Appeals Committee is himself or herself making an appeal or is called as a witness he or she shall not be chosen from the MCR panel for that case. The Provost shall be Chairman of the Committee.
- (c) Written notice of the appeal shall be sent to the Provost within seven days of the Dean making known his decision to the student concerned. The same period of notice shall apply where the Dean makes known to the student his intent to recommend that the Governing Body take disciplinary measures against the student. The Committee shall then notify the Dean and the appellant student of the time and place of the

hearing of the appeal and shall require the Dean to furnish to the Committee and the appellant student at least three days before the hearing a written statement of the facts of the case and of the reasons for his decision or recommendation. The appellant student may submit to the Committee at or before the hearing his/her own written statement setting out the grounds of appeal.

- (d) The hearing shall be in private and confidential. The appellant student may appear in person at the hearing and may enlist his/her tutor's help or, if preferred, that of another member of the Governing Body in presenting the case to the Committee. After hearing the student's case and evidence, if any, the Committee may take evidence from the Dean and from any other person considered appropriate; provided that the appellant student shall be given a summary of any evidence given in his/her absence and an opportunity to comment on it.
- (e) At the conclusion of the hearing the Committee shall prepare a written report to be presented by a senior member of the Committee to the next meeting of the Governing Body. A copy of the report shall also be sent to the appellant student.
- (f) The report shall contain a statement of the facts and issues involved and a summary of any evidence taken and where possible a unanimous recommendation that the decision appealed against should be confirmed, set aside, or varied in any way. Failing unanimous agreement as to the recommendation, no recommendation shall be made but the report shall set out in broad terms the nature and strength of the divergent views which had emerged.
- (g) The Governing Body, in accordance with its responsibilities under Statutes I.4, I.5 and IX.11, shall, after consideration of the report and of the recommendation, if any, and without considering any matter which has not arisen before the Committee, take a final decision on the appeal. It will be understood that the Dean will neither address the Governing Body on the issue of the appeal nor vote on the decision to be taken. A written statement of the Governing Body's decision shall be sent to the appellant student; provided that, where the Governing Body does not accept the Committee's recommendation, or where there is no recommendation to accept, the Governing Body shall give reasons for reaching its decision.
- (h) The right of a graduate to appeal directly to the Provost shall remain unaffected by the institution of this appeal procedure as an alternative to it. Any right of appeal to the Governing Body direct is, however, superseded by this appeal procedure.

12. HARASSMENT: CODE OF PRACTICE

- (i) Harassment is an unacceptable form of behaviour. Complaints of such conduct will be taken seriously by the College and may lead to disciplinary proceedings.

- (ii) For the purposes of this Code, harassment may be broadly understood as meaning unwanted and unwarranted conduct towards another person which has the purpose or effect of violating the other's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Complaints Procedure

- (a) The Provost in consultation with appropriate College officers shall appoint an Advisory Panel on Harassment which shall consist of: two Fellows of the College, two staff members, and two junior members (in each category there should be one person of each sex), the Tutor for Women and the JCR and MCR welfare representatives. (For current membership see page 13).
- (b) Any person who wishes to make a complaint or to discuss any case of harassment by any member or employee of the College on an informal and confidential basis should contact any member of the Advisory Panel on Harassment. Complaints and enquiries will be dealt with according to the procedure set out here, and steps will be taken to protect any person making a *bona fide* complaint from victimisation.
- (c) Members of the Advisory Panel will be available to offer advice and support to complainants, including helping to clarify whether the behaviour perceived as offensive does constitute harassment.
- (d) The member of the Advisory Panel who has been approached by a complainant may personally attempt to resolve the matter informally between the persons concerned. Action aimed at informal resolution will not be taken without the knowledge of the complainant. The object of informal resolution is to ensure that if the complaint is justified there is no recurrence of the behaviour which gave rise to it, and where the complainant has been disadvantaged as a consequence of suffering harassment, that the situation be redressed as far as possible to the complainant's satisfaction, whether by formal apology or otherwise.
- (e) Where the member of the Advisory Panel feels unable to act as specified under (d), or where the complainant, or the respondent, or the member of the Advisory Panel regards attempts at informal resolution as unacceptable due to the seriousness of the case, or informal overtures have been refused, or where the outcome of the attempt at informal resolution has been unsatisfactory, the substance of the complaint shall be communicated by the member of the Advisory Panel, in confidence, to another member of the Panel, who shall pass on the complaint to the respondent, who shall have the right to reply to the allegations. If the member of the Advisory Panel first consulted is not a member of the Governing Body, the second member to be consulted shall always be a member of the Governing Body. Any existing tutorial, supervisory or analogous relationship between the parties shall be suspended at the request of the complainant or the respondent, pending resolution of the issue.

If having considered the submissions of the complainant and respondent, these two members of the Advisory Panel are satisfied that there is a *prima facie* case of harassment, and in the failure or absence of any further attempt at informal resolution, they shall pass the complaint to the Provost of the College. If the two members of the Advisory Panel are not in agreement, the decision whether to

proceed shall be taken by the whole Panel. If the Panel is equally divided then the complaint shall proceed as indicated in paragraph (f).

- (f) The Provost shall notify the complainant and the respondent of the institution of formal proceedings. The Provost shall appoint a Harassment Investigation Committee which shall conduct the formal investigation of any complaint and which shall report its findings to the Governing Body. The Committee shall consist of the Provost and four others, two of each sex; it shall contain at least 3 members of the Governing Body including the Provost. In addition the Provost shall have the right to appoint a legally-qualified assessor. The members of the Investigation Committee shall not include any member of the Advisory Panel, or the respondent, or the complainant. The complainant and the respondent shall both have the right to make representations to the Provost concerning the membership of the Committee. Confidentiality will be strictly observed; the respondent and complainant will be informed of their right to make written representations to the Committee and to select one person each to represent and assist them if they so wish. Oral hearings and formal legal representations may be permitted insofar as this is necessary to meet the requirements of natural justice.
- (g) If the Committee finds the complaint to be well grounded on the balance of the evidence, it shall report its findings and make recommendations to the Governing Body, for remedial and/or disciplinary action. The respondent's attention shall be drawn to the fact that harassment involves a breach of an implied term of the contract of employment in the case of College employees and a breach of the standards of behaviour expected of all College members.
- (h) The Governing Body shall consider the recommendation of the Committee and take appropriate action. If the respondent is a Junior Member, any disciplinary action recommended by the Investigation Committee will normally be referred to the Dean: the appeal procedure is set out in Section 12. If the respondent is a member of the academic staff, any disciplinary action will follow the procedures of Statute XIV Parts I and III. The relevant appeal procedure is in Statute XIV Part V. If the respondent is a member of staff to whom Statute XIV does not apply (i.e., in general, non-academic staff), the procedures described in the usual "Disciplinary and Grievance Procedures" will apply. Those members of the Committee who are also members of the Governing Body will not be excluded from the Governing Body's discussion of their report, nor will they be barred from taking part in any subsequent vote.
- (i) The decision of the Governing Body shall be subject to the jurisdiction of the Visitor as laid down in the College Statutes.
- (j) Where the Governing Body finds that the complaint has been made in good faith but is not well grounded, the Advisory Panel and all members of College shall ensure as far as possible that neither the complainant nor the respondent is subject to reprisals or discriminations of any kind by any person by reason of the complaint having been made.
- (k) Where the Governing Body finds that the complaint was made in bad faith, the complainant may be reprimanded or disciplined.

- (l) Complainants are free to use any College channel of complaint, as may seem to be the most appropriate, and in particular nothing in this Code shall detract from the right of free access to the Provost or any other Fellow by all junior and senior members of the College.
- (m) It is essential that all those involved in a complaints procedure shall observe the strictest confidentiality consistent with operating that procedure.

13. STUDENT COMPLAINTS: OFFICE OF THE INDEPENDENT ADJUDICATOR

If a complaint cannot be resolved internally, the Office of the Independent Adjudicator for Higher Education (“OIA”) provides an independent scheme for the review of student complaints. For more information, refer to the website: www.oliahe.org.uk

14. FREEDOM OF SPEECH

Junior members may in no way interfere with or disrupt College or University teaching and administration, nor the lawful exercise of freedom of speech at any meeting, club or society within the University. The College is required under Section 43(3) of the Education (no.2) Act 1986 to defend freedom of speech at meetings held on its premises.

15. RULES CONCERNING LOCAL AND NATIONAL ELECTIONS

- (i) Members of College are free to campaign/canvas within College, subject to normal decanal rules of behaviour.
- (ii) Members of College can sponsor a canvasser who is not a member of College provided that they treat this person as a guest. i.e. they are responsible for their conduct. The canvasser must be signed in at the Lodge and must be accompanied by a member of the College at all times.
- (iii) Non-members of College are not allowed in to canvas within College or deposit material in pigeonholes under any circumstances. Leaflet material can be left with the porters for distribution at their discretion. Election material addressed to individual students will be distributed like any other post.
- (iv) Election material, stickers etc must not be displayed in public rooms and noticeboards.
- (v) Any queries about these procedures should be directed to the Dean.

11. MCR SECTION

1. THE MIDDLE COMMON ROOM

The Middle Common Room (or 'MCR') serves as the focal point for graduate life in Worcester College. The name 'MCR' refers to two entities: the first is the graduate centre that houses the MCR bar, computer room, and TV room; the second is the collective group of graduate students in College. Partners and spouses of MCR members are able to apply for Associate membership of the MCR.

The MCR is led by a committee of elected students. For current committee members, see *Who's Who*, page 13. This committee acts as a liaison between the graduate community and the College administration over such matters as the budget, rent, accommodation, facilities, and grants. The committee is also responsible for representing the Worcester MCR to the Oxford University Student Union, addressing student concerns, maintaining the MCR bar and computer room, circulating information relevant to graduates, and organising social events like the guest nights, bar nights, barbecues, and an annual garden party. The MCR Committee members are elected during Hilary Term and serve for one year.

The MCR has a written constitution, a copy of which may be obtained on request from the MCR Secretary. Under the Education Act 1994, the Governing Body must now approve the constitution and review it at intervals of not more than five years. The Governing Body must also approve any amendments through the Joint Consultative Committee (JCC). The Treasurer makes an annual report on its finances to the MCR; expenditure is also monitored by the JCC on behalf of the Governing Body. There is a procedure for handling complaints against the MCR officers: if this procedure does not resolve the issue, the complaint will be referred automatically to the Dean, and thence to the Provost under the Discipline Appeal procedure given on page 51. If the complaint remains unsatisfied, the matter will pass to an 'independent person', namely one of the legally-qualified Honorary Fellows.

2. ACADEMIC LIFE

Academic life at Oxford is extremely varied. The diversity of interests of graduate students is always fascinating, and the collegiate system means students from different disciplines have plenty of opportunity to interact. Although programmes vary widely, there are a few people and institutions at the core of the Oxford academic routine.

(i) Tutor for Graduates

The Tutor for Graduates, Dr Richard Earl, is the person responsible to the Governing Body for the admission and academic progress of all graduate students. He may be contacted via the Graduate Officer (cath.fraser@worc.ox.ac.uk).

(ii) Graduate Officer

The Graduate Officer, Ms Cath Fraser works closely with the Tutor for Graduates in administering the admission and ongoing academic welfare of the graduate community. She should be your first point of contact for all queries.

(iii) College Advisers

Each graduate student at Worcester College is allocated a College Adviser who is a member of the College's academic staff. The College Adviser is in a position to discuss the student's academic work on a general basis but this does not mean that the student and adviser must be members of the same Department or Faculty. The College

Adviser is not in any way intended to replace the University supervisor, or to act in his or her stead and should therefore not be expected to give the same detailed academic guidance and direction. A College Adviser's role tends to be pastoral in nature and provides a local focal point for each graduate student's relationship with the College, which also includes an academic component.

The College Adviser is expected to monitor a student's progress, to review supervisor's reports, and to be available for consultation on academic or other matters, including those issues that a student may feel unable to raise with his/her supervisor. The Adviser may wish to consult with the Graduate Officer and/or Tutor for Graduates about any students who appear to be experiencing difficulties.

College Advisees should **always** respond to communications from their Adviser. They should also feel free to contact their College Advisers at other times, if required, and should also feel able to consult other college staff/officers as necessary. Depending on their College Adviser's field of expertise, and intellectual interests, advisees may seek academic advice from the Adviser. It is particularly important that advisees should consult the Graduate Officer if they experience any difficulty with their University supervisor. Any queries concerning examination procedures should also be addressed to the Graduate Officer.

Whether or not the College Adviser is involved, the Graduate Officer (whose office is in the Besse Building) should always be the first point of contact for graduates if any problems arise with regard to any aspects of their course of study.

College Advisers and their Advisees are expected to meet at least once a term to discuss the Advisee's progress and any University Supervisor's report for that term – College Advisors share access to their graduates' reports.

College Advisers' Drinks Receptions

To facilitate meetings between College Adviser and their Advisees, the College hosts regular drinks receptions which are generally held in the Linbury Building from 5.45pm – 7.00pm on the following days:

| | |
|------------------|---|
| Michaelmas Term: | Thursday of 7 th week (continuing graduates only) |
| Hilary Term: | Monday of 2 nd week and Thursday of 7 th week |
| Trinity Term: | Monday of 2 nd week and Thursday of 7 th week |

Further meetings between Advisers and their Advisees can be arranged if required.

Please note that as some College Advisers make their own arrangements to meet their Advisees **not all graduate students necessarily attend these receptions; graduates are invited by e-mail when appropriate**. It is important that anyone who is invited to a College function such as this makes every effort to attend. College Advisers often need to make a special trip into College (from their Department or Faculty) to meet their Advisees. It is obviously also imperative that if you are invited to a function and are not able to attend you inform the Graduate Office as soon as possible.

(iv) Graduate Freshers' Dinner

New graduate students will initially meet their College Advisers in Michaelmas Term at the Graduate Freshers' Dinner which is usually held on Friday of 2nd week. College Advisers normally invite their new Advisees to pre-dinner drinks before the Graduate

Freshers' Dinner. **Invitations for the drinks receptions and Graduate Freshers' Dinner will be sent to Advisers and Advisees at the appropriate time.** College Advisers may also invite their Advisees to dine with them at other times.

(v) **Graduate Collections**

All graduates are also required to attend a Graduate Collection once a year (PGCE students are not required to attend Graduate Collections as their study programme makes it virtually impossible). This is a meeting with the Provost and Tutor for Graduates to discuss the graduate's work and progress. College Advisers are not normally expected to attend but are asked to inform the Graduate Officer of any concerns to be raised at the Collection. Graduate Collections are generally held during 6th and 7th weeks of each term and students are sent invitations as appropriate. The Graduate Collection timetable is circulated to all College Advisers for information.

(vi) **Supervisors**

If you are pursuing a research degree, then you will work very closely with your University Supervisor. You should build a good working relationship, beginning early in the year. If you discover that you are not compatible with your Supervisor then raise this matter immediately with your department and the Tutor for Graduates (via the Graduate Officer). Arrangements to find a new Supervisor can be explored. The frequency of meetings with your Supervisor will depend on a number of factors, including your research goals and deadlines. Your Supervisor is required by University Regulations to write a report on your progress once each term and to discuss its contents with you. Arrange this meeting at the end of term, as it may be the only feedback you receive.

(vii) **Reviewing Your Progress**

Your University Supervisor's report to the Department or Faculty with which you are registered goes not only to the Faculty's Director of Graduate Studies/Head of Department but also to the College. The Tutor for Graduates and/or your College Adviser will get in touch with you if they feel something is amiss.

(viii) **University Staff**

Most academic staff in the arts and humanities have their offices in colleges, not university departments. The opposite is true for staff in the sciences. The level of contact you have with academic staff will depend on the nature of your course. Many departments have a common room where you have the opportunity to chat with lecturers over coffee or tea.

3. MCR LIFE

The MCR organises a variety of activities for graduates to which guests are usually welcome. Most events are subsidised and represent great value for money. You'll find a list of all the term's events on your termcard (delivered to your pigeon-hole) and details will be emailed to you before each event. If you have any questions or suggestions please feel free to contact the social secretaries (see page 13).

(i) **Weekly Social Events**

Bar Nights

The MCR bar opens every Tuesday and also after certain MCR events, such as the home leg of exchange dinners. The bar isn't run to make a profit, only to cover its expenses,

and so serves some of the cheapest drinks you'll find in Oxford (£1 for cans, £1.50 for bottles and cocktails).

Brunch

During term time there is brunch every Sunday in the MCR at 11.30am. Brunch is free and provides a great way to catch up with your college friends.

(ii) **Formal Hall Events**

Guest Night Dinners and Bops

The MCR organises two guest night dinners a term, usually in weeks 4 and 8. The MCR books out the entire hall just for its members and their guests and the event regularly sells out, so make sure you get your ticket early. These occasions are great fun, so please come along with or without a guest. A three-course menu of a higher standard than normal formal hall is followed by coffee, port and petit fours. At £6 for both members and guests these meals are heavily subsidised. The last guest night dinner of term is usually black tie (gowns are still worn). Guests need not wear gowns.

The guest nights are invariably followed by either a JCR or MCR bop (like a junior school disco, but with alcohol for those that want it) in the college bar. MCR members are automatically members of the JCR as well and so are welcome to attend JCR events. MCR bops are especially recommended, so come along even if you don't get a ticket for the dinner.

Graduate Dining Club (GDC)

Another popular event, these are usually held twice a term and provide an opportunity to dine together with other MCR members. Wine is provided with the meal and port and cheese in the MCR afterwards, all for the price of a normal formal hall ticket. Buy your ticket from the buttery as usual, but please write 'GDC' by your name so we can get numbers and seat everyone together.

Exchange Dinners

The MCR normally organises two exchanges a term where we invite other colleges to join us at formal hall and we visit theirs. These provide a great opportunity to explore other colleges and meet new people, plus provide great value for money. The home legs include a free champagne reception in the MCR and free wine with the meal. As if that wasn't enough, the MCR bar normally opens for business after dinner. At the away legs other colleges also tend to be very generous in supplying wine and other drinks. Tickets for both legs are booked through the social secretaries, at a combined cost of £10 for both legs. If you can't make the away leg, you can still purchase a ticket for the home leg at standard ticket price.

Annual Summer Garden Party

Hosted by the Provost in Trinity Term, this is the biggest MCR event of the year. The MCR members, guests and Fellows spend an idyllic afternoon relaxing in the Provost's Garden by the lake, enjoying champagne, strawberries and plenty of Pimms, with live music and croquet. Not to be missed!

Summer BBQs are also held.

- (iii) **Franks Society Talks**
This is a graduate society founded by a former Provost, Lord Franks. Its aim is to draw upon the diverse academic talents of Worcester students by asking the MCR members to give a series of occasional talks, usually two a term. With approximately 200 graduates from many different cultures and educational backgrounds, the talks and ensuing discussions (continuing over a free buffet) always prove entertaining and enlightening.
- (iv) **Nightlife**
Oxford's nightlife really does offer something for everyone. There are plenty of restaurants serving anything from Jamaican to Malaysian and French to Italian food with menus to suit all budgets. There are also the traditional English pubs serving affordable food and drink, and some of the Indian restaurants along Walton Street provide cheap, palatable food. See *The Oxford Handbook* (available at the Freshers' Fair) for excellent reviews and information about all restaurants.
- There are several cinemas and theatres within walking distance of the College, notably: the Odeon cinemas in Gloucester Green and Magdalen Street, showing the latest releases; the Phoenix cinema in Walton Street showing art films; the Oxford Playhouse along Beaumont Street with weekly plays and the larger New Theatre on George Street. During term, there are usually several student plays on offer each week, in addition to professional productions. Music performances flourish in this city of churches and concert halls.
- There are also night-clubs for those with dancing shoes, each offering dedicated student nights that are popular with both graduates and undergraduates. *The Oxford Handbook* is a useful guide for going out on the town. Another source of information is the *Daily Info* (<http://www.dailyinfo.co.uk>). We will be organising several nights out during the term to try and show you the varied parts of Oxford's nightlife.
- Finally, do not neglect London! This city is only fifty miles from Oxford, amounting to a one and a half hour coach journey. A student return ticket to London is not expensive and the Oxford Tube and Oxford Express buses run a 24-hour service. So do take advantage of this great capital city, whether to see a West End show, have a day out shopping, or just wander around the streets and parks and take in the sights.
- (v) **Sports**
The MCR has an active sports programme managed by the Sports Rep. This programme includes a football team which plays other colleges during Michaelmas and Hilary terms, and a cricket team which runs a series of net practices and games during Trinity Term. The emphasis is always on participation and fun. Other one-day events have been organised including volleyball and rounders, and you are always free to play tennis and basketball or netball on the College grounds, which include two grass tennis courts. Finally, any MCR member can try for a College or University sports team. Many graduates have rowed in College crews or played in the College football and basketball teams, as well as representing the University in a wide variety of sports.
- (vi) **Vacations**
During vacations, the University and College slow down considerably. Library hours are curtailed, provision of meals in College is reduced, and most undergraduates leave Oxford. During the week between Christmas and New Year College is locked, but many graduates spend Christmas in Oxford nevertheless. The MCR aims to run as many social events as possible during the vacations for those graduates who remain in Oxford

4. MCR FACILITIES

(i) The MCR

The refurbishment of the MCR was made possible by the generosity of Richard Faulkner, a former Worcester student. The building is adjacent to the Sainsbury building and the new Ruskin Lane complex, and is conveniently located close to the graduate accommodation buildings.

The MCR Bar is downstairs together with sofas, a free dart board, pool table, sound system and table football table. The upstairs area of the MCR comprises the TV (with a Sky+HD box) and computing room. The TV room is a comfortable haven where MCR members can relax whilst browsing the papers or watching television or a DVD. Instructions for recording and playing movies/programmes can be found by the TV. The MCR subscribes to The Economist. If you are interested in reading in the MCR more regularly, please talk to the Committee about the possibility of increasing this subscription.

The MCR notice boards contain information about research grants, University appointments, community events, and MCR social events. You will also find mention of theatre productions, vacant flats, used computer equipment, summer school courses, self-help groups, and other miscellaneous items. Feel free to post information so long as it appeals to the interests of other graduates. For the sake of space, these notice boards are regularly cleaned of old notices.

(ii) Computing Facilities

Worcester College MCR offers very good computing services to its members. These facilities, located in the upstairs area of the MCR, are managed by the College Computing Department and the MCR IT Rep. You should address any queries to the MCR IT Rep. Your attention is drawn to *Use of Computers* in the section ***College Rules and Regulations***.

Personal Computers

The computer room houses five PCs running Microsoft Windows. All the machines are networked to the College server and have direct access to the Internet. A Hewlett-Packard Laser printer is available from all workstations and offers excellent print quality and speed. A scanner is also available. These computers offer various software packages such as Microsoft Office 2003 (with Word, Excel, Powerpoint and Access) and Internet Explorer. Students are encouraged to use the facility to back up their files on a regular basis (instructions are provided).

Please approach the MCR IT Rep if you would like to request other software. Full documentation is available for each application program and the Oxford University Computing Services (OUCS) provide free workshops on how to use various programs. Telephone OUCS on (2)73200 for more information.

E-mail address and username

Every member of the University is given a username and e-mail address on the University's central email server, 'Nexus'. The e-mail address, of the form preferredname.lastname@worc.ox.ac.uk can be accessed via a web browser (e.g. Internet Explorer) or any standard e-mail client (e.g. Outlook or Eudora). The same

username will be used when registering for access to other computing services, such as VPN access or personal websites. **All students must use and regularly check their Worcester email account, as important information and communications from the college will often be emailed.**

Ethernet ports

All student rooms in College are provided with an Ethernet port and an Ethernet lead can be purchased from the Computing department. You may connect your own PC to this port. IT support can assist you in getting your computer checked and configured for use on the network if you need help with this.

You are strongly advised to fit your computer with a security cable to minimise the risk of theft; suitable cables can also be obtained from Computing Support.

Students with computers on the College network ***must*** have anti-virus software on their computers and update it at least weekly. Anti-virus software is available free of charge, and instructions on installing and updating the software are available from <http://it.worc.ox.ac.uk/> You are required to regularly install the latest patches and security fixes appropriate to the operating system on your PC. Students with computers running Unix (including Linux), Windows NT Server, Windows 2000/2003 Server or other server-type operating systems must inform IT Support. This information helps the College notify students in the event of new vulnerabilities or security threats. Student computers may be scanned for vulnerabilities, and owners of computers found to be at risk will be asked to update their systems immediately. If you are requested to update your computer, please act quickly, or it may be necessary to disconnect your computer from the network!

Computing support (Besse Building)

The College has a Computing Manager, who is responsible for managing all the College's computing facilities. The College also employs two System Administrators. The MCR elects an Computing Rep who liaises with the Computing Manager in running the graduate computing and is available to answer any questions and help with any problems you may have. You can email him or her at mcr-computing@worc.ox.ac.uk He or she will also reload the printers with paper if they run out.

If you have an urgent enquiry, or if the MCR IT Rep is unable to help you, the IT Department can be consulted for advice on how to address any difficulties. Their offices, in the Besse Building, are open from 2.00-5.00pm, Monday to Friday. If you need to contact the IT office directly, you can send an email to mcr-support@worc.ox.ac.uk, call the office on (01865) (2)88343 or leave a message in the Lodge addressed to IT Support. Please note that the IT Department is unable to investigate hardware issues with individuals' PCs.

The Oxford University Computing Services (OUCS) runs a large number of useful courses which are available to any member of the University. Topics range from simple Word Processing and Spreadsheet use to Web publishing and design. Details of these courses are available from OUCS (<http://www.oucs.ox.ac.uk/itlp>) or the IT Officer.

Guidelines on the use of Internet services and the College network

The College and the University lay down clear guidelines on the use of computers and College and University networks while you are here (see **Use of Computers** in the section **College Rules and Regulations** and the web at <http://www.ict.ox.ac.uk/oxford/rules/>). Here are a few notes:

General

- **Don't** abuse network and Internet services. The University takes misuse of the network seriously, and every year several dozen students face fines or disciplinary action for breaching the University's 'acceptable use' policy. Each year students are rusticated (suspended) for up to one year, and/or fined between £50 and £500 for offences that include:
 - deliberate misuse of other people's accounts
 - sending nuisance messages
 - using College or University facilities for commercial gain without authorisation
 - wastage of computing resources by accessing improper or inappropriate material from the Internet
 - displaying offensive material on Web-pages
- **Don't** use the network in a manner that will have a significant detrimental affect on other users. The College and University take a serious view of actions that result in interference with legitimate access to network resources. These include (but are not limited to) deliberate activities with any of the following characteristics:
 - wasting staff effort or networked resources;
 - corrupting or destroying other users' data;
 - violating the privacy of other users;
 - disrupting the work of other users;
 - using the College network in a way that denies service to other users;
 - continuing to use an item of networking software or hardware after the College has requested that use cease because it is causing disruption;
 - other misuse of the College network or networked resources, such as the introduction of "viruses".

If you have a legitimate academic need to perform a task that may impact other users, contact the Computing Manager to obtain prior permission.

- **Don't** bypass security rules on the network. The rules and systems that enforce them are in place to ensure that **all** users on the network have an adequate level of access to network resource, and to help protect against viruses and other forms of attack. If you believe you have a legitimate academic need to use the network in a manner that is prevented by College security rules, make a request to the Chair of the Computing Committee via the Computing Manager to discuss it.
- **Don't** connect any network devices including, but not exclusively, wireless access points, switches, and routers, to the College network. Incorrectly configured network devices can result in network failure for yourself and other students.

- **Don't** trade pirated software or copyrighted material. This is illegal. In addition, it is also a very reliable way to pick up viruses. Although we try hard to protect ourselves from these, we cannot guarantee immunity. Both the University and the Internet community are very strongly opposed to piracy (see the Rules and Regulations).
- **Don't** use peer-to-peer (P2P) software. The use of P2P software contravenes University and College IT regulations.
- **Don't** use the Internet services provided by the College and the University for commercial gain, without prior authorisation in writing from the Chair of the Computing Committee.
- **Don't** use the Internet services provided by the College and the University to access pornography, or to download large files for personal use. The services are for academic-related use only.

E-Mail

- **Do** read your e-mail regularly. It is just as rude not to answer an e-mail as it is to ignore ordinary paper mail.
- **Do** use the 'Vacation message' service on Nexus to tell people when you are away and can't answer your mail. This program will send whatever message you want to anyone who e-mails you during the vacation. (This is in the 'Manage' option accessible via the Herald web interface.)
- **Do** move mail out of your in-box; only a small amount of disk space is allocated for it and when this fills up any mail written to you will be returned to the sender as undeliverable.
- **Do** remember that e-mail is not very secure or private. If you really need to send private e-mail you should learn how to use PGP encryption.
- **Don't** e-mail anyone whom you don't know from real life or from conversation in some other Internet medium. This can be construed as harassment.
- **Don't** participate in any of the various 'MAKE MONEY FAST!' scams. These are illegal, and waste network resources, and you are likely to be reported to the postmaster at OUCS if you do so.
- **Don't** send inappropriate messages to mailing lists. If you want to unsubscribe, don't send the message 'please unsubscribe me' to the list; follow the instructions you got when you joined the mailing list.
- **Don't** pass on e-mail "warnings" of viruses to anyone other than the Computing Manager. Such "warnings" are usually hoaxes.

Hosting Club Websites

The College **requires** any website that purports to be an "official" site associated with Worcester College to be hosted on the College webserver. The College will host responsibly-run websites of College societies on condition that the sites:

1. Contain no stolen, unlawful, offensive or defamatory content
2. Are kept up-to-date
3. Are consistent with the Worcester College Acceptable Use Policy
4. Conform to University Regulations,
(see <http://www.admin.ox.ac.uk/statutes/regulations>, specifically “University Discipline: Use of Information Technology Facilities”)
5. Separate content not appropriate for public viewing into a restricted area only viewable by members of Worcester College.* Material which is only of interest to College members, or that might cause embarrassment to individuals if made publicly viewable, are two examples that would need to be stored in a restricted “College Members only” area.

* The Computing Department will provide a mechanism for controlling access to the restricted area.

Club members wishing to host an “official” website within College should contact the Computing Manager (computing.manager@worc.ox.ac.uk) in the first instance.

The College treats site-hosting as a privilege it offers in return for responsible use. The College reserves the right to withdraw the privilege at any time if the Dean or his deputies judge it expedient to do so. The College also reserves the right to withdraw the service as required from time to time to undertake maintenance or to ensure the integrity of the network.

Netnews (Usenet)

- **Do** read the articles on aa.read.this.newsgroup.first, which you should automatically be subscribed to when you start using newsgroups on Herald. These contain a lot of valuable information - far too much to summarise here.
- **Do** follow your common sense and be courteous. As with mailing lists do not send messages 'Off Subject' since there is sure to be a group relating to the subject that you want to discuss.
- **Don't** become involved in public wars of words with other people in news groups since you are likely to incur the wrath of everyone else in the group.

Net Browsing

Browsing the net can turn up some very interesting material, some of which will be useful for your course and general education. Be careful, however, for it can also be a great waste of time, some of which might more usefully be spent participating in the real world.

You are encouraged to use the Internet for justifiable academic purposes. However, you need to know that downloading certain material is against the University regulations and in some cases against the law. The College and University monitor Internet usage. In cases of abuse, your Internet connection may be withdrawn (and you may face harsher penalties). If your use of the Internet is excessive and cannot be justified on academic grounds then the College may bill you for the actual costs incurred by inappropriate use.

5. JCR AND MCR: CONDUCT OF BUSINESS

Under Section 22(4) of the Education Act 1994 the College has in force a Code of Practice to ensure that the affairs of the JCR and MCR are properly conducted in accordance with the requirements of the Act and that junior members who do not wish to be members of the JCR or MCR have the opportunity to withdraw from membership without being unfairly deprived of services made available by the College to its junior members. The Code of Practice is reproduced below:

WORCESTER COLLEGE

The JCR and MCR

Code of Practice

1. The JCR is an association open to all junior members of the College. The MCR is a similar association open to all graduate students. Their main objects are to promote the interests and welfare of and social activities among their members and to represent the interests of students to the Governing Body of the College.
2. The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership, or who wishes to withdraw from membership, should notify the Dean, for the JCR, or the Tutor for Graduates, for the MCR, not later than the end of the First Week of any term.
3. Membership of the JCR is free of charge; membership of the MCR involves the payment of a modest subscription.
4. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR or MCR.
5. The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs, affiliation to external organisations (including OUSU), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Joint Consultative Committee.
6. The College provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms and bars. It allows the JCR and MCR as associations to participate in the management and provision of these services and from time to time provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all undergraduates or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.
7. Complaints about the management of the JCR or MCR should in the first place be made to the President in question. If you are dissatisfied with the handling of any complaint it may be referred to the Dean.
8. A copy of the constitution of the JCR and MCR may be inspected in the Provost's office.

12. ACTIVITIES IN OXFORD

1. STUDENT UNIONS

If you are a member of the MCR you are automatically a member of the Oxford University Students' Union (OUSU). This is because Worcester MCR, like other MCRs, is affiliated to OUSU. OUSU is the student union of the University as a whole and provides many services. It offers advice in many areas (e.g. housing, welfare) both to the MCR as a whole and to individual students. It also produces various useful publications including *The Living Out Guide*. The OUSU shop and OUSU offices are located in Thomas Hull House on Bonn Square (junction of Queen Street and New Inn Hall Street). The shop sells very cheap stationery and the office provides cheap photocopying; you can also get an OUSU card which entitles you to other discounts. OUSU plays an important part in representing Oxford students to the University as a whole and has a large number of Committees doing various different things including working towards social justice, considering academic affairs, encouraging more state school applicants to Oxford and supporting homosexual rights. If you want to know more you should read the OUSU termcard which should be in your pigeonhole when you arrive, or contact the OUSU Rep. on the MCR or JCR Committee.

Unfortunately Oxford does not have a central students' building. This is one of the major selling points for the Union Debating Society - it has one of the cheapest bars in Oxford and can act as a meeting point out of College. However membership of the Union is by no means essential and it is not cheap (approximately £140-£160 for life). It's worth taking some time to decide whether or not you really want to join.

Worcester College MCR is not affiliated to the NUS, which means that you are not and cannot become a member of the NUS. This is different from many other Oxford Colleges.

2. RAG

Like most universities, Oxford has a RAG (Raise and Give) or charity organisation. RAG organises many things throughout the term, aimed at raising money for various charities. For more details it is worth signing up at the stall at Freshers' Fair or contacting the RAG Rep or MCR Charities Rep.

3. DRAMA

There are lots of theatres in Oxford and lots of opportunities to get involved in theatre some way or another whether it be as an actor, director, lighting operator or any other of the various jobs needed for a production. Although there are often advertisements for auditions or technical crew, the best way to get involved right from the beginning is through Buskins, the College's own drama society.

The first time to get involved is the annual Freshers' Drama Competition, known as 'Cuppers'. Each college is allowed to submit several productions and it is a great opportunity for the experienced and new alike. Worcester's real dramatic reputation, however, is made by its annual Garden Show, held in Trinity Term. Past productions have included *Cyrano de Bergerac*, *The Man of Mode*, *The Recruiting Officer*, *The Country Wife*, *Twelfth Night*, *Arms and the Man* and *The Miser*. Buskins also acts as a funding body, supporting dramatic productions all over the University but with a strong leaning towards those with Worcester connections. For more information about Buskins or some tips on Oxford drama as a whole, it is probably worthwhile going to the Buskins meeting at the beginning of term or contacting the Buskins President.

4. MUSIC

Worcester has a very strong musical tradition and there are many ways to get involved on a College or University level, as well as many concerts for those who prefer listening to participating.

Music Society: the student-run Worcester College Music Society arranges an active calendar of events throughout the academic year, consisting of choral concerts, a regular series of chamber music recitals, and orchestral concerts. There are also opportunities for students to participate in less formal choir and instrumental groups. Some of these concerts take place beside the lake in the College grounds. For details of music practice rooms, see **College Facilities**.

The Chapel Choir: the Chapel Choir sings four services each week during Full Term. Two of these are sung by a predominantly male-voice choir, with boys from Christ Church Cathedral School as trebles, the alto, tenor and bass voices being provided by choral award holders and volunteers; women may sing alto in this choir. The other two services are sung by a mixed-voice choir, which employs women as sopranos and altos (with male altos in addition when required), the lower parts being sung by choral award holders and volunteers. In addition to the regular services, there are also occasional special services, both in College and at churches and cathedrals outside, as well as an annual choir tour, either in the UK or abroad. Full choir practices take place regularly on specific weekdays, and there are separate practices for the boy trebles on selected weekday mornings.

Choral Awards: the College is committed to providing a high standard of chapel music and offers Choral Awards. Choral Awards are available to male and female undergraduates and graduates of Worcester College reading for any Oxford degree. In addition, choral awards are occasionally given to singers who are not members of the College. The awards are called Choral Scholarships for undergraduates of the College and Choral Bursaries for everyone else. The number of awards available depends on the needs of the choir. The choral scholarships have a value of £200 pa.

Holder of choral awards are required to sing in the Chapel Choir at the services and rehearsals as indicated above, and may also be called upon from time to time to assist the Organ Scholars in other duties relating to the choir.

Auditions are usually held in freshers' week – please contact the Organ Scholars for details.

Instrumental Awards: these are available to all undergraduates of Worcester College reading for an Oxford degree, regardless of subject. Two are offered each year, on the basis of a short performance test, to undergraduates entering the College in their first year. There are no specific duties attached, but it is expected that award-holders will assist in the fostering of the musical life of the College, and that they will agree, if called upon, to serve on the committee of the Worcester Music Society.

5. SPORT

Worcester has a good reputation for sport at College and University level and there really is something for absolutely everyone. This is partly because of our wonderful facilities: hockey, football, rugby, five-a-side pitches and cricket pitches, and tennis courts. We also have a multi-gym, which for safety reasons, you may not use without induction and a pass. Look out for details of gym induction sessions. Our boathouse on the river, (the Isis or Thames) is shared with Merton and houses several boats.

College sport is devised to allow as many people as possible to participate in as many sports as they want - however, commitment should never impinge upon academic work. There are many College teams and if interested you should look out at the College Freshers' Fair or on the noticeboards in the lodge area. Our success rate is high in a wide range of sports. The most important attribute is enthusiasm - if you want to play there is always space at some level.

The University has about 70 sports societies, ranging from netball and rugby to skiing and archery. Oxford students have a strong sporting reputation and a number of facilities, with numerous college playing fields, the University Parks, and the Oxford University Sports Complex on the Iffley Road (www.sport.ox.ac.uk). If you cannot find the sport which you are looking for you should contact the MCR Sports Rep. If you are interested in rowing you must complete a certificate of competence to swim.

6. STUDENT MEDIA

Oxford has three student weekly newspapers and an FM radio station (87.7FM). *The Oxford Student* and *The Cherwell* provide news about Oxford students weekly, and *The Word* provides more of a critically arty style paper. All three are normally worth reading to keep in touch with what is going on. Copies can be picked up free in the Lodge or the JCR every week. Other student publications include *ISIS* and *The Owl*. *Oxygen*, the radio station founded, run, and presented by students, is also worth a try. All of these are always on the lookout for new participants; sign up at Freshers' Fair or contact them individually. The College JCR subscribes to a whole host of weekly and daily newspapers that can be found in the JCR or Lodge.

13. EXTERNAL RELATIONS OFFICE

When you come to the College to study, whether as an undergraduate, a post-graduate or a visiting student, you become a member of the College for life. This life-long association is the reason for the rather strange phrase ‘Old Member’ which is used to describe someone who is no longer studying here: ‘former’ member would imply that membership has ceased, and alumnus/alumna did not get many votes when Old Members were asked how they preferred to be described. The life-long association is more than just nominal: the College likes to keep in touch with those who have studied here. It takes pride in their achievements in later life, and in turn wants its Old Members to feel involved in and proud of the present-day College, leading them to express their pride in various ways – for example by providing networks for giving advice on jobs, or by making contributions for new and improved facilities. All Old Members are automatically made members of the Worcester College Society: there is no entry fee or annual subscription.

The External Relations office is thus responsible for: maintaining and building lasting links with Old Members, raising the funds for improvements in College facilities of all kinds, and for the Conference Business which in the summer vacation includes summer schools from the University of Alabama, Toronto and Georgia Tech. Coleen Day, Director of External Relations, is in charge of these activities.

The long-term job of keeping people in touch with each other and with the College involves organising an extensive programme of events. The College also keeps in touch with its Old Members through two regular publications: the annual *College Record* and a colour *Magazine*. The Worcester College Society has an elected Advisory Council which is regularly consulted on ways of improving events, publications and other services. Most recently it has promoted the Careers Information Network, whereby Old Members declare themselves willing to help current and recent students as they contemplate leaving aside the idyllic world of Worcester and entering the harsh realities outside.

In March 2009 and 2010 the office successfully ran ‘Telethons’ with the assistance of a team of student callers, all of whom received training, free accommodation and were paid for their time. Students called Old Members not only to seek their support but, to verify address details, to seek feedback on our events programme and publications and report on current College activities. In all, the team raised over £500,000.

Future fundraising projects include support bursaries for undergraduates and graduates, tutorial fellowships, continuing to improve college facilities and to increase general endowment all of which will be part of the programme to mark the 300th anniversary of the foundation of the College in 2014.

The office is lively and busy, and is constantly looking for help from students. If you are a photographer or are keen to develop your journalistic skills, Coleen would be delighted to meet you to talk about working on the *Magazine*. There are other areas where the office needs help, however - with research, in running events, promoting CIN (the Careers Information Network) or joining a telephone fundraising team. Whatever your talents, come and see us in 6:2 (on the ground floor of staircase 6, on the right as you go down stairs towards the Besse Building).

14. GLOSSARY (OF WORCESTER/OXFORD TERMS)

| | |
|---------------|---|
| Ball: | every 3 years there is a 'Commemoration Ball' in College. |
| Battels: | College bills for accommodation, heating, buttery & fixed charges. |
| Blue: | awarded to someone who competes for Oxford against Cambridge. Whether you get a Blue or a Half Blue, depends on the sport. |
| Bod Card: | used for access to libraries, computing services and some University buildings. Issued at the start of your course. Officially called a University Card. |
| Bop: | a College party usually held in the bar and organised by the JCR Entertainment Committee. |
| Buskins: | Worcester's own drama society. |
| Carfax: | crossroads at the intersection of High Street, St Aldate's and Cornmarket. |
| College Card: | plastic card that is used to pay for meals (by being charged up with £5, £10 and £20 notes in the Lodge) and to obtain access to College. Also known as Access Card. |
| Coming up: | coming into residence in Oxford at the start of term. |
| Commoner: | what undergraduates become after matriculation and stay until they graduate, unless they become Scholars or Exhibitioners. |
| Cuppers: | inter-collegiate competitions in just about anything. |
| Collections: | College exams for undergraduates to make sure they have done the holiday work. Can be set at any time by their tutors but are usually given to them at the end of 8th week in each term (not usually in their first term). Also means a formal report on progress, read to the Provost in the presence of the individual student at the end of each term ("Provost's Collections"). |
| Don: | slang for 'fellow', 'tutor', 'lecturer' (from the Latin 'Dominus'). |
| Eights: | big inter-collegiate rowing regatta in 5th week of Trinity term. |
| Exhibitioner: | like a scholar but gets less money. |
| Fac: | refers to any subject faculty building; libraries and lectures may be here. |
| Finals: | the main exams at the end of an undergraduate course. |
| First week: | every Oxford full term has exactly eight weeks, which are then numbered (first week, second week etc). Many people stay up beyond this, |

however, so we also get noughth week, minus oneth week etc. (Sunday is counted as the first day of each week.)

- Full Term: Sunday of first week to Saturday of eighth week.
- Formal Hall: second sitting of dinner; the food is better but you have to dress up and wear a gown.
- Fresher: a new student.
- Going down: leaving Oxford at the end of term.
- Governing Body: the assembly of the Provost and Fellows which has ultimate power in the College, under the College Statutes.
- Graduate Collections: annual meeting for graduate students with the Provost and Tutor for Graduates to discuss their work.
- Hall: Location where students have breakfast, lunch and dinner in term time and where undergraduates sit Collections. There are 2 dinners served each night - 1st Hall which is informal and 2nd Hall which is formal and is served by staff.
- Hilary: 2nd (Spring) term.
- JCC: Joint Consultative Committee. A committee comprising the Provost, certain Fellows of the College, JCR officers and MCR officers. Its purpose is to deal with matters of concern to the JCR and MCR and to make recommendations to the Governing Body on their behalf.
- JCR: undergraduate student body (from 'Junior Common Room', the room undergraduates use).
- Junior Member: any undergraduate or graduate student of the College.
- Lodge: where the Porters are based, at the entrance to College.
- Lodgings: the Provost's Lodgings: where he lives.
- Matriculation: mix a few thousand freshers, lots of subfusc and a little Latin in the Sheldonian and you get this - your formal initiation into the University.
- MCR: The postgraduate student body and the place that graduates use (from Middle Common Room).
- Michaelmas: 1st (Winter) term.
- Mods: Moderations - name of first-year exams in some undergraduate courses.
- OUSU: Oxford University Student Union - the body that officially represents all students in Oxford. Not to be confused with the Union Society.

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| Penal Collection: | an examination set by the College: failure to do as well as required may result in severe penalties. |
| Pigeon-hole or Pidge: | set of named boxes where students' mail is left, in Staircase 15 |
| Pigeon Post: | All colleges & university departments are part of a university postal network. This is free if you post fewer than 3 items at once. There are two collections per day. |
| Prelims: | Preliminary Examinations - name of first-year exams in some undergraduate courses. |
| Provost: | Worcester's Head of House (College). |
| Punt: | flat boat propelled by a pole. Lots of fun in the summer. |
| Rustication: | serious punishment: a rusticated student is suspended and has to leave Oxford until given permission to resume studying. |
| SCR: | group which includes members of the Governing Body and others who teach but are not Fellows, e.g., Research Fellows, Lecturers. There are also other members, such as distinguished old members of the College. From 'Senior Common Room', room used by dons etc. |
| Scholar: | what undergraduates become if they get a distinction/1st in their first year exams or if they perform well for a long period of time. Scholars get given a bigger gown to wear and a yearly award. |
| Schools: | ominous building on the High Street where students sit exams or go to lectures (also home to the University Freshers' Fair). Also refers to 'Final Honour Schools' i.e., undergraduates' final exams. |
| Scouts: | cleaning staff. |
| Sending down: | expulsion. |
| Senior Member: | a Fellow, Research Fellow or Lecturer of the College (or University). |
| Senior Status: | someone reading for an undergraduate degree who already has a degree (e.g. from Harvard). |
| Subfusc: | clothes one has to wear for matriculation, examinations, graduation, etc.; see also page 15. |
| Torpids: | not so large inter-collegiate rowing regatta in 5th week of Hilary Term, but just as much fun as Eights if the sun is out. |
| Tute: | slang for tutorial. |
| Tutorial: | weekly meeting (usually lasting an hour) for undergraduates with their tutor on their own or with one or two other people doing the same subject. |

They get loads of work for tutorials - normally an essay which they will usually have to hand in or read out, and then discuss.

Trinity: 3rd (Summer) term.

Union: Oxford Union - good speakers, debates & cheap bar. Not to be confused with OUSU.

Up: odd preposition to describe being at Oxford (e.g. 'I was up at Worcester 1935-38'). Contrasts with 'going down'.

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