



**WORCESTER COLLEGE
STUDENT HANDBOOK**

2018-2019

VERSION 1 - 16/08/2018

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1. INTRODUCTION

Welcome to Worcester.

As can be seen from the table of contents, this handbook has a variety of different sections. It is hoped that it will be an invaluable aid throughout your time at Worcester. The Handbook is updated annually and is also available on the College website (www.worc.ox.ac.uk), so that it can be accessed easily at any time. At the back of the handbook is a glossary of terms which may not be understood outside Oxford. This should be referred to if an unfamiliar word or expression is encountered in the text which follows. Please note that throughout the Handbook College Officers, student representatives, etc., are referred to by their title. To discover their names, please 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. Sir George Clarke, together with his friend Nicholas Hawksmoor, designed the central group comprising the Hall, Chapel and a magnificent Library, to which Sir George left his collection of books and manuscripts. 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 Sainsbury building (1994), the Franks Building (1999), the Earl Building (2006), and the Nash 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.



WORCESTER COLLEGE OXFORD

Key:

1 - 24 Staircase numbers

Main Quad: 1 Senior Common Room

5 Seminar Rooms A & C, Lecture Room B

6 Access route north (Orchard, Sainsbury Building, SNSC etc.) Development Office

11 Junior Common Room

12 Access to the Gardens and the

Linbury Building

Pump Quad: 15 Cellar Bar

Buttery

Besse Building: Bursary

Academic Office

Lift/Level Access



Morley Fletcher Room

Linbury Building

Linbury Room

Nuffield Building

Nuffield Room

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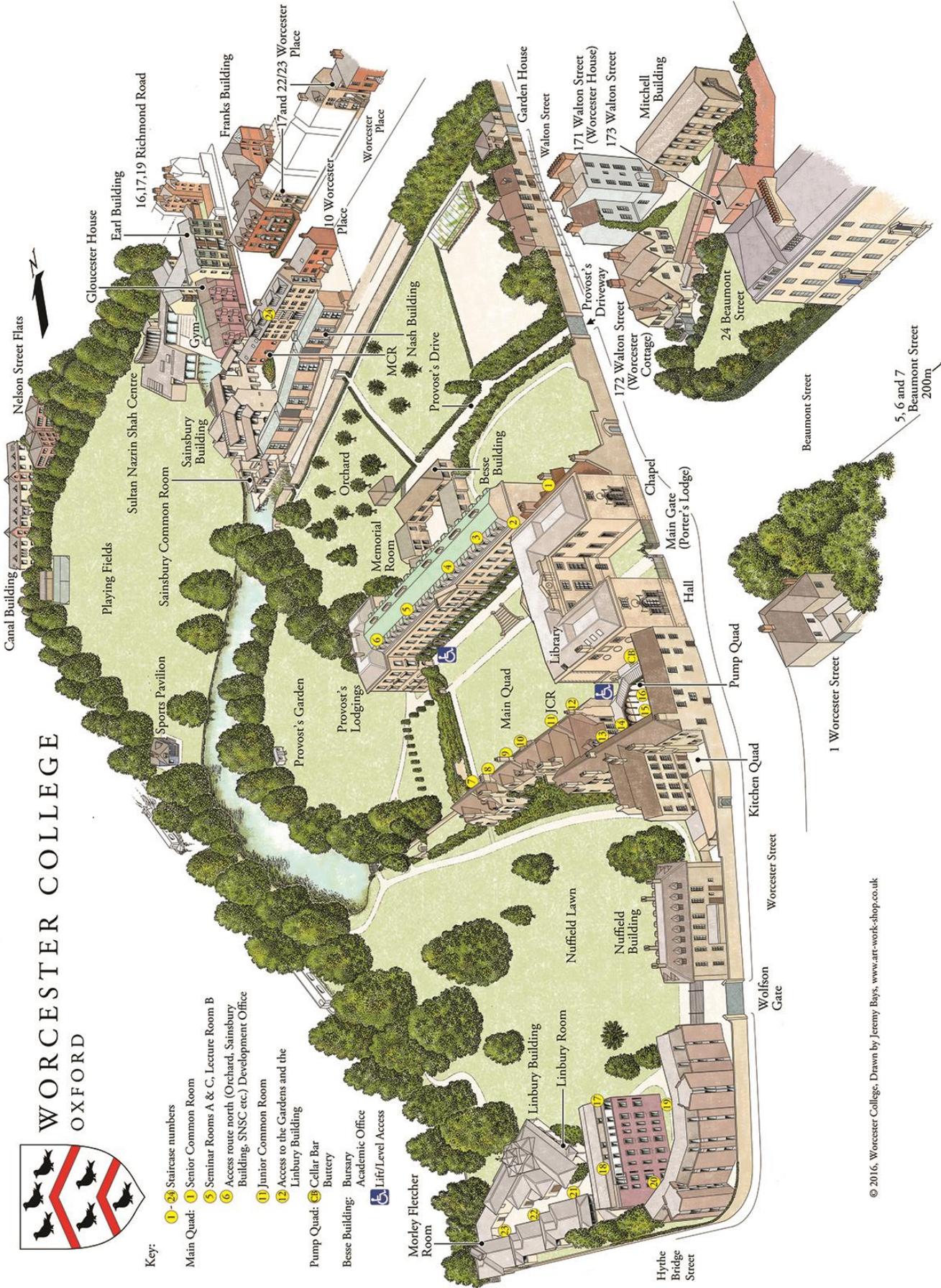
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3. WHO'S WHO

1. MEMBERSHIP OF THE COLLEGE

Membership of the College consists of the Provost, Tutorial Fellows, Professorial and Supernumerary Fellows, Non-tutorial Fellows, Senior Research Fellows and Junior Research Fellows. In addition to these the Senior Common Room (SCR) 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 life 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 JCR and MCR are affiliated to the Oxford University Student Union (OUSU). Graduate students are automatically members of both the MCR and JCR.

3. MAIN OFFICERS OF THE COLLEGE

The Provost (Professor Sir Jonathan Bate) 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 Peter Darrah) deputises in the Provost's absence.

The Senior Tutor (Dr Scott Scullion) has overall responsibility for academic matters within the College; he is supported by the Academic Administrator, Ms Phillipa Tarver.

The Tutor for Graduates (Dr Zofia Stemplowska) oversees the academic progress and general welfare of all graduate students within the College, supported by the Graduate Officer and the Academic Administrator, Ms Phillipa Tarver.

The Dean (Dr Ben Morgan) has responsibility for the general welfare of students, and their non-academic behaviour and discipline. The Dean is supported by the Dean team (for more information, see section 5, 'Welfare').

The Tutor for Admissions (Dr Laura Ashe) processes all enquiries and applications to the College for academic courses from prospective undergraduates, and is supported by the Admissions and Access Officer.

The Chaplain (Revd Dr Tess Kuin Lawton) conducts religious services within the College. She 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 (Prof Deborah Cameron) is responsible for matters particularly concerning the welfare of female students.

The College Nurse (Lynn Cross) is available for consultation about health matters (see section 5.1).

The College Librarian and Keeper of the Archives (Mr Mark Bainbridge) is responsible for the day-to-day administration of the Library.

The Director of the Visiting Student Programme (Dr Michael Mayo) has overall responsibility for Visiting Students on the Junior Year Abroad Programme.

The Chairman of the IT Committee (Dr Peter Darrah) has responsibility for computing provision within the College. He is supported by the IT Manager, Mr Jona Young, who is responsible for the day-to-day maintenance of computing facilities.

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

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

The Senior Treasurer of Amalgamated Clubs (Professor Julian Roberts) oversees the finance and general administration of all sports, societies and clubs within the College.

The Garden Master (Dr Rory Bowden) 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 Administrator (Ms Phillipa Tarver) and her staff are responsible for the academic side of College administration, including University examinations and arrangements for Degree Days. The Academic Office works closely with and reports to the Senior Tutor, Tutor for Graduates and Tutor for Admissions.

The Student Welfare Officer (Ms Jo Bates) is responsible for supporting the Dean team and welfare provision in the College. Jo is also the Disability Coordinator and Designated Safeguarding Lead.

The Finance & Estates Bursar (Mr Gareth Prior), the College Accountant (Ms Trish Pease), and the Accounts staff are responsible for financial administration in the College.

The Domestic Bursar (Mr Steven Scott) is in charge of domestic administration within the College. All non-academic staff ultimately report to him. He is supported by the Assistant Bursar (Ms Jayne Stoddart).

Conference and Accommodation Office:

The Head of Conference and Accommodation, Mrs Caroline Trevers, is responsible for the management of the College's accommodation services and conference business.

The Accommodation Manager (Ms Paula Leite) coordinates room allocations, oversees the housekeeping aspects of the College, and manages the scouts who clean students' and tutors' rooms and offices. The scouts are encouraged to offer support to members of the College, particularly new students. Please direct any accommodation queries to accommodation@worc.ox.ac.uk.

The Conference and Events Coordinators (Ms Rebecca Stewart, Mrs Emma Fox, and Miss Alice Urquhart) are responsible for organising conferences at the College.

Lodge and Security:

The Head of Security (Mr David Roche) is in charge of College security. He leads a team of eight porters, who between them provide 24-hour cover every day throughout the year. The Porters are available to assist with any queries and are the first point of contact in the event of incidents around the College. Their contact details are lodge@worc.ox.ac.uk or 01865 278300.

Craig Townsend – Senior Lodge Porter

Massimiliano Cattaneo (Max)

Allison Bond

Maciej Nowacki

Steve Cooper

Norman Blackman

Krzysztoś Kozłowski

Beverley Page

Catering and Kitchen:

The Catering Manager, Stuart McAllister, and Executive Chef, Rob Dennis, lead their respective teams of staff in the management and provision of all aspects of the College's food and beverage service. They can be contacted by email at stuart.mcallister@worc.ox.ac.uk and robert.dennis@worc.ox.ac.uk

IT Services:

The IT Manager, Jona Young, and his team, Dan Smith and Oliver Harvey, are responsible for the provision of all IT services in College. Please contact ithelpdesk@worc.ox.ac.uk with any IT queries that you may have.

Maintenance:

The Head of Maintenance, David Nightingale, leads a team of five staff, who provide the routine maintenance service around the site. (They can be contacted via email via the maintenance portal site at <https://helpdesk.worc.ox.ac.uk>).

Gardens and Grounds:

The Head of Gardens and Grounds, Simon Bagnall, and his team of staff manage the College's magnificent setting and sports ground.

Queries and Complaints Escalation Process:

In the first instance please direct any queries or concerns that you may have to the relevant department above. In the event that a non-academic issue remains unresolved, the matter can be escalated by bringing it to the attention of the Domestic Bursar.

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 Finance & Estates or Domestic Bursars or the Dean.

The Academic and Finance offices are located in the Besse Building (open Monday to Friday, 8.30 a.m.–1.00 p.m. and 2.15 p.m.–5.00 p.m.).

5. JCR AND MCR COMMITTEES

JCR Officers:

President:	Ephraim Conteh
Vice-President/Treasurer:	Jasmine Rienecker
Secretary:	Hannah Taylor
Academic Affairs & Careers Rep:	Cerys Baines
Access & Admissions Rep:	Jack Nunn
Arts Rep:	Thomas Wijesinghe
Charities Rep:	David Feakins
Computing Rep:	Luke Rickard
Disabilities Rep:	Julia Alsop
Newsletter Editor:	Oliver Simpson
Entertainment Rep:	Sophie Rogers
Entertainment Secretary:	Sebastian Monnet
Entertainment Treasurer:	Peter Jones
Environment & Ethics:	Sophie Taylor
Ethnic & Religious Minorities Rep:	Nivraj Chana
Female Welfare Rep:	Nina Warren
First Year Rep:	Grace Albery
Food & Bar Rep:	Anna Herzog
Gender & Women's Rep:	Miranda Bardsley
Housing/Internal Affairs:	Benjamin Darwent
International Students Rep:	Jáchym Solecký
LGBTQIA+ Rep:	Martha Raymer
Male Welfare Rep:	Jordan Grinyer
OUSU Rep:	Matthew Timms
Sports Rep:	Toby Chamberlain
Suspended Students Rep:	Sarah Littlejohn

MCR Officers:

President:	TBC
Treasurer/Vice President:	Rory James
Secretary/Vice President:	Triantafyllos Afouras
Accommodation & Food:	Lucy Brookes
Arts Rep:	Jennifer Redmond
Bar Manager (MCR):	James Lorenz
Charities Rep:	Lisa Simpson
IT Rep:	Jory Fleming
Disabilities Officer:	Shannon Osaka
Environment Rep:	Faisal Shaikh
Equal Opportunity Rep:	Johann Go
Female Welfare Rep:	Leila Tai
Male Welfare Rep:	Justin Weeks
LGBTQ+ Officers	Matteo Parisi Johann Go
Social Secretaries:	Chaya Ghavami Will Simmons Yetunde Wilds
Sports Rep:	Jake Brittain
Women's Officer and Franks Society Organiser:	Julia Vassileva

Note: JCR and MCR Officers will vary from year to year; some of the College Officers, College Committee members and staff may vary too. Current lists are on the College website.

4. 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.

Time spent in Oxford as a student is governed by the terms and conditions of the Oxford University and Worcester College student contracts.

1. THE ACADEMIC YEAR

There are three terms in the academic year, with Full Term (during which time most of the undergraduate teaching is scheduled) lasting for eight weeks. The weeks are referred to by number so that the first week of term is 'week 1' (or 'first week'), the second 'week 2' (or 'second week') etc. The autumn term is known as Michaelmas, the second term as Hilary and the summer term as Trinity.

Undergraduates arrive in 0th week (nought week), i.e. the week before Full Term starts. The College's academic sessions begin each term on the Thursday before the start of the University Full Term (which begins the following Sunday) and end on the Saturday of the eighth week of each University Full Term. Special arrangements apply to Freshers.

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 dates for the academic year 2018–2019 are:

Michaelmas Term Thursday 4 October to Saturday 1 December 2018

Hilary Term Thursday 10 January to Saturday 9 March 2019

Trinity Term Thursday 25 April to Saturday 22 June 2018

The dates for the following 3 academic years are:

2019-20	Michaelmas Term	Thurs 10 Oct	Sat 7 Dec
	Hilary Term	Thurs 16 Jan	Sat 14 March
	Trinity Term	Thurs 23 April	Sat 20 June
2020-21	Michaelmas Term	Thurs 8 Oct	Sat 5 Dec
	Hilary Term	Thurs 14 Jan	Sat 13 March
	Trinity Term	Thurs 22 April	Sat 19 June
2021-22	Michaelmas Term	Thurs 7 Oct	Sat 4 Dec
	Hilary Term	Thurs 13 Jan	Sat 12 March
	Trinity Term	Thurs 21 April	Sat 18 June

Please note that course dates in some subjects may differ in some years and that some University examinations may be timetabled to take place outside the standard term dates.

2. ANNUAL REGISTRATION

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

Registration is required for students to:

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

Students 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, and are advised to complete the on-line registration process before arrival in Oxford. Those students who are unable to complete the on-line registration process before coming to Oxford must do so by **Friday 12 October 2018** at the latest.

Please note that the University will charge £15 to replace a lost University Card, and that this must normally be paid on-line before a replacement is issued. If a card has been stolen it will be replaced without charge providing that a crime number can be produced.

3. UNDERGRADUATE RESIDENCE IN OXFORD – NECESSARY REQUIREMENTS

(i) In order to qualify for a degree it is a University requirement that Junior Members spend a minimum of 42 nights per term in Oxford (within 6 miles of Carfax for undergraduates).

(ii) **The College requires all Junior Members to be in residence by 2.00 p.m. on the Thursday of 0th week (for Freshers at the beginning of the academic year by the Tuesday of 0th week) and to remain in residence until the end of Full Term (Saturday of week 8). Permission to come up later and to go down earlier must be sought from the Senior Tutor through subject tutors.** Students returning to Oxford earlier than Sunday of 0th week at the start of any term will be charged a nightly rate for that accommodation.

(iii) Absence from College

The system on which Oxford is organised assumes that undergraduates will be present throughout the eight weeks of term and the two or three days before the beginning of Full Term. Public contributions to fees are paid on the assumption of a minimum of 25 weeks' residence in the course of an academic year. Undergraduates are not encouraged to leave Oxford during term, though it is recognised that it may sometimes be necessary for them to spend one or more nights away. Please inform the academic office, a tutor or hand keys to the lodge if you are away.

(iv) Jury Service

Undergraduates 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 Assistant Academic Administrator, who will write a letter on their behalf.

4. GRADUATE RESIDENCE IN OXFORD - NECESSARY REQUIREMENTS

(i) In order to qualify for a degree it is a University requirement that Junior Members spend a minimum of 42 nights per term in Oxford (within 25 miles of Carfax for graduates). Permission from the University for exemption from this limit can be requested by the College in appropriate cases, and further details can be provided by the Graduate Officer on request.

(ii) 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. **Students must therefore enter their details in the appropriate book in the Lodge if leaving Oxford during term time, indicating the period for which they will be absent, and an address and telephone number at which they can be reached, if needed.**

(iii) **Jury Service**

Graduates 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 Graduate Officer, who will write a letter on their behalf.

5. FEES, CHARGES AND ADMINISTRATION

- (i) Undergraduates are defined as members of the University who are working in Oxford for their first degree, BA, or BFA, MBiochem, MChem, MCompSci, MEng, MEarthSci, MMath, MMathCompSci, MMathPhil, MPhys or MPhysPhil. Graduates are similarly defined as those members of the University who are working for some other degree, for a diploma, or for some other qualification.
- (ii) Junior Members from the UK studying for their first undergraduate degree who do not provide a Financial Notification document confirming that the cost of their fees will be met by a loan from one of the UK student finance agencies, will be held responsible for paying tuition fees.

Self-funded undergraduate students (i.e. those whose fees are met by the individual or by an agency other than Student Finance England) must see the College Accountant on the day of arrival in College to make clear the precise arrangements for payment of the University Tuition Fee and the College Consolidated Fee. These fees are payable annually in advance in Michaelmas Term. For further details on University and College Fees, see sections 6 and 7.

6. ACADEMIC DRESS

For University examinations and official ceremonies, (such as 'matriculation', which formally admits students to the University), students are required to wear their preferred 'subfusc' from the following list with their academic gown and mortar board/soft cap:

- One of
 - a) Dark suit with dark socks, or
 - b) Dark skirt with black tights or stockings, or
 - c) Dark trousers with dark socks
- Dark coat if required
- Black shoes
- Plain white collared shirt or blouse
- White bow tie, black bow tie, black full-length tie, or black ribbon
- Scholars, including Organ and Choral Scholars, should wear a scholar's gown.
- Undergraduates need a 'commoner's gown' which is also to be worn to Formal Hall and for Provost's Collections (see below).
- 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 should wear a commoner's gown, but not full subfusc.

For the gown, tie and mortar board/cap, go to Ede and Ravenscroft www.edeandravenscroft.co.uk ; Shepherd & Woodward www.shepherdandwoodward.co.uk ; The University of Oxford Shop www.oushop.com ; The Varsity Shop (Castell's) www.varsityshop.co.uk ; or Walters www.walters-oxford.co.uk Second-hand gowns can sometimes be available at the very start of the academic year from the College Porters or OUSU (Oxford University Students' Union, 2 Worcester Street, OX1 2BX).

There are a number of black-tie events that students might like to attend during the year. A black-tie dress code normally refers to a dress, or a dinner jacket (a 'DJ' or tuxedo). Students might like to buy an appropriate outfit, although it is also possible to borrow or hire one.

7. UNDERGRADUATES – ACADEMIC LIFE

Undergraduates are normally required to be matriculated members of the University of Oxford, and to be reading for a University degree or diploma.

(i) Courses and Examinations

Courses and examinations are described in detail in the *Examination Regulations*, which you will be directed to online. The current version is also available on the web (<http://www.admin.ox.ac.uk/examregs/>).

Candidates for a first degree must pass two 'public' examinations, the first being the Preliminary Examination or Moderations, and the second the Final Examination of the Honour School ('Finals'), which is classified into first, second (divided into two) and third class, independently of performance in the First Public Examination. For some courses, in particular those accredited at Masters level, the Final Examination often consists of two or more parts, taken in the second or third term of the second, third and fourth years. A number of students also have 'public' examinations at the end of their second year. All students are asked to read the relevant sections of the *Examination Regulations* and the *University Student Handbook* (<http://www.admin.ox.ac.uk/proctors/info/pam/>) concerning examinations. They should note in particular the need to report to the Senior Tutor or Academic Administrator, as soon as possible, any special circumstances which may affect, or may have affected, examination performance. The College can then notify the University Proctors, asking for relevant information to be relayed to the examiners.

Certain special requests (e.g. for alternative examination arrangements) must be made by the Friday of the fourth week in the term before you do your exams. Students who have any queries about this should contact the Academic Office.

(ii) Academic obligations

All students admitted to the College have been chosen out of many applicants by the tutors in the relevant subject for their academic potential. One or more of these tutors will be involved in teaching each undergraduate throughout their course. It is the start of a relationship much valued at Oxford. Undergraduate teaching is carried out in tutorials (which may be held singly, in pairs or in small groups), combined with lectures and classes organised by the University. The College will nominate a subject tutor to take overall responsibility for each individual's academic work (traditionally called a 'Moral Tutor').

Students are expected to work to the best of their ability, to attend all academic appointments and to produce punctually all written work. Attendance at tutorials, classes and collections is compulsory. If prevented by illness or other urgent cause, undergraduates should make every effort to notify the tutor concerned as soon as possible, and preferably in advance. Fulfilment of these obligations is a condition of continued membership of the College. Students are also expected to attend all lectures and classes

recommended by their tutors or for which they have enrolled. Students should discuss with the appropriate subject tutor the nature of their academic obligations if, at any time, they are uncertain of these.

(iii) Monitoring

Progress is checked regularly by tutors in weekly tutorials, and in termly College examinations known as '0th week collections', which may be set on the Thursday, Friday or Saturday of 0th Week (though not in an undergraduate's first term). Tutors will inform their students if they are required to sit collections. Confirmation of the time and place is posted on the College Only section of the College website, and should also be communicated directly to students by their tutors. These examinations are normally set on the previous term's work or may cover specified vacation work. They are less formal than University examinations, but provide valuable examination practice and must be taken seriously. As with all University examinations, students must display their University Card on their desk during collections. When providing feedback about collection performance, tutors should explain how papers have been marked (i.e. according to the standard at Finals or according to the standard expected of students at that stage of their study). If in any doubt, undergraduates should seek clarification from the relevant member of academic staff. Good performance and evidence of excellent progress may be rewarded with prizes. A serious view is taken of failure to attend, of inadequate performance, or bad conduct during collections. Any undergraduate who is uncertain about the subject or subjects of their collections should consult their tutors before leaving for the vacation. The Oxford course requires use to be made of vacations to prepare and to revise, so adequate time must be set aside for this.

Each term Provost's Collections are held at which undergraduates receive reports on their term's academic progress in the presence of the Provost, Senior Tutor and subject tutor/s. They are held in the Provost's Lodgings, during 8th week of term and a timetable is posted on the College Only section of the College website in 5th week of each term. Students will usually attend once a year. When required, attendance at Provost's Collections is obligatory for all members of the College reading for undergraduate degrees, and for (undergraduate) Visiting Students. A gown is required, and an appropriate outfit, such as a jacket and tie (or equivalent), should be worn. All students should check the timetable each term to ensure that they are clear about when they are expected to attend.

The Senior Tutor may report particular student matters to the Tutors' Committee, as and when necessary. The Committee normally meets each term on the Wednesdays of 1st, and 5th weeks (and of 7th week, if required), and in turn reports to the next Governing Body meeting.

Student assessment of their tutorials and other aspects of College teaching is carried out through a feedback questionnaire which can be completed termly on-line. Students are encouraged to submit a return, so that their views can be considered.

(iv) Problems affecting academic work

In the event of a problem affecting academic work, students should take an early opportunity to talk it over. It is obviously best to discuss the matter with the tutor concerned, who will be in the best position to advise. 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 by tutors. If for any reason it is difficult to talk to a subject tutor, there are other lines open for obtaining help and advice: the Moral Tutor (if different), the Senior Tutor, the Chaplain, the Dean, the Student Welfare Officer, or one of the panel of Additional Moral Tutors (see the section on Welfare). Changing teaching arrangements can be difficult and awkward, but when absolutely

necessary students are able to change their tutor or their tutorial partner without suffering adverse consequences.

Occasionally, a problem with academic work may cause a student to feel unfairly treated or inadequately helped by a tutor. Again, it is always best to talk this through with the person concerned if possible, or, failing this, with the Moral Tutor or with another tutor. If for any reason neither recourse is possible, the Senior Tutor 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 Student Welfare Officer, the Assistant Dean or one of the Junior Deans 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).

Fitness to Study Panel

In most cases, College systems work well for determining whether a student is fit to commence, continue or remain on their course of study due to medical, psychological or emotional problems and related behavioural problems, but the University has established a set of procedures to deal with a small number of serious or difficult cases where questions arise as to whether a student is able to continue with their studies and where a decision could not be reached through the normal College/Department/Faculty procedures. The Fitness to Study procedures will therefore only be applied after normal College, Departmental or Faculty procedures have, in the reasonable view of the relevant body, been followed appropriately. Colleges and Faculties/Departments can refer cases to the University's Fitness to Study Panel, the deliberations of which will be based on academic judgement informed by medical, legal and other expert opinion, and their deliberations will be a decision on behalf of the University and a recommendation to the relevant College. Such decisions/recommendations will combine proper regard for the welfare of the student with recognition of the demanding academic requirements of Oxford degree courses. The underlying principle is to provide a coordinated mechanism for resolving the small number of cases that have not been resolved by the usual means in Colleges and/or Departments/Faculties, thereby reducing the risk of both the inequitable treatment of students and successful appeals to the Office of the Independent Adjudicator or the courts. Full information about the rationale for the Panel, the Panel's composition and its procedures please see: www.ox.ac.uk/gazette/fitness_to_study.

(v) Vacation Work

Vacation work is an important aspect of preparation for a degree. Full term, which lasts for only eight weeks, is very intensive with respect to study, and vacations should be regarded as an opportunity for consolidation, additional reading and preparation. Students who are concerned that vacation activities such as paid employment or travel may affect their academic work should consult their tutors, who will provide guidance on the reading necessary to maintain a satisfactory level of progress.

(vi) Maintenance of Academic Standards

(a) Unsatisfactory work and Penal Collections

The Senior Tutor monitors the academic progress of undergraduates and will receive reports of unsatisfactory work: such reports may result in action being taken, including referral to the Tutors' Committee. The College's policy on sanctions for unsatisfactory work is guided by the principles of fairness and consistency. Students are, however, treated as individuals by reference to the particular circumstances of each case. If a student is in breach of academic obligations, s/he may expect to have that breach identified and, if appropriate, to be warned of the consequences of repetition either informally or formally. Formal sanctions, happily, are rarely found to be necessary. But if needed, they may include a range of requirements, for example to make up backlogs of work by certain dates, or restrictions on non-academic activities. Failure to satisfy

such requirements or restrictions may result in the setting of additional (penal) collections with specified minimum targets, temporary exclusion from academic study and College membership for a defined period ('rustication') or final termination of academic course and College membership (i.e. expulsion or 'sending down').

Penal collections are timed and invigilated examinations set by the College. No student will (save exceptionally) face penal collections and hence possible rustication or expulsion on academic grounds, without being told in writing by the Senior Tutor that unless the student meets certain conditions (to be determined by the Senior Tutor in consultation with student's tutors) he or she will face penal collections. If the student fails to meet those conditions, the Senior Tutor will then write to the student confirming that he or she will be required to take penal collections and informing him or her not less than 8 weeks in advance of (i) the papers in which s/he is to be examined, (ii) the required pass mark(s), (iii) the consequences of failure to attain such mark(s). No student will be rusticated or expelled for failure to attain the required pass marks in penal collections unless the collections have been wholly marked externally. A diagrammatic overview of the process is provided in section 9.17.

Any student who fails to meet the conditions of a penal collection will have the right of appeal using the College's standard appeals procedure given in section 9.18.

The tutor of any student whose work is unsatisfactory and/or the Senior Tutor will at all times seek to make as clear as possible the nature of the student's unsatisfactory performance, any requirements the student must satisfy, and the consequence of failure to satisfy such requirements. If a student, on receipt of any letter relating to his or her academic performance, is in any doubt about its meaning, he or she is advised to seek immediate clarification from the author of the letter.

(b) **Exceptional work**

Outstanding academic achievement and exceptional work will be recognised by the award of a College Scholarship or Exhibition. These awards can be made at any time by the Governing Body, but the majority of awards are made at the beginning of the second year and are renewed annually if the student's work remains of high standard. The current value of these awards is £200 p.a. for a Scholarship and £120 p.a. for an Exhibition. Scholarships and Exhibitions are credited to battels in instalments. Scholars and Exhibitioners are both entitled to wear Scholars' gowns. A Scholar or Exhibitioner in Classics who fails to obtain a first or upper second class in Honour Moderations will normally not be re-elected. Scholars are required to read the Grace in Hall when called upon to do so, unless they request exemption on religious or other appropriate grounds.

College Prizes are awarded to Junior Members who achieve Firsts or Distinctions in Public Examinations. Prizes are also awarded for performance in Collections (the College examinations kind) and for academic progress. The present value of the prizes is:

(i)	First in Final Honour School (for students who have not been scholars or exhibitioners) or BCL	£120
(ii)	Distinction in the oral examination in FHS Modern Languages and its joint schools	£30
(iii)	First in Honour Moderations (all subjects)	£70
(iv)	Distinction in a First Public Examination (including 1st BM, both parts) and Supplementary Subjects	£60
(v)	Henriques Prize (for the best performance in the Final Honour Schools of Jurisprudence, Lit. Hum., Modern History or PPE)	£250

(vi)	Worcester College Society Prizes (for the best performance in Schools in an Arts subject not eligible for the Henriques Prize; for the best performance in Schools in Science)	£250
(vii)	Collection prizes; Progress prizes; prizes for outstanding practical work; prizes for outstanding academic excellence	£25

(vii) Feedback

An invitation is circulated at the end of every term to complete an undergraduate feedback form on the College website. Completing a form is optional, but we believe that your returns will help us to maintain and improve tutorial arrangements. Students are asked to complete a separate form for each of the courses of tutorials or classes taken that term. The deadline is the end of 8th week each term, the responses are confidential and are sent directly to the Tutors. Responses may be submitted anonymously.

Students experiencing difficulties who may wish to raise concerns before the feedback round may do so at any point by contacting the College Officers detailed in the Who's Who section.

8. GRADUATES – ACADEMIC LIFE

Academic life at Oxford is extremely varied. The diversity of the 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 Zofia Stemplowska, is the person responsible to the Governing Body for the admission and academic progress of all graduate students. She may be contacted via the Graduate Officer (graduate.enquiries@worc.ox.ac.uk).

(ii) Graduate Officer

The Graduate Officer (Mrs Alison Attwell) works closely with the Tutor for Graduates in administering the admission and ongoing academic welfare of the graduate community. She should be graduates' first point of contact for all queries (graduate.enquiries@worc.ox.ac.uk).

(iii) College Advisors

Each graduate student at Worcester College is allocated a College Advisor who is a member of the College's academic staff.

Your College Advisor is *not* expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

The role of the College Advisor is additional and complementary to that provided in the student's department or faculty and they may be able to:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by e-mail;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;

- consult the Tutor for Graduates if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

In addition your College Advisor may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans. (College Advisors would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.)

It may be necessary to change your College Advisor during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Advisor; you should contact the Tutor for Graduates.

Graduate students should **always** respond to communications from their Advisor. They should also feel free to contact their College Advisors at other times, if required, and should also feel able to consult other College staff/officers as necessary. 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 Advisor is involved, the Graduate Officer should be contacted if any problems arise with regard to any aspects of their course of study.

College Advisors and their Advisees are expected to meet regularly to discuss progress and any University Supervisor's reports, which will be made available to the College.

The College organises social events in order to facilitate meetings between College Advisors and their Advisees.

(iv) Graduate Freshers' Dinner

New graduate students will initially meet their College Advisors in Michaelmas Term at the Graduate Freshers' Dinner which is held on Thursday of 1st Week. College Advisors normally invite their new Advisees to pre-dinner drinks before the Graduate Freshers' Dinner. **Invitations for the Graduate Freshers' Dinner will be sent to Advisors and Advisees at the appropriate time.** College Advisors may also invite their Advisees to dine with them at other times.

(v) Graduate Collections

All graduates are expected to attend a Graduate Collection once a year (PGCE students are not required to attend because their study programme makes it virtually impossible). This is a meeting with the Provost and the Tutor for Graduates to discuss the graduate's work and progress. College Advisors do not normally attend, but are asked to inform the Graduate Officer of any concerns that should be raised at the Collection. Graduate Collections are typically 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 Advisors for information.

(vi) Supervisors

Students who are pursuing research degrees will work very closely with their University Supervisor. A good working relationship should be built, beginning early in the year. If a graduate discovers that they are not compatible with their Supervisor then they should raise this matter immediately with their Department and the Tutor for Graduates (via the Graduate Officer). Arrangements to find a new Supervisor can be explored. The frequency of meetings between a graduate and their Supervisor will

depend on a number of factors, including the student's research goals and deadlines. A Supervisor is required by University Regulations to write a report on each graduate's progress once each term, and to discuss the report's contents with the student. Graduates are advised to arrange this meeting at the end of term, as a way of receiving feedback.

(vii) Reviewing Progress

The University Supervisor's report to the Department or Faculty is made available not only to the Faculty's Director of Graduate Studies/Head of Department, but also to the College. The Tutor for Graduates and/or the College Advisor will contact any student if they feel something is amiss.

(viii) Graduate Progression ("GSO") forms

Research students will, at various points, need to submit progression forms (for example: applications for transfer of status; confirmation of status; or appointment of examiners). Any forms such as these that require the signature of the College's Tutor for Graduates should be sent to the Graduate Officer.

(ix) University Staff

Most academic staff in the arts and humanities have their offices in colleges, rather than in University departments. The opposite is true for staff in the sciences. The level of contact students have with academic staff will depend on the nature of their course. Many departments have a common room where students have the opportunity to chat with lecturers over coffee or tea.

(x) Problems affecting academic work

In the event of a problem affecting academic work, students should take an early opportunity to talk it over. It is obviously best to discuss the matter with a course tutor, or with a Supervisor or College Advisor. Tutors well understand difficulties with work caused by ill health or personal problems, and will be willing to consider 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 Academic Administrator, the Chaplain, the Dean, the Student Welfare Officer, 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).

(xi) Fitness to Study Panel

In most cases, College systems work well for determining whether a student is fit to commence, continue or remain on their course of study due to medical, psychological or emotional problems and related behavioural problems, but the University has established a set of procedures to deal with a small number of serious or difficult cases where questions arise as to whether a student is able to continue with their studies and where a decision could not be reached through the normal College/Department/Faculty procedures. The Fitness to Study procedures will therefore only be applied after normal College/Departmental/Faculty procedures have, in the reasonable view of the relevant body, been followed appropriately. Colleges and Faculties/Departments can refer cases to

the University's Fitness to Study Panel, the deliberations of which will be based on academic judgement informed by medical, legal and other expert opinion, and their deliberations will be a decision on behalf of the University and a recommendation to the relevant College. Such decisions/recommendations will combine proper regard for the welfare of the student with recognition of the demanding academic requirements of Oxford degree courses. The underlying principle is to provide a coordinated mechanism for resolving the small number of cases that have not been resolved by the usual means in Colleges and/or Departments/Faculties, thereby reducing the risk of both the inequitable treatment of students and successful appeals to the Office of the Independent Adjudicator or the courts. Full information about the rationale for the Panel, the Panel's composition and its procedures please see: [www.ox.ac.uk/gazette/fitness to study](http://www.ox.ac.uk/gazette/fitness_to_study).

(xii) College Prizes

Graduates who obtain distinctions in University examinations are normally awarded College prizes of £120.

9. UNIVERSITY EXAMINATIONS

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

Students whose degree programmes include core and optional assessment units will need to complete an on-line examination entry form for the optional units. Students will receive an automated email from the University at the appropriate time, advising them that the exam entry window has opened for their particular course. It remains the personal responsibility of students to ensure that their examination entry is submitted on time; late entry fees are imposed by the University.

Certain special requests (e.g. for alternative 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 following notes are intended to be read in conjunction with the *Examination Regulations* of the University.

(i) Viva Voce Examination

All candidates are required to attend for *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 (in most subjects) 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* or their subject Handbook for information specific to their degree.

Undergraduates should inform the Academic Administrator and graduates should inform the Graduate Officer without delay if, for urgent and reasonable cause, they may not be available on the date set for their *viva voce* examination.

(ii) 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 a registered doctor,, preferably from the College surgery. Please consult the Academic Administrator (or Graduate Officer for graduates) for advice in any such case.

(iii) IT Problems

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

(iv) Students with Disabilities

In some circumstances the College can apply, on behalf of students with disabilities, to the Proctors for (a) alternative examinations arrangements to be put in place, and/or (b) for a student's condition to be taken into account by the Examiners. Applications should be made as soon as possible after matriculation, and advice about the procedure can be sought from the Disability Coordinator, Jo Bates, or the University's Disability Advisory Service (see section 5.2). Medical evidence is required for all requests for adjustments. Further information is also available in the *University Student Handbook*, which can be found at <http://www.admin.ox.ac.uk/proctors/info/>.

(v) 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 invigilation during the period concerned and takes the paper on the next available day. Students wishing to make use of these arrangements should contact the Academic Office.

(vi) First Public Examination

Undergraduates without Senior Status, who are students studying for their second undergraduate degree, are required to pass the whole of the First Public Examination specified by the College within one calendar year after matriculation, except those taking Honour Moderations in Classics, who are expected to pass in two calendar years. An undergraduate who fails to satisfy these requirements will not normally be allowed to return into residence or continue with his or her course, whether it is that which he or she had begun to read or any other. A case that exceptional circumstances justify a departure from the normal practice of the College can, however, be made; normally the case must be made *before* the examination is taken.

Any student who fails to satisfy the whole of the First Public Examination at the first attempt will be entitled to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the resit of that subject). The College will normally terminate the course of any student who fails the First Public Examination at the second attempt. A diagrammatic overview of the process is provided in section 10.20.

Any student whose course the College decides to terminate on the basis of having failed their First Public Examination may appeal using the College's standard appeals procedure given in section 10.20. The Senior Tutor and the appellant's subject tutor/s shall not be eligible for appointment to the Appeal panel, and written notice of the appeal, addressed to the Provost, must be made within fifteen working days of the appellant's being informed of the result of his/her second (or subsequent) attempt to pass the whole of the First Public Examination.

(vii) Undergraduates - Change of Subject

Applications to change Final Honour School are rare, considered on their merits, and must be made in good time so that an extension beyond the normal period of residence is not necessary. The College is reluctant to allow a change requiring an extra year's residence unless there are special circumstances. For this reason, applications to change subject will normally only be considered if they are made not later than the end of Trinity Term of the first year. If special circumstances exist, and an extra year's residence is required (e.g. the new Honour School is started from scratch), it is the normal expectation of the College that an undergraduate will take the First Public Examination in the new School, even if the First Public Examination in the former School has been taken and passed.

(viii) Second Public Examination

Unless special arrangements have been made as indicated above, undergraduates without Senior Status are required to take and pass final examinations after nine or twelve terms from matriculation, whichever is the normal practice in the School concerned. 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 9 terms (in the case of a 4-year undergraduate degree programme). 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.

The College will take a very serious view of refusal to take final examinations at the proper time without good reason. It should be noted that in such a case, and in the rare and unfortunate case of a failure in final examinations, an undergraduate does not necessarily have any right to remain a member of the College or to use its facilities. If a candidate who has refused to take final examinations chooses to take them in a subsequent year, then the College will decide in the light of particular circumstances what use, if any, may be made of College facilities in the interim.

The College practice is intended, first, to ensure that undergraduates maintain reasonable academic progress during their time here, and secondly, to enable the College to regulate the total number of undergraduates in residence. An extension of time granted to any undergraduate in residence may reduce the number of places available for freshers in subsequent years. The College is of course prepared to consider applications involving extensions of time, but will always need to be convinced that there are exceptional circumstances justifying such extensions.

(ix) Illegible scripts

If an examiner identifies a written examination script as illegible they may ask for it to be transcribed. The College will contact the student if their examination script/s has been identified as illegible. The College can arrange for the script to be transcribed using the Exam Services Transcription Service. The student will be asked (via email from exam.services@admin.ox.ac.uk) to attend a scheduled transcription at the Examination Schools, for which they will be given a date and time. There is an administrative fee for this service and additional charges for an invigilator and typist, which will be passed on to the student. Details of the charges involved will be sent at the time.

If students are concerned about their handwriting please liaise with your Tutor or College Office about steps you can take to help improve your handwriting before you are due to sit your examinations.

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 being produced 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 a student's own work. A reference should be provided in acknowledgement if someone else's ideas are borrowed, even if students use their own words.

Further information about plagiarism and the sanctions that can be taken by the University in cases of suspected plagiarism is available at www.ox.ac.uk/students/academic/goodpractice/about/

Useful weblinks

University of Leeds online tutorial – www.ldu.leeds.ac.uk/plagiarism/index.php

Comprehensive guidance from Princeton University – www.princeton.edu/pr/pub/integrity/pages/intro/index.htm

A tutorial and self-test from Indiana University School of Education – www.indiana.edu/~tedfrick/plagiarism/

The University runs free WISER workshops on Information Skills and Electronic Research – <http://libguides.bodleian.ox.ac.uk/workshops>

11. 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.

Undergraduates will receive an email invitation from the University in the Michaelmas Term of their final year with information about booking a degree ceremony.

Graduates on a taught course will receive an email invitation from the University early in their final year (first year for those on a one-year course) with information about booking a degree ceremony. Graduate research students will receive an email invitation from the University once they have been "granted leave to supplicate".

All outstanding fees and battels must be paid and all books borrowed from a College or University library must be returned. Graduate students who have submitted a thesis as part of their examination (e.g. DPhil, MLitt or MSc), cannot have their degree conferred until a hardbound copy of their thesis has been delivered to the Examination Schools (who will deposit it with the Bodleian Library), and until they have submitted a digital copy of their thesis at the Oxford Research Archive.

12. Transcripts

The University issues transcripts for most students who commenced their studies in, or after, Michaelmas Term 2007. Further information can be found on the following webpage: <https://www.ox.ac.uk/students/graduation/transcripts?wssl=1>

Students on the Visiting Student Programme (JYA) should contact the Tutorial Administrator (elizabeth.smith@worc.ox.ac.uk) if they require a transcript.

5. Welfare

College has a broad range of welfare provision, so there a number of people you can approach if there is a problem or concern. Whilst there is a lot of support available, the provision in college is not intended to replace emergency services or statutory support. Please see <https://www.ox.ac.uk/students/help> for emergency contact details.

The welfare team deals with all sensitive matters confidentially. Welfare records are separate from your academic record. We would not discuss or share information about you unless you specifically give permission to share, or where information concerns potential harm to yourself or others.

5.1 Who to see – In college

Dean team

The Dean, currently Dr Ben Morgan, has overall responsibility for welfare and discipline in college. He can be contacted at ben.morgan@worc.ox.ac.uk or on (01865) (2)88340.

Junior Deans are postgraduate students living on site who are available overnight during full term. They can be contacted via the lodge. They are trained in first aid, mental health first aid, peer support, sexual assault and rape crisis training and are fire wardens. The Assistant dean is Tonia Thomas, and the Junior Deans are Kim Fuellenbach, Nayra Zaghloul, Shazaea Ishmael and Tika Malla.

Student Welfare Officer

The Student Welfare Officer, Jo Bates, is available during office hours and can advise on all matters relating to available support for students. Jo is also the Disability Coordinator, Safeguarding Lead and Harassment Advisor in College.

Counsellor

The College Counsellor, Mischka Byworth, can be contacted during full term for an appointment on counselling@worc.ox.ac.uk

JCR/ MCR support

The JCR and MCR have welfare representatives who you can approach with concerns or ideas for support. The JCR also have a group of trained peer supporters who can meet privately with students and run 'T@3', where students can informally discuss concerns.

Others

Chaplain, Tutors, Moral tutors, Tutor for Women, Tutor for graduates, Senior Tutor and the Academic Administrator can all offer support, depending on need.

5.2 Medical support

Nurse

The College Nurse is available during term for consultation about any health matter. Their office is in Staircase 15.1, and they can be contacted during hours in person, by telephone on (01865) (2)88323 or by email at worc nurse@nhs.net

College GP

The College is associated with the 27 Beaumont Street Medical Practice. The College Doctors are Dr Catharine Benson and Dr Richard Baskerville. You can contact the surgery on (01865) 311500.

You must register with the practice in your first week of residence, unless you are already registered with another Oxford GP, in which case you must advise the academic office.

College dentist

The College Dentist, Mr Le Tocq, is based at 31 Beaumont Street (Tel. (01865) 557507) and is able to provide private dental treatment to Worcester College students. You are not obliged to use the College dentist and may register with any other dentist if you prefer. Oxford Brookes University runs a student dental practice, the fees for this practice are NHS and the service is tailored to students i.e. it is predominantly for emergencies. For details, charges and services please visit www.studental.co.uk

5.3 Who to see – outside college

University counselling service

The Counselling service offers free and confidential support. This may be individual counselling or group workshops. The provision is year round and they can support during periods of suspension, and can offer remote appointments e.g. by Skype. It is located at 3 Worcester Street, and can be reached on (01865) 270300 or by emailing counselling@admin.ox.ac.uk.

Disability Advisory Service

Georgina Heywood is the College link Disability Advisor, and can be contacted at Georgina.heywood@admin.ox.ac.uk or on (01865) 280459. The team can provide support students with disabilities to apply for funding and provide advice and support to colleges and departments when supporting students.

Oxford University Student Union (OUSU)

OUSU have a student advice service who can offer help related to finance, academic, housing, complaints, wellbeing and more. They have a drop in during term at 4 Worcester Street between 2-4pm, or you can book an appointment on their website here <https://www.oxfordsu.org/wellbeing/student-advice/>

Nightline

Nightline are a student run listening, support and information service, which runs during full term. They are open from 8pm – 8am and can be contacted on (01865) 270 270, on IM via the website or at 16 Wellington Square.

This list is not exhaustive - Please see the welfare section of the college website for further information and resources.

5.4 Considerations

Ill health

Contact the College Nurse if you are ill. They may be able to visit you in your room. The Nurse will make arrangements for support from peer supporters or the Junior Deans e.g. meal delivery, check-ins, informing tutors if required. On occasion, you may be advised to return home to recover.

If your health has affected coursework or examinations, please discuss this with the academic administrator or the welfare officer to apply for extensions or to make a 'factors affecting performance' application.

Mental health

If you are concerned about your own or a friend's mental health please contact any member of the welfare team, who will be able to advise or direct you to the appropriate support. The Student Welfare Officer is a good first point of contact, but during term, a number of services also offer support over night and at weekends e.g. Nightline, Junior Dean team, Peer supporters

Disability

We would advise contacting the Disability Advisory Service, or the College disability coordinator, Jo Bates, as soon as possible to discuss any needs relating to disability. The legal definition of disability includes any condition which has lasted or is likely to last more than 12 months and has a significant impact on daily functioning. This includes neurodiverse conditions, mental health, long-term medical and physical conditions. The college has a responsibility to make 'reasonable adjustments' to ensure that you are able to participate as fully in student life as is practicable. You may be entitled to additional funding through Disabled Student Allowance for equipment, travel, support and other disability related costs.

The College has a number of adapted and en suite rooms, which can be requested by students with disabilities. You may also be able to stay in a particular room for the duration of your course.

Alternative exam arrangements

The college can apply to the Examination Schools, on behalf of students, for alternative exam arrangements in the case of disability or other short-term conditions. All applications must be supported by medical evidence or an SSP (Student support plan) from the Disability Service and must be made in the term prior to the term in which the examinations are to be taken, with the exception of unexpected short-term medical conditions. Please contact the Welfare Officer if you would like to make an application.

Harassment

Phillipa Tarver and Jo Bates are the designated harassment advisors for the College. They can support you if you feel you have been subject to harassment, bullying or discrimination or would like to make a complaint. You can also contact the University Harassment team at harassment.line@admin.ox.ac.uk for advice. Please refer to the harassment policy for more information.

In the case of sexual assault, we would advise getting in touch with the Student welfare Officer or Dean team as soon as possible. All have first responder training to support you and guide you through your options. We can confidentially arrange taxis and an escort to the local SARC ('Sexual Assault and Rape Crisis Centre')

Suspension

It is possible to take time away from your studies in certain circumstances, for example, to manage a medical condition, bereavement or an opportunity that would benefit you and the college community. Please speak to a member of the welfare team, academic office, your tutor or university supervisor (if a graduate) to discuss in the first instance. [A new policy on suspension is to be brought into effect during the academic year 2018-19 and will be published on the Policies and Procedures page of the College's website at <http://www.worc.ox.ac.uk/about/policies-and-procedures>.]

Vacation support

If you are staying in Oxford over the vacation, some welfare services are not offered or reduced. In college, there is no Counsellor, Junior Dean or Nurse cover during this time. However, the central counselling service remains open, and the GP surgery can be contacted for any medical needs during this time. For

welfare issues on site, please contact the Porters lodge, who can escalate the issue to the appropriate service as required.

Student Maternity, Paternity and Adoption Leave

The College follows the University policy which differentiates parental leave from suspension for medical or disciplinary reasons. Full details are available here <http://www.ox.ac.uk/students/welfare/childcare>.

Personal safety

Due to the large site, more consideration is given to access on site, particularly during the evening and at night. After closure, members can access the site using their card. Please shut doors behind you and do not admit anyone that you do not know. You must sign in any guests at the lodge so the porters have a record of who is on site. Please inform the Porters lodge, University Security services (01865 289999) or the Junior Deans if you see anyone on site who you do not know or is acting suspiciously.

Representation of student views

College has a number of mechanisms for seeking and representing the views of its students. This is usually via committees comprising student, staff and fellows and includes library, computing, chapel and joint consultative committees. Items may be escalated to Governing body for consideration. You may approach the appropriate JCR or MCR representative in the first instance with ideas, requests or feedback.

6. UNDERGRADUATE FINANCE

The points made in this section are only an overview, but as much as students need to know initially. For any queries about finance not covered in the handbook, please contact the Accounts Office by emailing finance@worc.ox.ac.uk

What freshers need to bring when arriving at the College in October 2017:

1. Payment for the first battels bill (please see the information in 1(iv)). This will vary depending on your allocated accommodation, and you will receive your first battels bill showing the exact amount payable when they arrive at the College.
2. Payment for the deposit (please see the information in 1(iii)).
3. A copy of the Financial Notification (UK/EU students) sent to students by their funding body if not already provided, or payment for tuition fees (please see the information below regarding University Fees and College Fees)

Students can pay the College by cheque (made payable to Worcester College), bank transfer, debit card or credit card. Please note that there will be a charge for paying by credit card.

1. FEES & CHARGES

(i) University Tuition Fees

At undergraduate level there are three classifications of students for the purposes of fees. These are Home/EU, Islands, and Overseas. Classification depends on nationality and certain residence conditions. The definitions used by the university are given in Appendix 1 of the *Examination Regulations*. The link to the Examination Regulations will be sent to all undergraduates on arrival. Information on classification of students for fees purposes can be found on the University website at <http://www.ox.ac.uk/feesandfunding/fees/information/feestatus>.

a) Home/EU

Home and EU students are charged the same university fee rate. For the 2017/18 academic year the fee payable is between £6,250 and £9,250 depending on whether students qualify for one of the University scholarships (the tuition fee is £9,250, but Moritz Heyman Scholars pay £6,250). For eligible students the fee is determined by household income. The rate increases slightly each year to take inflation into account. Fees for subsequent years have yet to be confirmed.

Home or EU students completing their first degree are entitled to take out a tuition fee loan up to the full value of the fees to be paid for the given academic year. Please see section 2(i) below for more information.

For the academic year 2017/18 all Welsh students will be able to access a tuition fee loan of up to £4,296 and fee grant of up to £4,954 to cover the remaining amount of their tuition charge from Student Finance Wales.

On arrival all Home/EU students must hand in to the Accounts staff (if not sent previously) a copy of their Financial Notification from their funding body, showing the amount of the tuition fee loan that has been requested and any remaining amount which needs to be paid directly to Worcester College. Undergraduates will not have to pay any element of the fees for which a tuition fee loan is to be paid, but will have to pay any remaining balance.

Details of fees, funding, grants and loans can be found on the University website at www.ox.ac.uk/fundingupdate.

For students who are privately funded then upon application (to be submitted before the beginning of term), the College authorities will consider a payment schedule whereby 50% of the University Fee is payable at the start of Michaelmas Term and 50% at the start of Hilary Term.

Students who have not requested a tuition fee loan from their funding body, and have not applied to pay in instalments, must pay the whole of the University fee by the end of the second week of Michaelmas Term at the latest.

For any UK/EU students who are not publicly funded, the University Fee must be paid to the College annually at the start of Michaelmas Term, unless application has been received prior to the start of Michaelmas Term to pay in two instalments, one at the beginning of Michaelmas and the other at the beginning of Hilary Term.

b) Islands (Channel Islands and the Isle of Man)

Students from the Channel Islands and the Isle of Man pay a fee rate set after discussions with the appropriate governments. See www.ox.ac.uk/fundingupdate for further information. For 2017/18 the fee rate is £9,250.

c) Overseas (other than EU countries)

International students pay a fee rate that differs according to the course on which they are enrolled. Rates for 2018/19 academic year can be found on the University website at: www.ox.ac.uk/funding. Please be aware that this rate will increase slightly for each subsequent year of the course. Overseas students also pay a College Fee (see section 1(ii) (b) below for more information).

For Overseas students the relevant University Fee must be paid to the College annually at the start of Michaelmas Term, unless application (to be submitted before the beginning of term) is made to pay in two instalments, 50% at the start of Michaelmas Term and 50% at the start of Hilary Term.

(ii) College Tuition Fees

The College Fee is payable only by overseas students, and those not eligible for financial support from the UK government. Home/EU students studying for their first degree, who are eligible for financial support from the UK government, are not liable to pay a College Fee.

a) Overseas and those not eligible for public funding

For Overseas students and any UK/EU students who are not eligible for public funding, the College Fee must be paid to the College annually at the start of Michaelmas Term, unless application (to be submitted before the beginning of term) is made to pay in two instalments, 50% at the beginning of Michaelmas Term and 50% at the beginning of Hilary Term.

The College Fee for the 2017/18 academic year is £7,350.

(iii) Deposit

All students are charged a deposit on arrival. The deposit is £450 for first-year undergraduates commencing their degrees in 2017/18. The deposit is normally refunded by September after completion of a course, and any outstanding battels or charges will be deducted. Overseas students are advised to keep their British bank

accounts open until their final battels bill has been issued, whereupon any monies owed to a student will be paid by bank transfer in pounds sterling.

(iv) Battels

College accounts are called battels. They are issued on the Friday of 0th week each term, and must be paid in full within two weeks of being issued. They are not offset against the deposit, except after completion of a degree.

Battels are charged up front at the start of each term and cover accommodation, utilities, and amenities. Meals are paid for as taken, except Formal Hall charges, which are added to battels bills. It is a good idea to budget carefully to allow for this. The size of bills can vary enormously depending on the kind of lifestyle that students lead, and their accommodation.

If a student is unable to pay their battels by the due date they must contact the finance office prior to the battels being due. If payment is late, without permission and without contacting the finance office, then a £10 administrative charge is levied on battels because of the extra work involved in chasing up payment. The College takes a very serious view of cases of late payment. If students fail to pay on time and do not make arrangements to defer, this is reported to your tutor in the first instance and then the Governing Body. This can result in exclusion from the College (rustication) until payment is received.

The current accommodation rates are given below.

Rent charges 2018/19:

Grade	Daily Rate	Per Term - 1st Years	Per Term - 2nd Years	Per Term - 3rd/4th Years	Per Annum (187 nights) - 1st Years	Per Annum (189 nights) - 2nd Years	Per Annum (238 nights) - 3rd/4th Years
G1.	£12.24	£762.96	£771.12	£971.04	£2,288.88	£2,313.36	£2,913.12
G2.	£14.17	£882.26	£892.71	£1,124.15	£2,649.79	£2,678.13	£3,372.46
G3.	£17.97	£1,120.13	£1,132.11	£1,425.62	£3,360.39	£3,396.33	£4,276.86
G4.	£18.71	£1,166.26	£1,178.73	£1,484.33	£3,498.77	£3,536.19	£4,452.98
G5.	£21.20	£1,321.47	£1,335.60	£1,681.87	£3,964.40	£4,006.80	£5,045.60
G6.	£22.07	£1,375.70	£1,390.41	£1,750.89	£4,127.09	£4,171.23	£5,252.66

Students living in will also be liable for a utilities charge of £115.75 a term and ALL students are liable for an amenities charge of £119.17 per term.

2. STUDENT LOANS, BURSARIES, & GRANTS

Mainstream government funding for eligible students in England has two parts: loans for fees, and loans for maintenance. Students from Northern Ireland, Scotland and Wales might also be eligible for non-repayable maintenance grants. Students must apply for **every** year of their course. It is the student's responsibility to ensure that they apply early, and it is recommended that this is no later than the Easter Vacation. See the University website at www.ox.ac.uk/funding for further information.

(i) **Tuition Fee Loan**

Tuition fee loans for the sum payable are available to all Home/ EU students completing their first undergraduate degree (see also section 4.4). For Home students, requests for this loan are made when applying for any income/non-income assessed maintenance loan/grant either by applying online via the relevant regional website, or by completing a paper form available from the relevant region's funding body. The website addresses are:

England: Student Finance England - www.gov.uk/student-finance

Northern Ireland: Student Finance NI - www.studentfinancenir.co.uk

Scotland: Student Awards Agency for Scotland (SAAS) - www.saas.gov.uk

Wales: Student Finance Wales - www.studentfinancewales.co.uk

EU: Student Finance Services Non UK Team - <http://www.gov.uk/apply-for-student-finance>

Students do not repay anything until after they graduate, and the date they start repayments will depend on their earnings.

EU students need to complete a EU17N form and return it to the Student Finance Services Non UK Team. Forms and contact details can be found by visiting www.gov.uk/apply-for-student-finance.

(ii) **Maintenance Loans**

Maintenance loans are only available to Home students. The maximum loan is dependent upon the undergraduate's regional funding body and their household income. All publically funded Home students are eligible for a percentage of this loan, regardless of their household income and the remainder is means tested on the basis of household income.

The income thresholds determining the level of support differ by UK region. Students should consult their own region's website (see section above) for more information about these thresholds.

Once UK students have completed their University registration at the beginning of each academic year, their maintenance loan will be paid directly into their bank account. Payments are made in three instalments at the start of each term. In Michaelmas Term the money is normally paid after completion of both the University registration process and arrival at the College. This payment may take three to five working days and the exact payment dates will be noted on the financial notification.

(iii) **Non-repayable Financial Support**

Non-repayable government financial support is only available to publicly funded Home students from Northern Ireland, Scotland and Wales and requires financial assessment. Each region decides on its own maintenance grant amounts and household income thresholds relating to this.

Students should consult their own region's website (see section above) for more information about the financial support available. Applications for the Student Loan are made through the relevant region's funding body.

(iv) **Oxford University Bursaries**

The Oxford University Bursary scheme operates on a sliding scale based on household income. All UK and EU students starting their first degree in October 2017 with a household income of £16,000 or less will be entitled to an annual award of around £3,700. Eligible UK and EU students with a household income of between £16,001 and £42,875 should be entitled to a partial award. For further details about eligibility and rates see: www.ox.ac.uk/funding

The bursary is intended to help students to meet their maintenance costs. Students do not have to complete a separate application form in order to apply for a bursary. Provided that they have given permission for their funding body to pass on financial information to the University, this will be used by Oxford to assess entitlement. Students whose finance assessment changes will also see a change to their entitlement to the bursary. This will normally be reviewed annually. Undergraduates who are not eligible for a bursary when they start their course may still receive an award in later years if their family income subsequently falls.

(v) **Scholarships**

There are also a number of scholarships available at the University. Further information can be found on the University website at www.ox.ac.uk/funding.

(vi) **Vacation Grants**

Grants are available for undergraduates who need to be in Oxford during the vacation to do academic work which could not easily be done at home. Applications must be supported by a tutor. Forms are available from the College website or the Academic Office and must be submitted to the Academic Office by Friday of the 5th week of term. Undergraduates who have University examinations outside term will automatically have a grant credited to their battels; grants are not available in respect of examinations which are retaken in consequence of a previous failure.

(vii) **Travel Grants**

Grants are available for vacation travel and for academic work outside Oxford. Final year students are not eligible for grants for trips to be taken in the long vacation after completion of their degree. Applications must be supported by a tutor. The Committee that considers applications will prioritise the support of travel for academic and academic-related purposes. Forms are available from the College website or the Academic Office and must be submitted to the Academic Office by Friday of the 4th week of the term preceding the relevant vacation.

(viii) **Grants for compulsory field courses**

Undergraduates studying subjects involving field courses may be eligible to apply to the College for a grant towards the cost. The relevant application form is available from the College website or the Academic Office.

(ix) **Book Bursaries**

The College offers book bursaries of up to £100 in total for undergraduate students reading for an undergraduate degree. They are intended for those whose financial circumstances are such that they cannot easily afford books which are necessary for their academic work. Application forms are available from the College website, or the Academic Office, and must be countersigned by the applicant's College Tutor. Completed forms, *with receipts attached*, must be submitted to the Accounts Office: reimbursement will be credited on battels.

(x) **Oxford Blue Grant**

The College offers a grant of £50 per year to any student who has been awarded an Oxford sporting Blue or £25 for a half blue. Application forms are available from the JCR/MCR Sports Rep, and must be

countersigned by the Senior Treasurer of Clubs. Completed forms, with receipts attached, must be submitted to the Accounts Office: reimbursement will be credited to battels.

(xi) Ogilvie Thompson Scholarship for graduate study

Final year undergraduates and those who have graduated within the previous two years but have not undertaken any graduate work since (either in Oxford or at another University), are eligible to apply for an Ogilvie Thompson Scholarship to assist with the costs of graduate study at the College. The Scholarship is awarded not only on the basis of the candidates' academic achievements and promise, but also their contribution, whilst undergraduates, to the College community (for example by service on the JCR Committee or by participation in the artistic, musical, social, spiritual, sporting, or theatrical life of the College). The Scholarship is open to all subjects, and in the first instance will be awarded for the duration of one year.

The Ogilvie Thompson Scholarship will pay, (up to a maximum of £10,000) in whole or in part, the University and College fees of the recipient. Applicants are also expected to apply for full funding from the appropriate funding body. Applications should comprise an up-to-date Curriculum Vitae, a short account of the candidate's proposed research project and the names of two academic referees who should be asked to send references directly to the College's Graduate Officer: formal interviews are not held. The Ogilvie Thompson Scholarship is advertised each academic year.

3. MONEY PROBLEMS

Students who find themselves in difficulties with money should be aware that there are some further sources of funding available apart from the student loan. It is always a worry for those having financial problems, but the College is keen to ensure, in so far as it can, that students' academic work is not adversely affected by financial hardship. Students may wish to consult their tutor, in the first instance, who should prove to be a source of help and guidance. Alternatively, they should feel free to consult, in confidence, the Secretary of the Scholarships and Grants Committee, who will be happy to provide advice about how the College can assist in alleviating financial difficulties. There are two main sources of funding:

(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 need extra help to meet their living costs. It is normally given by way of a grant. Eligible students 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. Before applying, students must have taken out the maximum student loan to which they are entitled, but the fund is also available for 'Home' students reading for a postgraduate degree who are not eligible for a student loan. 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) College and University hardship funds

These are aimed principally at those who are in unforeseen 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 tutor, the College Accountant, the Secretary of the Scholarships and Grants Committee, the Dean, the Provost, the JCR President, Treasurer, or Welfare Officer, who will tell you how to apply.

7. GRADUATE FINANCE

The points made in this section are only an overview, but as much as students need to know initially. For any queries about finance not covered in the Handbook, for any queries about finance not covered in the handbook, please contact the Accounts Office by emailing finance@worc.ox.ac.uk

1. FEES, CHARGES, GRANTS, BURSARIES AND SCHOLARSHIPS

(i) Fees

Two kinds of fees are payable:

- (a) **University Tuition Fee** – the amount varies according to a student’s programme of study and their classification for fee purposes (e.g. “Home/EU” or “Overseas”). Fee rates for full-time graduate students can be found at: <http://www.ox.ac.uk/students/fees-funding/fees/rates>
- (b) **College Fee** – the standard amount due is £3,112 per annum. The College fee for MBA students is £3,150 and for EMBA students is £ 3,022. Overseas students in year 1 of Graduate Entry Medicine will be charged the undergraduate fee rate of £3,112. The College fee covers academic facilities and other services that are provided by the College; it does not include accommodation or meals.

Approved tuition fees are claimed by, and paid directly 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 students themselves responsible for payment of their fees. The University Fee and the College Fee are payable annually in advance in Michaelmas Term. Students who wish to pay their fees in 2 instalments, at the beginning of Michaelmas and Hilary Terms, should request this from the Accounts Office when they start their course. It is the individual responsibility of each student to ensure prompt payment of their fees.

University and College fees for graduates are paid from admission to completion of the course being studied. Most students undertaking only a DPhil are liable for nine terms of fees in total. Students undertaking a DPhil within one of the Doctoral Training Centres are liable for 12 terms of fees in total. Students starting a DPhil after a one-year taught graduate course (e.g. an MSt, MSc) become liable for a further nine terms of fees (i.e. are liable for twelve terms of fees in total). Students starting a DPhil after a two-year taught graduate course become liable for a further six terms of fees (i.e. are liable for twelve terms of fees in total). 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 and clinical medicine pay University and College fees for the duration of the course. Information about the various lengths of time for which fees are payable can be found at <http://www.ox.ac.uk/students/fees-funding/fees/liability>

The University applies a continuation charge for graduates starting research study from 2011 onwards, once they have exceeded the standard period of University tuition fee liability. The University continuation charge will be £468 per term in 2017/18. The same rate will apply to all students, regardless of fee status (Home, EU or Overseas) and will be reviewed on an annual basis. Bursary schemes may be available to which students may apply for support towards these

charges. Further information is available from your Department/Faculty. A college continuation charge (currently £110 per term) is payable by registered DPhil students who started from 2011 onwards and have completed four years (12 terms) of DPhil study.

(ii) **Deposit**

The deposit should be paid prior to arrival. The College requires payment of a deposit; information will have been e-mailed to you previously as part of the admissions administration. The deposit is £750 for graduates living in College single accommodation and £150 for graduates living in privately-owned or rented accommodation. Students living in the College's graduate flats are required to pay a deposit of £1100. *It is important to note that non-advance payment of this deposit will result in a significant delay in students' registration and restriction of access to IT facilities. University Cards will be withheld until the deposit is received.*

The deposit is normally refunded in the September following completion of a course. Any outstanding battels or charges will be deducted from it and the final credit balance then refunded directly to your bank account.

(iii) **Battels**

College accounts are called battels. They are issued on the Friday of 0th week each term, and must be paid in full within two weeks of being issued. They are not offset against the deposit, except after completion of a degree.

Battels include the termly amenities fee, utilities (for those students living in college accommodation), variable costs (e.g. the cost of printing), but not the cost of meals taken in College other than Formal Hall. The amenities fee allows advantage to be made of the subsidized meals offered in College and covers membership of the MCR. It is charged each term to all graduates until they have completed their course or have been granted leave to supplicate (in the case of research students).

If a student is unable to pay their battels by the due date they must contact the Accounts Office prior to the battels being due. If payment is late, without permission and without contacting the Accounts Office, then a £10 administrative charge is levied on battels because of the extra work involved in chasing up payment. The College takes a very serious view of cases of late payment. If students fail to pay on time and do not make arrangements to defer, this is reported to your tutor in the first instance and then the Governing Body. This can result in exclusion from the College (rustication) until payment is received. The College may not authorise various Graduate Studies forms (e.g. for Transfer of Status, Appointment of Examiners) for students who have outstanding debts to the College, until such debts are 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 College website, or the Assistant Academic Administrator (not Graduate Officer).

(v) **Oxford Blue Grant**

The College offers a grant of £50 per year to any student who has been awarded an Oxford sporting Blue or £25 for a half blue. Application forms are available from the JCR/MCR Sports Rep, and must be countersigned by the Senior 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 Office: reimbursement will be credited to battels.

(vi) **Research Funding**

There are several sources of funding to help meet research costs including conference attendance, and the purchase of specialised equipment:

Supporting Organisation: Research that is essential to a student's course of study should be funded by their funding organisation (e.g. a government body, sponsoring firm, or a charity), because such needs should have been taken into account before work began. Graduates are therefore expected to familiarise themselves with the rules of 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 a number of 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 its 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 recommended by supervisors, such as undertaking travel for research purposes or conference attendance. Each graduate may normally expect to receive no more than the following totals towards such expenses during his/her course or courses of study at the College:

- 1 year taught degree students: £300 general allowance and a £50 book allowance
- Students on research degrees lasting less than 3 years and 2 year taught degrees: £550 general allowance
- Students on research degrees lasting 3 years or more: £750 general allowance

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 or the College Only section of the College's website.

(ix) **College Hardship grants**

Graduates who find themselves in unforeseen personal financial difficulty may apply for a hardship grant. These grants and loans can therefore only be given if the financial difficulty arises after a graduate has arrived. They cannot be given if the claim, in effect, is based upon the fact that insufficient funding was available for the graduate to undertake 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. With the agreement of the applicant, the College Advisor or a member of the Advisory Panel who knows the case, will normally also be consulted. 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. The awarding of a grant or loan is reported anonymously to the College's Governing Body. 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.

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 finds themselves in financial hardship due to unforeseen circumstances. It is normally given by way of a grant. Eligible students 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 Office. 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**

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

Students who find themselves in difficulties with money may speak to their College Advisor, the Dean, the College Accountant, the Graduate Officer, the Provost, the MCR President, Treasurer, or Welfare Rep, all of whom can offer advice. Alternatively, students may write directly to the Secretary of the Scholarships and Grants Committee. It is always a worry for those 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.

8. DOMESTIC INFORMATION

1. UNDERGRADUATE ACCOMMODATION

- (i) The College can normally provide accommodation to all undergraduate students for three years of their degree. Undergraduates can live out after their first year if they wish, however those wishing to live out in their second year must apply to the Dean and Domestic Bursar for permission.
- (ii) Rooms in College vary greatly in terms of age, size and appointment. There are 6 different grades of accommodation and the price of individual rooms is based upon these factors. On arrival at the College students will receive a statement of the charge for their particular room, and associated costs. The College allocates accommodation to freshers based on their preferences for grades 1-3 or 4-6, but before the end of the first year, a room ballot takes place in which students are given the chance to bid for a preferred room for the second year of residence. Those with the lowest grade rooms in the first year have an increased chance of a higher grade room in the second year. Final room allocation is decided by the Conference and Accommodation Office, JCR President and JCR Housing Rep with input from the Dean, Academic Administrator and Domestic Bursar. The College reserves the right to move students from one room to another on site during the year, if necessary. Such occasions are unlikely, however might be necessary in order to undertake urgent maintenance or to release a particular room in order to meet a student's special accommodation requirements.

College accommodation is divided up into 'staircases', each of which is numbered, e.g. '8.1' means Staircase 8, Room 1.

- (iii) The College has a number of rooms which have ground floor access and are adapted to accommodate additional requirements. In addition, the College can take requests for particular types of accommodation e.g. en-suite, on medical grounds. Individuals who have disclosed a disability are given priority during the allocation of rooms. They are also able to stay in accommodation for the duration of their studies. Please contact the Disability Coordinator, Jo Bates, as soon as possible should you have any queries and to ensure any request can be met.
- (iv) **Vacation Residence**
The College is dependent on the revenue obtained from letting rooms for conference purposes during all the vacations. This means that undergraduate vacation residence in College accommodation can only be allowed for academic purposes, and students may have to move to a room outside the main site. In exceptional circumstances, you can apply for residence outside full term. You must complete a vacation residence booking form, available from the Domestic Office, and return it **by 5th Week of term**. Room charges are slightly higher than in term time. Vacation grants are available from the College (see Section 6, Undergraduate Finance).

2. GRADUATE ACCOMMODATION

The college aims to provide one year's accommodation for most first-year graduates. Most graduate accommodation is in close proximity to the College, the sports ground and MCR facilities, contributing greatly to the MCR's sense of community. All graduate students who are provided with college accommodation will be e-mailed, in advance of their arrival, with details of their accommodation allocation, instructions on paying rent and a licence agreement. The signed licence agreement must be returned to the Conference and Accommodation Manager prior to arrival in Oxford. Please note that rent, which is due on or before the first day of each month, is to be paid by regular payment from a UK bank account (commonly known as a "standing order"). Anyone unable to set up a standing order to start from 1 October will be required to pay their October rent to the

Bursary as soon as possible after arrival. Students arriving prior to 1 October will need to pay for the period between arrival and 1 October separately. Anyone living in college accommodation who has not signed a licence agreement, or set up a standing order payment, by Friday of 0th week must meet the Domestic Bursar as soon as possible after that date. Failure to do so will result in immediate withdrawal of IT facilities and possible further action by the College.

Occupation of accommodation, even before an agreement is signed, is taken to be consent by the student to pay rent and to abide by the terms of the agreement.

- (i) Rooms in College vary according to the size, age and appointment and have been graded accordingly. There are 6 different grades of single accommodation and the price of individual rooms is based upon these factors.
- (ii) The College has a number of rooms which have ground floor access and are adapted to accommodate additional requirements. In addition, the College can take requests for particular types of accommodation e.g. en-suite, on medical grounds. Please contact the Disability Coordinator, Jo Bates, as soon as possible should you have any queries and to ensure any request can be met.
- (iii) Graduate accommodation at Worcester is comprised of the following buildings (Please note that Worcester College does not have single-sex accommodation blocks):

17 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. The houses each have a washing machine in the kitchen for use by the occupants.

Franks Building

This purpose-built accommodation block houses twenty-seven graduates 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.

Worcester Cottage

Worcester Cottage is located close to the front entrance of the College. It has 6 bedrooms for graduate students, all recently refurbished and each with en-suite shower room. Students share a communal kitchen, laundry and dining area.

171 Walton Street (Worcester House)

This is a newly refurbished property just opposite the main College entrance, it has 11 standard rooms of various sizes sharing 4 bathrooms and a communal kitchen and dining area in the basement.

Nelson Street Flats

Six couples (including some College staff) are housed in the Nelson Street flats. These two bedroomed flats are fully furnished and have an open-plan kitchen / dining-room / sitting room, and a bathroom off the hallway. A washing machine is provided in the kitchen of each flat. Scouts do not clean the flats at 42 Nelson Street; it is the responsibility of the occupants of the flats to keep their own flat and the communal staircases and landings clean and tidy.

All graduate accommodation provided by Worcester College has kitchen facilities. There are several supermarkets in central Oxford: Sainsbury's, and Tesco (both located on Magdalen Street) offer reasonable value and a good selection; Marks and Spencer (on Queen Street) offers good, but expensive, items; and the

covered market (located off the High Street), contains interesting shops but is not cheap. There is an open-air market in Gloucester Green every Wednesday, which is particularly cheap for vegetables and fruit. Several small grocery stores with long opening hours can be found on Walton Street.

3. GENERAL ACCOMMODATION INFORMATION

(i) College accommodation is cleaned by a team of scouts, who will empty the rubbish bins, dust the furniture, vacuum the carpets, and clean the common areas such as kitchens and bathrooms. The Scouts will empty the bins regularly and will Hoover the floor once a week. Scouts can come into rooms from 8 a.m. onwards; students wishing to be left alone should leave their bin outside their door, although it will be necessary for scouts to enter rooms to clean after a couple of days, even if the bin remains outside. Roster details for weekly cleaning schedules are pinned up in each property. The flats at 42 Nelson Street do not have scouts.

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

The College has a rolling programme of redecoration and maintenance. Pictures and posters should not be attached to walls. Individuals are responsible for their room and will be charged for any damage caused to its contents and furnishings.

Any maintenance problems in rooms should be reported by completing the on-line maintenance request form located on the College website so that repairs may be made. Once reported, you can expect the problem to be attended to within a couple of days (excluding weekends or public holidays). The Maintenance team have a busy schedule, and may require access to your room from 8am onwards.

Members of the maintenance staff will not enter an occupied room if asked not to by the individual present, but it is reasonable that they should normally be allowed in to carry out repairs during ordinary working hours. Advance notice will be given, whenever possible, of the need to access rooms, but on occasion this may not be possible.

(iii) **Damage to Rooms**

If students cause damage to their rooms or shared kitchens, college furnishings, fixtures, fittings and/or decorations, or to any other College property, they may be charged for the full cost of repair or replacement. Students will also be charged if the College incurs extra costs in having rooms, kitchens or other areas cleaned as a consequence of students' actions, or failure at the end of term to leave accommodation empty, clean and in a fit state. A bedroom or kitchen requiring additional cleaning at the end of term would, for example, be likely to incur a minimum charge of £50 on battels. These charges are at the Domestic Bursar's discretion. In cases where the College is unable to identify individual/s responsible for any damage or cleaning requirements, the College may levy a charge on all students sharing a kitchen or in the building/staircase. Incidents of damage are reported to the Dean, who decides whether there is a case for disciplinary action, which may include the imposition of community service or other punishment in addition to the College recovering the cost of repair or replacement.

(iv) **Possessions in Communal Areas**

In the interests of fire safety, all students are reminded that they are not to leave personal effects in communal areas. Any such items will be removed.

(v) **Smoking**

The College operates a no smoking policy inside all of its buildings. 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 at 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.

Further information about the Governing Body's policy on smoking, including information about the consequences of breaching the regulations, can be found in section 10 (Non-academic Rules and Regulations).

Complaints about breaches of this regulation can be made, in confidence, to the Conference and Accommodation Manager (accommodation@worc.ox.ac.uk Tel: (01865) (2)88335).

(v) **Utilities**

All students make an equal contribution to charges for gas, electricity, water, and waste disposal across the site.

Instructions for the use of heaters are provided for each room, but the Porters can also provide advice, if needed.

(vi) **What students should bring with them**

Rooms are fully furnished, but bedding including duvets, pillows, sheets, pillowcases, duvet covers and towels must be brought by the student. Alternatively, bedding can be purchased online at www.unikitout.com/collections/worcestercollege and sent to the College in advance of your arrival. Should you choose to order from Uni Kit Out, please use the discount code WORCOX17 at check out. Ensure your name and status (i.e. Undergraduate or Graduate Student) are clearly given when ordering. The delivery address is Worcester College, Oxford, OX1 2HB and the bedding pack will be delivered to the College Lodge for you to collect when you arrive.

It is suggested that students bring with them items to make their room feel like home. It is usual for these to include cushions, colourful bedspreads, rugs and photos. An alarm clock is useful, and nearly everyone brings a kettle with them. Bringing in/buying your own furniture (e.g. additional couch/bed/easy chair) is not permitted for fire safety reasons. If in doubt, please contact the Accommodation Manager. Please note that lit candles, burning incense, sandwich makers, toasters, slow cookers, hot plates and grills are absolutely forbidden in student rooms (see **Safety**, section 10.6).

Students should provide their own crockery, glasses etc, and on no account should glasses or crockery be removed from the Hall or Bar for use in rooms. A number of rooms have access to kitchen facilities and students may wish to bring some cooking equipment (e.g. pots and pans) with them.

If a television set is brought to the College, a separate licence for it must be obtained. As of 1 September 2016, you need to be covered by a TV Licence to download or watch BBC programmes on demand - including catch up TV - on BBC iPlayer. This applies to all devices, including a smart TV, desktop computer or laptop, mobile phone, tablet, digital box or games console. Even if you access BBC iPlayer through another provider, such as Sky, Virgin, Freeview or BT, you must have a licence. As before, you still need a TV Licence to watch or record any live TV on any channel, no matter what device you use. Further information is available at <http://www.tvlicensing.co.uk/>.

- (vii) An administration charge of £30 will be charged for a replacement key. Individuals who lock themselves out of their rooms may sign out a spare key from the Lodge, but this must be returned immediately.

- (viii) New students will have their University card enabled for access to college buildings, note that the University will charge £15 to replace a lost University Card, and that this must normally be paid on-line before a replacement is issued. If lost, temporary access cards can be issued by the Lodge.
- (ix) New students will receive their University card, commonly known as the Bod card, when they arrive at the University. The Bod card is used for access to libraries, computing services, college and some University buildings. It is also used to pay for meals in college.
- (x) On the day of departure, rooms must be vacated **before 10.00 a.m.** Rooms are often needed again at short notice so they should be left empty and clean, in the same state as initially found. Any damage to furniture or the carpet should be reported to the scout well in advance of departure. Kitchens must also be left in a clean and tidy state before departure.
- (xi) **Universities UK Accommodation Code of Practice**
Worcester College manages the College's facilities in accordance with the Universities UK Approved Code of Practice (<http://www.thesac.org.uk>). Details can be also be found at:
<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2016/accommodation-code-of-practice.pdf>
- (xii) **Pets**
Students are not permitted to keep pets in college accommodation, and dogs are not normally permitted on college grounds, with the exception of guide dogs and other working dogs. In this instance, please contact the Student Welfare Officer to discuss.

4. LAUNDRY

There are four launderettes in College, equipped with washers, driers and ironing facilities, provided by Circuit Laundries. Students are responsible for all their own laundry, including sheets, towels, pillowcases and duvet covers. The launderettes for undergraduates are located in or near the Mitchell Building, the Sainsbury Building, the Linbury Building (in a room adjacent to the Morley Fletcher room) and the Earl Building (located opposite Gloucester House). The launderettes for graduate accommodation are located in the Franks Buildings. Occupants in Worcester House have shared laundry facilities..

The washing machines are operated using a downloadable app (full instructions are in each laundry area). If you are unable to download the app laundry cards can be found in the Lodge and instructions for adding money to these are also clearly marked in the laundry rooms. A single wash costs £1.40, and a dryer cycle costs £1.40.

There are washing machines in the kitchens of the graduate accommodation in Richmond Road, Worcester Place, Worcester Cottage.. The provision of laundry facilities is included in the monthly rent charged to those living in these properties. Occupants of the flats at 42 Nelson Street are welcome to use the laundrettes if their kitchen does not have a washing machine.

5. FOOD

College meals are available from 0th to 9th weeks inclusive.

Hall opening times are as follows.

Breakfast and Lunch Monday – Saturday 8.00am-2.00pm

Breakfast from 8.00am to 10.00am

Full lunch from 12.00pm

Sunday 9.00am-2.00pm

Continental breakfast from 9.00am to 11.00am

Brunch from 11.00am

First Hall

Sunday-Saturday 5.30pm-6.30pm

Formal Hall

Tuesday – Thursday 7.15pm

Sunday 7.15pm

Breakfast, lunch and dinner are not available out of term, but all graduate accommodation has kitchen facilities.

Daytime offer

Our Nash 'Grab & Go' café is open Monday – Friday, from 8.00am-4.00pm. Coffee, tea and soft drinks are available, as well as a variety of light options, including: sandwiches, paninis, salads, toasties, breakfast baps, fruits, chocolates and crisps.

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 students 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). Tickets for Second Hall must be bought on-line in advance, and numbers are limited.

First Hall meals cost approximately £3.83. Formal Hall on Tuesdays and Thursdays, at £5.67, is excellent value and well worth the effort.

Vegetarian meals can be provided, and a list of vegetarians is supplied to the Chef each term, indicating preferences for each meal. Special diets can be accommodated, should you wish to discuss your needs further please contact either the Catering Manager or the Head Chef. ***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 or MCR Accommodation & Food Rep. Any suggestions, compliments or complaints about any aspect of College food can also be made to the Rep.

The college operates a cashless payment system called Upay for breakfast, lunch and First Hall. Further information about this system is sent to new students before they arrive at the College and is also available on the College website.

Tickets for guest nights and Formal Hall can be purchased on-line through the Student Meal Booking section of the College Website (www.worc.ox.ac.uk). Bookings must be made no later than 10.30 a.m. on the morning of the dinner. Students are only permitted to purchase a ticket for themselves and guest(s) from outside College. Tickets booked on-line are charged to students' battels accounts.

From time to time special guest night dinners, including some for parents, are arranged by the JCR or MCR Committee. You will be emailed details of these closer to the time. Please note that all guests dining in Hall must be over the age of 16. For rules governing college guests, see **Guests**, (section 10.4).

Please note that all undergraduates are charged an amenities fee (currently £115.75 per term), which is contribution towards the provision of College facilities such as the Library, IT services, sports facilities and general maintenance of the College.

Please note that all graduates are charged a standard termly amenities fee of £10.75, 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 texting, is not permitted in Hall during dinner. Persistent users will be reported to the Dean.

6. SECURITY AND INSURANCE

- (i) Theft is not uncommon in Oxford. For this reason it is essential that the doors to students' rooms are locked at all times when unoccupied. No personal property should be left unguarded in public places, particularly in the changing rooms of the Sports Pavilion etc.
- (ii) There are open walk-ways along the top of the Terrace overlooking the main Quad, Staircases 4–6 and at the top of Staircases 17–18, 19–20 and 21–23, which act as fire exits.
- (iii) The access card is programmed to open most of the College's external gates/doors. It also provides access to the Law Library, the undergraduate computer room, the MCR, 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.. The Head of Security should be notified immediately about any problems with locking and security mechanisms.
- (iv) **The College has arranged basic insurance cover for all students living in College accommodation for up to £5,000 worth of possessions. Possessions are only covered whilst in College rooms. Full details of cover can be obtained from the Assistant Bursar, Mrs Jayne Stoddart (assistant.bursar@worc.co.uk). There is an annual fee for this which is included in accommodation charges shown on battels statements. Please note that there is a claim limit of £2,000 on computers, including laptops. Bicycles are not covered. Cover can be increased and extended by contacting the insurance company, Endsleigh, directly.**

Please be aware that the insurance does not cover parcels containing high value items which are delivered to the Lodge. Students purchasing items such as cameras and laptops, should arrange for adequate cover to be in place from the time when the item is despatched from the supplier until collection from the Lodge.

- (v) College rooms are used for conferences during the vacations. Wardrobes and chests of drawers must be left empty for the use of conferences: kitchens must also be cleared and cleaned. Overseas undergraduate students may, by arrangement with the Conference and Accommodation Manager, leave a locked trunk or may lock items in a cupboard in their room. Members leaving belongings in their own rooms or in College stores during vacations do so **entirely at their own risk**.

7. BICYCLES, MOTORCYCLES AND CARS

- (i) It can be 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.

Bicycles left outside the front gates of College obstruct the pavement and are vulnerable to vandalism or theft at night. Bicycles should be left in the bicycle sheds. Bicycles should not otherwise be brought into College. Bicycles left outside the front gates of College obstruct the pavement and are vulnerable to vandalism or theft at night. Bicycles should be left in the bicycle sheds opposite the College in Beaumont Street (the porter can provide access details or in the bicycle sheds by located at the Sainsbury, Earl Building and Worcester Cottage areas. Bicycles should not otherwise be brought into College.

- (ii) All bicycles must be registered with the Lodge at the start of each academic year, and clearly marked with an assigned College permit which can be obtained from the Lodge. Any bicycles found on College premises without a valid permit will be removed. Bicycles should be taken home at the end of each academic year.
- (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. The University's Security Services has a stock of good-quality D-locks available for staff and students at a special price of just £15. To purchase a lock, call the team on 01865 (2)72941. You should also security-mark your bike frame with your name and postcode and register it on the University Cycle Registration Scheme. This means you are far more likely to be reunited with your bike if it is recovered after being stolen. To register your bike, call Security Services on 01865 (2)72944.

If your bike is stolen, Stolen Bikes UK provides a number of services to aid its recovery:

- [Find that Bike](#) pulls together adverts for second-hand bikes from various websites, including Gumtree and eBay, into one large searchable gallery. Victims of theft can set up an email alert if a bike matching their search is listed for sale.
 - [Check that Bike](#) collates information from insurers, bike manufacturers and the police about recovered stolen bikes, and allows members of the public to check their bike frame number against the records held on the database. To date over £750,000 worth of stolen bikes have been identified using this service.
- (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 students.** Cars will be admitted into the College via the Provost's Drive, or allowed to park at the Wolfson gate (a maximum of 4 cars at a time, by order of Oxford City Council), at the beginning and end of term only for the delivery/collection of personal belongings. Students wishing to do this will need to get a permit from the Lodge and ask the Porter to open the gates.

Occupants of single graduate accommodation in some of the shared houses can apply to the local Council for a parking permit. There are a limited number of parking permits available per house and anyone interested should contact the Council directly; the website is <https://www2.oxfordshire.gov.uk/cms/content/parking-permit-application-form-new-resident-permit>

Please contact the Disability Coordinator to discuss options if you are a blue badge holder.

8. TELEPHONES

Public Telephones

- (i) There are university network telephones in the Porters' Lodge and the MCR. These can be used to get through to other telephones on the university network at no cost.

Telephone rules

With all telephones 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. **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**, section 10.3.

Telephone faults

Please report all telephone faults to the IT Helpdesk.

9. POST

Student pigeon-holes, located in Staircase 15, Pump Quad, serve as mailboxes for both University and ordinary mail. For ordinary post, the address is simply **Worcester College, Oxford, OX1 2HB**. For University mail, the address is **Worcester College**. The University runs an efficient 'pigeon-post' service 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 5.00 p.m. (not Saturdays, Sundays or Bank Holidays). All official communications from the College and University will be sent to students' College pigeon-holes or will be emailed. **It is the responsibility of all students to check their pigeon-holes and their Worcester email account at least once a day.**

Procedures for receipt of parcels

Please note that the College will, unless requested otherwise, take delivery of parcels, but cannot be held liable for any loss or damage to items received by post or courier, or whilst awaiting collection by the addressee. Parcels should be collected promptly. You will be emailed via the parcel system when an item is received by the lodge. Students should ensure that they have adequate personal insurance to cover the delivery and receipt of any items, and in particular for articles such as laptops and cameras.

10. NOTICE BOARDS

Graduates should check the noticeboards in the MCR.

11. 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, as well as the on-line booking form for tickets for Formal Hall. Students are encouraged to refer to this on a regular basis. Standard college forms are available for download. Students will need their Nexus username and password to access this section (this is assigned by the University's IT Services on arrival).

12. ENVIRONMENTAL POLICY

The College is seeking to reduce its environmental impact through management of energy, water, food, waste, and purchasing. Progress in making the college more environmentally sustainable is monitored by the Energy Monitoring and Recycling Group, which includes members of staff, the JCR and MCR Energy and

Recycling Repsand interested students. The Energy Monitoring and Recycling Group welcomes input from all students. Students can contribute to the environmental performance of Worcester College in the following ways:

Energy

By turning off lights and heating in common areas and bedrooms, when not in use and when leaving for the vacations, the College's carbon footprint can be reduced considerably. Computers should also be switched off when not in use.

Water

Water conservation has significant environmental benefits to which students can contribute by taking shorter showers, avoiding baths, and using washing machines only for full loads.

Food

Worcester is able to cater for vegetarians and vegans, whose diets typically have a lower environmental impact. There are periodic "sustainable halls" which feature local produce – including some of Worcester's own edible garden.

Waste

All college accommodation has recycling facilities; the vast majority of student waste can be either recycled or composted. College printers are set to print double-sided automatically, but it's still worth considering whether printing every page is absolutely necessary.

Purchasing

Each year, the college purchases an enormous amount of cleaning and building materials to take care of student accommodation. Students can help reduce this by keeping their housing clean and treating it kindly.

9. COLLEGE FACILITIES

1. THE LIBRARY

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

The Upper Library is at the top of the library staircase and consists of (i) the Franks Room, which contains the issue desk, the catalogues, desks for readers, and the reference and history sections, and (ii) the Murdoch Room, which is an open stack area, containing all the other subject sections. The Upper Library is open 24 hours a day. The Lower Library is the eighteenth-century reading room half-way up the library staircase. Members of College may study in it from 9.00 a.m. until midnight every day during term; it closes every weekend in the vacation. Please treat this historic room with care and respect.

To provide security for the Library, entry is by the access card. Readers should have their card with them at all times, and should ensure 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 students, 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 required 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, and readers are advised not to leave money or valuables unattended.

The Library is catalogued onto SOLO: the union catalogue of all Oxford libraries (<http://solo.bodleian.ox.ac.uk>). There is a self-issue borrowing system. Readers will need their university cards 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 and an online form is also available on the Library website: <https://www.worc.ox.ac.uk/intranet/students/college-library/library-book-request-form>

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 for permission.
- (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. Replacement costs will be charged for marked books.
- (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, unless with special permission from the Librarian. 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, not for email or Facebook. Priority must be given to readers wishing to consult the catalogue. Readers must not bring in their own software for installation on the Library computers, or interfere with the Library computers in any way.
- (xvi) Desks may not be reserved overnight. Readers are asked to clear their desks when they leave the Library for the day.
- (xvii) No responsibility can be taken for readers' private papers and possessions. You are advised not to leave money or valuables unattended. Please do not bring sports kit and other bulky items into the Library.
- (xviii) Readers should 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 email **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.

2. IT FACILITIES (See also section 10.8, Use of IT)

Computer Rooms

The college has two computer rooms, one for use by the JCR which is located in the basement of Staircase 4 and one for use by the MCR which is located upstairs in the MCR building. Both rooms are accessed by means of your college access card. There are also a number of computer terminals for general use in the Franks Library.

The computers in these rooms have Microsoft Office and will allow you to access your e-mail and print documents. Provision of specialist software is the responsibility of the department and therefore usually provided through the means of Department computer labs. Students who wish to request additional software to support their academic study be made available in college should contact their Computing Rep and ask for this to be referred to the College's Computing Committee which meets termly.

Students should use their Oxford single sign on (SSO) username, usually in the form worc0000, to access these and other computers around college. Your SSO username and password is issued by the University and will be used to access e-mail, library services, etc. If you forget your SSO password you can reset it at <https://webauth.ox.ac.uk/>.

E-mail

Every member of the University is given a username and email address on the University's central email system, known as Nexus365 (based on Office365). Your quota on Nexus365 will be 50GB. College e-mail addresses are in the format preferredname.lastname@worc.ox.ac.uk Graduate members and academic staff may have at least one additional department e-mail address in the format preferredname.lastname@dept.ox.ac.uk these usually go to the same place, but some departments and colleges run their own separate e-mail system.

E-mails can be checked by navigating to <https://www.office.com> with a web-browser. For instructions on how to configure your e-mail account on other clients (Outlook, phones, etc) see <http://help.it.ox.ac.uk/nexus365/index>.

Students are required to check their e-mail accounts regularly (at least daily in term time) as important information is often distributed by e-mail.

IT Provision in Rooms

Most study bedrooms within the college have an ethernet network port which will enable you to connect a desktop or laptop to the college network.

Computers connected to the college network must be running a supported operating system and have up-to-date anti-virus software. Students of the university are able to download Sophos anti-virus for no cost from <http://help.it.ox.ac.uk/viruses/>. Upon connection to the network you will need to agree to the acceptable use policy and allow your machine to be scanned for the presence of anti-virus software.

The College reserves the right to disconnect students whose computers are suspected of having viruses or which are causing operational problems to the network.

Students are strongly advised to secure high value computer equipment especially laptops with a Kensington lock or similar physical security device, available from any number of shops both online and in Oxford.

Wireless

There is wireless coverage in all college buildings, including student accommodation; students may choose to use either the WorcesterWifi or the Eduroam network (see below), do note that WorcesterWifi provides the fastest connection.

Eduroam is a worldwide academic network; you will find it available in most Oxford university colleges, departments and libraries. To use it you will need to have set your Remote Access password (sometimes called a Eduroam or VPN password). You can do this by visiting <https://register.it.ox.ac.uk>. For more information and instructions on setting up Eduroam visit <http://help.it.ox.ac.uk/network/wireless/services/eduroam/>.

Students must use only the College provided Wi-Fi and must not run their own Wi-Fi networks or hotspots.

Backups

It is a student's responsibility to save and backup their work regularly. The college has no mechanism to backup work held on a student's own computer; work saved to your home drive on a college computer will be backed up nightly but only a limited number of versions are kept. Students are reminded that USB memory sticks can and do fail, therefore they should not be relied upon to hold the only copy of any important document.

Problems

Your first point of contact if you need IT help should be either your JCR/MCR IT rep who should be able to advise you who is best placed to help. Alternatively, you can contact the College IT department helpdesk by e-mail on ithelpdesk@worc.ox.ac.uk.

The College employs a small IT team consisting of an IT Manager (Jonathan Young), Systems administrator (Dan Smith) and Computing Officer (Oliver Harvey). Their office can be found in the Besse Building, opposite the main Bursary offices. Support hours for students are 2:15pm – 5pm. Outside these times students may be asked to wait or come back another time.

Should your computer break during your time in Oxford, there are a number of local firms who can offer assistance. For Apple devices Western Computers on Gloucester Green is the closest authorised service agent, alternatively there is an Apple store in the Oracle shopping centre in Reading. For windows devices we have had good experiences with Computer Assistance in Cowley (<https://computerassistance.co.uk/>). The college IT department is usually unable to repair hardware problems on privately owned student equipment.

Software

Oxford University students are eligible to purchase some software products at substantial discounts, for more information see <http://www.it.ox.ac.uk/want/shop> and <http://help.it.ox.ac.uk/sls/msl/index>

Training

University IT Services run a large number of useful courses which are available to any member of the university at a low cost. Further details can be found at <http://www.it.ox.ac.uk/do/training-and-facilities/itlp-courses>.

Use of Computers

All use of college computers and network connections (both wired and wireless) is covered by the College Computing Rules & Regulations a copy of which can be found in section 10.8 of this handbook. Additionally users connecting to the network agree to be bound by the rules, regulations and acceptable user policies imposed by the central University and JANET, the UK universities'. Copies can be found at <http://www.it.ox.ac.uk/rules>.

Students must not use the university provided internet connection to commit copyright violations. Examples include but are not limited to downloading or uploading films, music or software without the right holder's permission. The university regularly receive "cease & desist" notices from rights holders which they are obliged to follow up. Students who are found to have committed a copyright violation will be fined and referred to the Dean for possible further action.

3. THE LODGE

The Lodge is situated at the College entrance and is staffed 24 hours a day, seven days a week by the Porters. They can be contacted by telephone on 01865 (2)78300 or email on lodge@worc.ox.ac.uk

Craig Townsend – Senior Lodge Porter
Massimiliano Cattaneo (Max)
Allison Bond
Maciej Nowacki
Steve Cooper
Norman Blackman
Krzysztoś Kozłowski
Beverley Page

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 students can find the Fellows' and staff pigeonholes, lost property, keys, booking sheets for the music practice rooms, booking sheets for the sports pitches and courts, visitors signing in book, pigeonholes for outgoing pigeon post and Royal Mail, light bulbs, the battels box, the, bicycle stickers, a first aid kit with defibrillator, second hand envelopes, and an internal phone. It is also the place where incoming parcels and recorded and special delivery items are received (an email is sent to the student informing them of delivery and location of pick up).

4. CHAPEL AND CHAPEL FELLOWSHIP

The Chapel was completed in 1791 and was transformed in 1864 by William Burges into the riot of colour, humour and detail that is present today. Many jokes were added to the paintings and woodwork, so that there is always something new to see. The Chapel is open every day and is a still and quiet place in which to sit, away from the pressures and hurly burly of College life. Students are also able to light a candle or leave a prayer request.

The Chapel is also the centre of Christian worship in the College and aims to be the home for all Christian branches, and to be available for use by people of all beliefs, or none. All are welcome to attend Chapel services: members of any religion or of none, members of Worcester or not. Worcester is unique among the Oxford colleges in that it has not one, but two flourishing Chapel Choirs of equal status, which share the weekly services. There is a mixed-voice choir constituted of choral scholars and volunteers, and also a choir in which the tenors, basses and male and female altos of the mixed choir sing with boy trebles from Christ Church Cathedral School.

A list of the wide variety of faith societies, belief groups and religious centres within the university can be found at:

<http://www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres/>

The Oxford University Chaplains' website is: <http://www.ox.ac.uk/subsite/chaplains/chaplains/index.html>

(i) Chapel Services

Services are held throughout the week in full term, and several are choral services with one or both of the College's wonderful choirs. The main College service is Evensong on Sunday evenings at 5.45 p.m., at which visiting preachers give 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. The Chapel has a good-sized mixed congregation, including undergraduate and graduate students, academics, staff, locals and choir parents. There is a chance to socialise with everyone over drinks after the service, to which all are invited.

Evensong is also sung on Mondays and Tuesdays. Every Thursday there is a Sung Eucharist or Evensong.

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

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

(ii) **Service Times**

Sunday	5.45 p.m.	College Evensong with sermon Sung by one or both choirs
Weekdays		
Monday	6.15 p.m.	Choral Evening Prayer Normally sung by the adult mixed-voice choir
Tuesday	6.15 p.m.	Choral Evensong Sung by the boys and adults
Wednesday	9.00 p.m.	Compline
Thursday	8.15 a.m.	Morning Prayer
	6.00 p.m.	Choral Eucharist or Evensong (on alternate weeks) Sung by the adult mixed-voiced choir
Friday	8.15 a.m.	Morning Prayer

Information about special events and concerts taking place in Chapel is provided in the Chapel Card, a copy of which is put in all students' pigeonholes at the beginning of each term.

(iii) **The Chaplaincy**

The Chaplain is the Revd Dr Tess Kuin Lawton, who is an Anglican priest. She is happy to meet and talk to any member of the College at any time, and can be contacted by those of all faiths, or none. Her room is Nuffield 10 (telephone (01865) (2)78371).

(iv) **The Woodroffe Society Weekly Lunch**

The Woodroffe 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 re-founded as Worcester College in 1714.

Each Monday lunchtime from 12.30 p.m. until 2.00 p.m. a group meets in the Chaplain's room for a free lunch and 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. Students interested in joining this group should speak to the Chaplain, or just come along.

(v) **The Woodroffe Society Dinner**

The Society meets once a term for a formal dinner with guest speaker on the evening of Tuesday of fifth week, usually in the Linbury Building. Students wishing to attend are asked to 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, Facebook and Twitter**

The Chapel website which can include further information about the history of the Chapel, contact details, sermons, Bible studies etc. can be found at www.worcesterchapel.co.uk.

You can also follow Chapel events on Facebook and Twitter:
www.facebook.com/WorcCollChoirs.

Twitter: @WorcCollChoirs

Junior Members who would like to be involved in Chapel life, or simply kept up to date with what is going on, should send an email to the Chapel Warden:
matthew.cheung-salisbury@music.ox.ac.uk

5. MUSIC

The College has dedicated music practice space and students can book practice time at the Lodge. The College has a grand piano available for use in the Memorial Room from 1.00 –5.00 p.m. and 7.00–10.00 p.m. The Memorial Room can be booked for music practice [during term-time by emailing roombookings@worc.ox.ac.uk](mailto:roombookings@worc.ox.ac.uk). Sometimes the Chapel can be used for small rehearsals: please contact the Chaplain or the Dean for information. Enquiries about playing a College harpsichord can be directed to the Provost's Personal Assistant.

6. SPORTING FACILITIES

The College has extensive sports grounds, which are used for many sports including, in the winter, rugby, soccer and hockey and in the summer, cricket and tennis. The College also has a well-equipped gym. **Before use of the gym students must arrange to receive an induction session.** A number of these sessions will be offered early in the Michaelmas Term, and a further one, if necessary, in Hilary Term. Organised team games are not permitted before 1.00 p.m. on weekdays as these can cause noise disturbance (see also section 10, Non-Academic Rules and Regulations). [The Dance Studio in the Sultan Nazrin Shah Centre can be booked for dance practice during term-time by emailing roombookings@worc.ox.ac.uk](mailto:roombookings@worc.ox.ac.uk)

The College has no insurance policy for sporting injuries to students, and individuals concerned about this should arrange their own cover.

7. 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 Conference Office (email guestrooms@worc.ox.ac.uk). (For rules on guests, see section 10.4).

8. THE CELLAR BAR

- (i) The main College bar is located beneath the Hall, in the Pump Quad, and is open every night in term time from 6.00 p.m. Last orders are called at 10.45 p.m., 'time' is at 11.00 p.m., and everyone must leave by 11.20 p.m.
- (ii) The bar is a great place to meet, socialise and to enjoy drinks at better prices than in 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, 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, so it's important for students to help by being polite, co-operative and leaving on time.

- (iv) Cellar Bar purchases are possible with both cash and University cards enabled on the College's upay system.

9. DATA PROTECTION

The College will collect and use information about you in accordance with the principles set out in the College's Student Data fair processing notice at <http://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>. This includes ensuring that your data will only be used in a way which is fair, lawful and secure.

We may need to update this notice from time to time, for example if the law or regulatory requirements change, or to make Worcester College or the University's operations and procedures more efficient. If the change is material, we will give you not less than two months' notice of the change so that you can decide whether to exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email and via the student intranet.

10. NON- ACADEMIC COLLEGE RULES & REGULATIONS

The College is an academic community and we believe our purposes are best served by individual freedom and responsibility. 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 disturbance. The Governing Body prefers to do this informally, relying on Junior Members' goodwill, but some formal regulations are needed and are given here. 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 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.

Junior Members must follow the rules and policies outlined in this section and elsewhere in this handbook. They also have a general responsibility not to bring the College into disrepute by their actions.

10.1. NON-ACADEMIC DISCIPLINE

- (i) Junior Members must co-operate with reasonable disciplinary instructions issued by one of the Porters, a departmental head, a Junior Dean, the Assistant Dean, the Student Welfare Officer, the Dean, or any Senior Member. Junior Members must identify themselves and their guests when asked to do so.

The Dean is responsible for discipline in College, assisted by the Student Welfare Officer, the Assistant Dean and the Junior Deans. Students with complaints to make about someone's behaviour, should see one of these individuals, or the Harassment advisors (see section 16). Students may also talk to their Moral Tutor). The Assistant Dean and Junior Deans live in College, and in the absence of the Dean have their full authority. Complaints will be dealt with in confidence and no action will be taken without the consent of the complainant, unless there is the risk of immediate harm to self or others.

- (ii) The Dean may impose fines or other punishments on students transgressing College regulations. In the event of a serious breach of regulations, vandalism or other damage to property, the Dean may impose a fine or other punishment on the Junior or Middle Common Room itself if those responsible cannot be identified. For example, damage to the College gardens may result in social amenities such as the Cellar Bar being withdrawn.

The Dean will normally require students to attend for interview to investigate or explain their actions. Attendance takes precedence over every form of non-academic activity. Failure to attend may be treated as a disciplinary offence in its own right. Students should ensure that all the facts relevant to the case and/or any mitigating circumstances are communicated to the Dean at the interview.

- (iii) In cases where the facts seem incontrovertible, the Dean may decide not to summon a student for interview.
- (iv) All disciplinary decisions by the Dean are communicated in writing to the student concerned. If the student feels that some material facts were unknown to the Dean at the time that the decision was made, or the student wishes to plead mitigating circumstances beyond those made during the interview, the student may write a letter to the Dean outlining the additional information. This letter must be received within two working days from the date the Dean communicated his decision to the student concerned. If the mitigating circumstances involve medical evidence then a report from a qualified medical practitioner must be submitted within a reasonable period: the Dean must be informed that such a note is pending within the two working day period.

Non-academic disciplinary procedures are normally confidential with no record being kept on the students' academic file. There are, however, a small number of exceptions, but students will be notified in advance if these apply in their particular case.

- (v) Disciplinary powers exercised by the Dean for dealing with minor offences normally include fines up to a maximum of £1000, exclusion from social activities and/or parts of the College for short periods, disconnection from the IT network, (?), community service (no more than 80 hours) or exclusion from College accommodation and all facilities for all non-academic activities. For major offences, the Dean may recommend to Governing Body that a student should be suspended for a period up to one academic year or be expelled.

Major and minor penalties are defined by the nature of the penalty that they attract. Before recommending penalties for a Major Offence (suspension/expulsion), the Dean will need to be satisfied beyond reasonable doubt that the case is proved. For Minor Offences, establishing guilt on the balance of probabilities will be sufficient.

- (vi) Students aggrieved by any decision of the Dean have the right to request a review of their case. Please note that penalties for some Minor Offences may not be appealable e.g. exclusion from an imminent social event.

Written notice of the review must be sent to the Provost within seven calendar days of the Dean making known their decision to the student concerned and should be marked as 'Application for Review of Handling of Student Discipline'. Appeals cannot be made about the disciplinary rule on which the decision or recommendation is based; students can only seek a review of the penalty imposed for breach of the regulation. The request for a review must set out the reasons why the student is dissatisfied with the Dean's decision in sufficient detail for the process to proceed as detailed below.

Within 15 days of receipt of the written request for review the Provost will choose one other senior member of the College (who has had no previous involvement with the case) and with them will review the grounds for appeal. If their shared view is that there is no *prima facie* case, the review/appeal will not be pursued further by the College and a Completion of Procedures letter will be issued containing the final decision and the reasons for it.

If the Provost and/or the Senior Member reviewing the matter believes that the case, or any part of it, should be considered further, the matter must proceed to a formal appeal and the matter will be put before an Appeal Panel. Details of the procedure which is then followed is given in section 20.1.

The appeal process may reverse, confirm or alter the decisions appealed against, and annul, reduce, confirm or increase the penalties imposed by the Dean, provided that it shall not advise a penalty of expulsion, or impose a penalty of suspension or expulsion that is more severe than the penalty appealed against

The Governing Body, in accordance with its Statutory responsibilities will, after considering the report and its recommendation/s (if any), take a final decision on the appeal. In doing so, the Governing Body will only take account of the information that had been available to the Appeal Panel, and will not consider any new material or evidence. The Dean will not be present for the discussion. A written statement of the Governing Body's decision will be sent to the appellant student. Where the Governing Body does not accept the Panel's recommendation, or where there is no recommendation to accept, the Governing Body shall give reasons for reaching its decision. The Governing Body may publish its decision to all Junior Members if it feels that the best interests of the College would be served by doing so.

- (vii) If a student is not satisfied with the outcome of the internal procedures, they may refer the case on as outlined in section 20.2, 20.3.

10.2. USE OF PUBLIC ROOMS, PARTIES, FUNCTIONS

- (i) No more than 8 persons are allowed in college bedrooms. It should be borne in mind, however, 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 or other spaces 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 college rooms. These rooms include the Sainsbury Building Common Room, Lecture Room B, the Morley Fletcher Room, The Sultan Nazrin Shah Centre rooms and the Memorial Room. Students should visit the "Room Bookings" section on the College website to find out how to send a room booking request, and agree to abide by the stated room booking conditions. Costs arising from damage or professional cleaning in the case of irresponsible or negligent use of the room will be charged to the student immediately. Room bookings must be completed at least one week in advance. Details of room bookings can be found on the college website at <https://www.worc.ox.ac.uk/intranet/students/room-bookings> Please note that responsibility for room bookings switches from the Academic Office to the Conference Office once full term-time is over.
- (iv) Special functions involving several, inter-related events, e.g. Arts Week, require more detailed planning, and the advice of the Assistant Dean should be sought at the earliest opportunity.
- (v) The College has dedicated music practice space and students can book practice time at the Lodge.
- (vi) Functions in the Cellar Bar must be agreed with the Assistant Dean in principle, and then with the Bar Manager and Head of Security. Permission for functions in the Dining Hall must be granted by the Conference Office, the Catering Manager, and then the Assistant Dean. Functions involving the gardens must first be given permission by the Garden Master and then the Assistant Dean.

10.3. 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 to 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 gatherings near the cricket pavilion or the Sainsbury Building terraces can produce complaints to the Environmental Health Department. Anyone organising a college event in the gardens featuring any kind of sound system or amplification should contact the Assistant Bursar to submit details of the event to the council, and to notify nearby residents of the nature and duration of the event.
- (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 p.m. – 5.00 p.m. and 7.00 p.m. – 10.00 p.m. in term time.

- (iv) The College has dedicated music practice space and students can book practice time at 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 students slamming doors, especially when returning to College late at night.
- (vi) Any complaint about noise should be made initially to the person responsible, if possible. If this is not appropriate or fails to resolve the problem, then the duty Porter (Lodge: 78300) should be contacted. Alternatively the Junior Dean, the Assistant Dean, the Student Welfare Officer or Dean may be contacted. Complaints will be treated in confidence. Strong action will be taken against anyone who is persistently responsible for excessive noise.
- (vii) 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.

10.4. GUESTS

- (i) Hosts are responsible for the behaviour of their guests whilst on College premises and any damage that they may cause.
- (ii) The names of all guests in College after 7pm must be entered into the appropriate book in the Lodge and each guest will be issued with a wristband. A host can have a maximum of 4 guests.
- (iii) Guests must be willing to identify themselves and their host if challenged by any member of the College. Failure to respond may result in the 'guests' 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.
- (iv) 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.
- (v) Nobody is permitted to sleep overnight in a public room.

10.5. 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. Any offenders will be reported to the Dean.
- (ii) The lake in the College grounds is variable in depth and for safety reasons entering, boating on, or attempting to swim in the lake, for any reason, is forbidden.
- (iii) 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.

- (iv) Moderate post-examination celebrations are permitted only in the College gardens, providing that they do not cause a disturbance. 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.
- (v) 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 the Sainsbury Common Room patio area, where there are designated barbeque pits.
- (vi) 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.
- (vii) Alcohol must not be consumed on the sports pitches.
- (viii) The overnight watering system recycles water from the lake. This water is not purified therefore students should not go in this water.

10.6. 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 responsible for 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. Standard kettles only are permitted.
- (vi) Firearms and fireworks may not be brought into College.
- (vii) Lighted candles, incense burners, sandwich makers, toasters 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 accidents 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,

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

Any portable appliances brought into College must be brand new or display a current PAT test certificate. If in any doubt, the College Electrician is available to check the safety of any portable appliances:

For overseas students, please note that the voltage supplied in College rooms is 220v–240v or 115/230v in 2 pin shaver points. Electric sockets take square 3 pin plugs. Please check the voltage of your appliance before using it. Take care not to overload extension leads.

Any equipment which becomes unsafe is not to be used and should be removed from the College. If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disposal.

Junior Members are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter their room e.g. ensuring that cables to personal electrical equipment are safe and cannot cause a trip hazard.

10.7. FIRE PRECAUTIONS AND SAFETY

- (i) The consequences of a serious fire in College accommodation could be catastrophic. Notwithstanding the precautions taken, vigilance on the part of all college members is essential. The College will provide all new students with information about fire safety on arrival and regular fire drills will be carried out.
- (ii) All members must familiarise themselves with the emergency procedures in case of fire, and with their escape routes. This is particularly important for those living on staircases 3, 4, 5, 6, 17, 18, 19, 20, 21, 22 and 23, where fire escape routes are upwards, onto the roof, and then down via the adjacent staircase.
- (iii) Fire alarms are tested weekly. Students are required to comply with any fire drills and should be aware of the location of fire exits, and respond promptly to fire alarms, evacuating the building by the prescribed route in a calm and orderly way. When the alarm sounds, please exit the building and report to the specified assembly point. Do not collect personal belongings. Do not use lifts. Do not attempt to reset fire alarms. These should only be operated by Porters, designated Fire Wardens, members of the Dean team, and fire fighters.
- (iv) Tampering with any fire precautions or fire-fighting equipment, including 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.
 - Do not cover smoke detectors;
 - Do not move fire extinguishers;
 - Do not use fire extinguishers to prop open any doors;
 - Do not tamper with fire extinguishers or fire call points;
 - Do not wedge Fire Doors open;
 - Do not tamper with locks/bolts on fire exits;
 - Do not cook food in your study bedroom;

- No smoking in any College building.

(v) Lighted candles, burning incense, sandwich makers and grills, or similar, are forbidden in student rooms.

(vi) Firearms and fireworks may not be brought into College.

8. USE OF IT

(See also Section 9.2, *Computing Facilities*)

All students are encouraged to use the facilities provided by the College and the University. The College provides access to clusters of computers, many Departments provide special-purpose facilities. These facilities are intended for *bona fide* academic and academic-related purposes, but a certain amount of private use 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/>). The College and the University take misuse of these facilities very seriously. A student's network service may be immediately terminated while investigations are conducted if a breach of the rules is suspected which may pose a security threat to the College's network. If substantiated, users may be required to see the Dean before their network connection is restored. Other action may also be taken in line with the Acceptable Use Policy which all students are required to agree to before accessing College IT facilities.

Please take note of the information concerning the misuse of computers issued by the Proctors, and the set of guidelines for the socially acceptable use of these systems posted in the computer rooms. 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 monitored, and that the law (criminal and civil) relating to written communications applies equally to email messages, including those relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information and wrongful discrimination.

Governing Body Policy on Computer Use

Network and Internet services must not be abused and are provided for justifiable academic purposes. Students should be aware that misuse of the network is taken seriously and downloading certain material is against the University regulations and, in some cases, the law. Every year several dozen students face fines of up to £500, or disciplinary action (including suspension), for offences that breach the University's 'acceptable use' policy. The College and University monitor Internet usage. In cases of abuse, internet connections may be withdrawn and students may face harsher penalties. The College may bill students for the actual costs incurred if their Internet use is excessive and cannot be justified on academic grounds. Students must not:

- (i) Deliberately misuse other people's accounts, including corruption or destruction of other users' data.
- (ii) Send nuisance messages, disrupt the work of others or violate others' privacy.
- (iii) Use College or University facilities for commercial gain without prior authorisation.
- (iv) Waste staff effort or computing resources by accessing improper or inappropriate material from the Internet, or otherwise use the network in such a way that denies service to other users. Students who have a legitimate academic need to perform a task that may impinge on other users, must contact the IT Manager to obtain prior permission.
- (v) Display offensive material on web-pages.
- (vi) Continue to use an item of networking software or hardware after the College has requested that use cease because it is causing disruption.

- (vii) Misuse the College network or networked resources in other ways, for example by introducing viruses.
- (viii) Bypass security rules on the network, which are in place to ensure that **all** users have an adequate level of access to this resource, and which help protect against viruses and other forms of attack. Students who believe they have a legitimate academic need to use the network in a manner that is prevented by College security rules, must make a request to the Chair of the Computing Committee via the IT Manager to discuss it.
- (ix) Connect network devices to the College network. Only desktop computers, laptops and game consoles may be physically connected. All other physical devices such as wireless access points, switches and routers are expressly forbidden because incorrectly configured network devices can result in network failure.
- (xii) Download or trade pirated software or copyrighted material. This is illegal and can also easily introduce viruses.
- (xiii) Use peer-to-peer (P2P) software. The use of P2P software contravenes College IT regulations and automatic fines may be levied.
- (xiv) Access pornography or download large files for personal use.

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

- (i) The site contains no stolen, unlawful, offensive or defamatory content, and is kept up-to-date.
- (ii) The site is consistent with the Worcester College Acceptable Use Policy.
- (iii) The site conforms to the University Regulations (see <http://www.admin.ox.ac.uk/statutes/regulations>, specifically “University Discipline: Use of Information Technology Facilities”)
- (iv) Separate content, not appropriate for public viewing, is restricted to an area only accessible by members of Worcester College. Material which is only of interest to College members is one example 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 IT 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 and 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.

10.9. KITCHEN RULES

Shared kitchens have become an increasingly important focus for undergraduate social life in Worcester College. In most cases, students use the space very responsibly, and show consideration towards their Scouts.

However, sometimes negligent or irresponsible use (e.g. untidiness, damage) of shared spaces by students can make it very hard for the Scouts to carry out their duties effectively, cause deterioration of the facilities, and put a financial burden on the College. In light of this, the following four-step process has been designed as a way of encouraging students to act as considerate citizens, to restore a good relationship with the Scouts, and to help us look after the College's property. While we would very much like students to carry on enjoying the excellent facilities that the College provides, if, after three warnings and chances to remedy the problem, students continue to show irresponsible behaviour, the final sanction will be expulsion from College accommodation. The JCR and MCR presidents, the SCR and the Domestic Office have all shown their support for this four-step process.

Step 1. Dean contacted by Conference and Accommodation office about damage to and/or mess left in kitchen: a **"Truth and Reconciliation meeting"** is held, aimed at improving dialogue between the students and the Conference and Accommodation office to try to collectively solve the problem.

Step 2. Dean contacted a second time: **"Clean Sweep Notice"** issued by the Dean. Kitchen to be restored to *the condition it was in when students moved in*, by noon the following day (i.e. removing *everything*, except food which needs to be in a refrigerator). It will be ensured that cleaning equipment is available to students at the time the notice is issued.

Step 3. Dean contacted a third time: **"Clean Sweep Notice"** issued + **community service** + a **warning** that expulsion from College accommodation is the next step.

Step 4. Dean contacted a fourth time: **"Clean Sweep Notice"** issued + **expulsion** from College accommodation.

Notes:

- i) As with all decanal punishments, there is an appeals process (as set out in section 20.1). The "Truth and Reconciliation" meeting (Step 1) is not a punishment but an attempt to solve the problem. It will always include everyone in the kitchen. For Steps 2–4: a letter signed by all the individuals taking responsibility can exonerate other kitchen-mates should subsequent problems arise. In some cases it may be appropriate for the Dean to see users of a kitchen individually to ascertain who is responsible for the problem.
- ii) Expulsion from College accommodation is not the same as rustication. It just means a student can no longer live in college because they have proved themselves incapable of living as a considerate member of the community. Access to other college facilities would not normally be denied as part of the "Clean Sweep" process (only in cases where further disciplinary issues were involved).
- iii) The appeals process cannot be used to delay expulsion from College accommodation. It can be used only to allow the students to return to College accommodation should the appeal be successful.
- iv) The "Clean Sweep" process does not change existing practices for recuperating the cost of any damage done to a kitchen. In addition, the 'Clean Sweep' process is just one way to address irresponsible kitchen use. Other measures might be used if they are more appropriate to the situation.

10.10. GOVERNING BODY POLICY ON SMOKING

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 at 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.

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 (accommodation@worc.ox.ac.uk; Tel: (01865) (2)78335).

10.11. GOVERNING BODY POLICY ON ALCOHOL

- (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 effects on health, and fairly immediate adverse effects on the ability to do academic work. It is also the major cause of anti-social behaviour and abuse of ambulance services.
- (ii) Junior Members should be aware of the medically recommended **maximum** levels of alcohol consumption. NHS Live Well recommends no more than 14 units of alcohol per week and if you drink 14 units or more in a week to spread your intake over 3 days or more.

(A unit is ½ pint beer, or ½ glass of wine, or 1x25ml measure of spirits.)

- (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, a Junior Dean, the Assistant Dean, the Student Welfare Officer, the 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.
- (vii) Junior Members should be aware that in most cases of contravention of college rules, alcohol is a contributory factor. Such abuse cannot be used as a mitigating circumstance.

10.12. GOVERNING BODY POLICY ON 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.

- (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.
- (iv) 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 Oxfordshire Drug and Alcohol Action Team, 01865 403261. 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 welfare support services within or outside the College (see section 5)
 - (c) It is open to them to approach the Thames Valley Police (Tel: 0845 8505505). 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

10.13. GOVERNING BODY POLICY ON ANTI-BRIBERY

- (i) Bribery is a criminal offence and prohibited in any form by the College. Transparency, integrity and compliance are of the utmost importance and the College has a zero tolerance of any type of corrupt activity which has the potential to impact on the legal, fair and professional conduct of business. The College and its members must ensure at all times that they do not risk damage to the College's reputation, placing themselves in a position in which the integrity of their dealings – even if conducted with the best of intentions – can be called into question.
- (ii) The Criminal Anti-bribery Law applies to all those connected with Worcester College and its activities, regardless of their role or seniority, including employees and anyone acting and/or working on the

College's behalf. It is an offence to offer, accept, receive or request any form of 'advantage' to, or from, any individual, company or Government (including anyone working for a Government) if to do this would involve a breach of an expectation that the transaction be conducted in good faith, with integrity, and fulfilling any obligations of trust placed on them.

- (iii) Any staff member or person working on behalf of the College, who is suspected of committing an act of bribery or attempted bribery, will be subject to an investigation and in line with disciplinary procedures, may, where appropriate, be subject to action being taken against them.
- (iv) Any employee, or individual working on behalf of the College, who suspects that an act of bribery or attempted bribery has occurred, even if they are not personally involved, must report the incident to the relevant College Officer (normally the Estates Bursar or, in the case of Fellows, the Provost). A written account of events may be requested from them by the College Officer.
- (v) Any employee, or individual working on behalf of the College, must report the offer of a bribe to the relevant College Officer (normally the Finance and Estates Bursar or, in the case of Fellows, the Provost) so that action can be taken as necessary. A written account of events may be requested from them by the College Officer.
- (vi) It is recognised that the receiving and giving of small gifts and occasional hospitality, without expectation of anything in return, may occur as a reflection of friendship or appreciation. Where proportionate and recorded properly this does not constitute bribery. All employees, or individuals working on behalf of the College, must report gifts and hospitality of over £50 to the Finance and Estates Bursar or, in the case of Fellows, the Provost, so that these can be recorded.
- (vii) Members of staff, or individuals working on behalf of the College, who are in any doubt about whether offering or receiving a gift or hospitality could be construed as a bribe, should seek advice and prior written approval from the relevant College Officer.

The full Anti-Bribery Policy is available at:

<http://www.worc.ox.ac.uk/About-Worcester/Freedom-of-Information/Policies-and-Procedures>

10.14. GOVERNING BODY POLICY ON 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.

10.15. GOVERNING BODY POLICY ON 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.

10.16. GOVERNING BODY POLICY ON HARASSMENT

A new policy on harassment procedure was brought into effect in January 2018 and can be found on the Policies and Procedures page of the College's website at http://www.worc.ox.ac.uk/sites/default/files/files/page/harassment_procedure.pdf

10.17. GUIDANCE AND PROCEDURES FOR FLYING FLAGS AT WORCESTER COLLEGE

Contents

1. Summary
2. Health and Safety Considerations
3. When and which flag to fly
4. Roles and Responsibilities
5. Instructions for raising the flag(s)
6. Risk Assessments
7. Reference(s)

Summary

This document details the arrangements for flying flags on the Main Library Roof at Worcester College and stipulates occasions when specific flags will be flown or flown at half-mast.

Health and Safety Considerations

A formal risk assessment is required for the process of raising and lowering the flag(s), that might be summarised here and which is to be appended to this document.

When and which flag to fly

The default state at Worcester College is for no flag to be flown. In general, flags are flown from early in the morning at the start of the intended period until close to sunset at the end of the period. Where a flag is to be flown for more than one day, it should be left up overnight. In most of the following cases, the respective flag is to be flown for a single day.

College Flag

We will fly the College flag on:⁶

- Encaenia (Wednesday after end of Trinity Term)
- Lesser Encaenia (the day after Encaenia) if Honorary Doctorates are to be conferred

⁶ **Previously:**

1. Encaenia (wed after end of Trinity Term)
2. Lesser Encaenia (day after Encaenia if Honorary Doctorates are to be conferred)
3. College Weekend
4. Admission of the Chancellor
5. Admission of the Vice-Chancellor (Wed before beginning of Michaelmas term)
6. Visit of Royalty to the University
7. Official visit of the Chancellor to the University
8. Death of the Chancellor
9. Death of the High Steward
10. Death of the Vice-Chancellor in office
11. Death of an ex Vice-Chancellor
12. Death of a Proctor in Office
13. Death of a Deputy Steward
14. Death of the Head of House

- Special College Days, such as Gaudies, The Benefactors' Garden Party and Induction of Honorary Fellows, and Open Days
- Day of Admission of a new Chancellor
- Day of Admission of a new Vice-Chancellor
- Official visit of the Chancellor to the University
- The College Flag is to be flown at half-mast on the following occasions:
- Death of the Chancellor in office
- Death of the Vice-Chancellor in office
- Death of the Head of House in office
- Death of a former Head of House
- Death of a current member of College (student, staff or academic)
- Death of a former (or old) member of College (student, staff or academic) where there are special circumstances
- The holding of a Memorial Service in College

Union Flag

We will fly the Union Flag on:⁷

- Visit of the Sovereign to the University
- We will fly the Union Flag at half-mast on:
- The Death of the Sovereign
- Other periods of formal or informal national mourning, reflecting the consensus of similar organisations.
-

The standard practice for public organizations in the UK [REF] is for the Union Flag to be flown at half-mast between the death and funeral of the Sovereign (except on Proclamation Day when the Union Flag is flown at full-mast after the Proclamation) and those styled 'Royal Highness', on the announcement of the death and on the day of the funeral of other members of the Royal Family, and on the day of the funeral of Prime Ministers or ex-Prime-Ministers, all subject to the command of the Sovereign. Worcester College is not a public organization and so need not adhere strictly to this practice.

Rainbow Flag

In 2015, in response to student requests, the College resolved to fly the 'Rainbow Flag' in conjunction with the University-wide commemoration of LGBTQ issues, and a student-procured flag was flown over one weekend. For 2016, the College obtained its own Rainbow Flag, which was flown for a week at the end of February to coincide with the consensus period of LGBTQ celebrations in Oxford. It is expected that a similar pattern will be followed in future years.

Other Flags

The College currently has no provision for the flying of any flag other than those named above. By assuming that in general other flags will not be flown, the College wishes to avoid contentious decisions.

⁷ Previously:

1. February 6th The Queens Accession
2. April 21 The Queens Birthday (when falls on a Sunday, and is officially observed the next day, flag to fly both the Sunday & Monday)
3. April 23 St George's Day
4. June 2nd The Queen's Coronation
5. June 10th Prince Philip's Birthday
6. 6, August 4th The Queen Mother's Birthday
7. November 14th The Prince of Wales Birthday

We will fly the Union Flag at half-mast on:

1. Death of the Sovereign and of other members of the Royal Family as may be directed

Conflicts and Clashes in Flag-flying

In the absence of clear guidance for practice when there are competing requirements for the flying of flags, common sense is needed. It is proposed that the following priority be observed when choosing a Flag to fly:

1. The Union Flag at half-mast
2. The Union Flag at full-mast
3. The College Flag at half-mast
4. The College Flag at full-mast
5. Other flag(s)

Roles and Responsibilities

This document provides guidance about when it is appropriate to fly flags over the College. Individual decisions and 'special circumstances' are the joint responsibility of the Flag Master (*ex officio* the Garden Master) and other senior members of College (the Provost, Vice-Provost, Finance and Estates Bursar) as available, to whom proposals to fly particular flags may be made. This document is intended to reduce the need for *ad hoc* decisions.

The Head of Maintenance and the Head of Security and their teams are in general responsible for the raising and lowering of flags. Only members of staff who have been trained shall participate in the raising and lowering of flags.

Flags will be stored in the Porter's Lodge under the care of the Head of Security. The cleanliness and condition of the flags shall be monitored and appropriate steps taken to arrange for cleaning and repair as required.

Instructions for Raising the Flag

(the following instructions should be reviewed and updated as necessary, in the light of a formal Risk Assessment and any current safety measures)

The Flag pole is situated on top of the main library some 4 storeys high; to access the roof and raise or lower the Flag you will need to:

1. Take the Door Key & Flag from the porters lodge.
2. Make your way up the spiral staircase to the Murdoch room in the upper Library.
3. Unlock the inner door with the key (Door opens inwards).
4. Turn the handles on the outer door and push the door outwards.
5. Step through the door on to the small slated platform.
6. Climb the small metal ladder to the Library roof.
7. Walk towards the Flag pole.
8. Untie the Flag rope from the pole and connect the flag using the toggles attached to the flag
9. Raise the flag and tie off the rope to the hooks on the flag pole.
10. Return carry out the reverse of the above.
11. Return the key to the lodge.

18. POLICY AND PROCEDURES FOR THE USE OF WORCESTER COLLEGE OUTDOOR SPORTS FACILITIES

Policy

The use of Worcester's sports facilities falls under the management of the Head of Gardens and grounds who will use these guidelines to inform his decision-making.

Worcester College seeks to maximize the usage of its sports facilities, while ensuring

the grass playing surfaces are sufficiently protected.

Procedures

1. Fixtures for sports teams representing Worcester College and using the Sports Ground including grass pitches and tennis / netball courts will be scheduled by the Grounds Manager in consultation with the Head of Gardens and Grounds (usually at the commencement of term), who will post this information on the College website.
2. Sports pitches and courts shall be available for scheduled fixtures 7 days a week during term (0th to 9th week).
3. Worcester will attempt to make a pitch or court available for all scheduled fixtures.
4. No scheduled fixture on grass shall be cancelled in order to preserve the playing surface for a later fixture, except when playing one fixture is likely to render it unusable for several later fixtures. All teams have equal priority in the use of the pitch(es).
5. The grass pitches are primarily intended for matches involving Worcester teams. Fixtures involving only non-Worcester teams may only be played at the discretion of the Head of Gardens and Grounds.
6. Access to a pitch or court may be withdrawn on the grounds of safety by the Head of Gardens and Grounds in consultation with the Grounds Manager, who will liaise with the relevant team Captain to seek to rearrange a cancelled fixture.
7. In icy or waterlogged conditions, notices may be erected asking all users to refrain from using the grounds (for scheduled and informal uses). In the absence of such warnings it remains the users' responsibility to assess the conditions for safety.
8. Worcester will endeavour to make a practice pitch available for training use and users will be encouraged to avoid unnecessary wear and tear to the match pitches during training.
9. The Worcester or 'home' captain is responsible for completing and implementing a risk assessment for all scheduled fixtures. The risk assessment shall include a protocol for taking into account safety considerations in the playing or continuing of a match.
10. All Worcester College members, staff and conference guests shall have access to the sports ground for 'pick-up' games or informal use throughout the day, subject to maintenance requirements and fair usage. Access to the playing surfaces shall not be unreasonably withheld.
11. Notwithstanding the above, only scheduled fixtures shall be played on the cricket square. The cricket square and the cricket tracks are never available for informal use.
12. Captains are required to assure themselves that no player or match official is taking part in any game whilst under the influence of alcohol or drugs and to prevent any such person taking part in the game. For safety reasons no glass (ie bottles or glasses) is allowed onto the playing fields. Subject to licensing laws, alcohol may be consumed in the Pavilion after matches.
13. Enquiries about the implementation of this Policy and Procedures should be directed to the Head of Gardens and Grounds. Changes to these procedures are at the discretion of the Gardens and Grounds Committee.

In the event of an emergency, contact the Lodge on (01865) 278300

19. COLLEGE COMPLAINTS PROCEDURE

The College's Student Complaints Procedure is set out below.

1. Introduction

This Student Complaints Procedure (SCP) exists to enable students of Worcester College to bring matters of concern about the College to its attention for investigation, with the aim of reaching a satisfactory resolution. The College welcomes feedback and takes complaints seriously. Students will not suffer any disadvantage as a result of making a complaint in good faith. However, making a frivolous, vexatious or malicious complaint is likely to be a breach of a student's obligations to the College and may result in disciplinary action being taken

against that student under the College's Academic and Other Disciplinary Procedures as set out in this Handbook.

The College will try to resolve complaints with the relevant parties informally and quickly. The SCP will only be used if this approach fails. Stage one of this procedure may be waived by agreement between the student and College if an attempt has been made in good faith to deal with the matter informally, but has failed. This SCP includes various deadlines which the College and complainant must make every reasonable effort to comply with, so that delays do not hinder fair resolution. If delay is unavoidable, the delaying party must explain the situation causing the delay before the relevant deadline expires.

2. When does the Student Complaints Procedure apply?

- (i) A Complaint is an objection to the College's academic, pastoral, or domestic provision, the behaviour of its Senior Members (academic staff) or employees, or any other aspect of College life, where a decision or act is alleged to have had a special individual impact on the complainant. The procedures in this SCP are those that apply to Complaints.
- (ii) The final stage of the Complaints Procedure is a formal appeal, which also applies to the handling of appeals against decisions relating to failure of First Public Examinations, academic and non-academic disciplinary decisions and for consideration of Harassment cases that have been referred by the Harassment Advisory Panel. The initial stages of these procedures are set out separately in the Student Handbook.
- (iii) This SCP does not apply to:
 - (a) complaints about other students of the College. The College would normally deal with such matters with its non-academic disciplinary procedures, where there is cause to do so.
 - (b) complaints that a member or employee of the College has committed an act of bullying or harassment (including sexual or racial harassment). These matters are initially covered by the Harassment procedure, which is set out in section 16.
 - (c) complaints covered by other specific procedures that may be established from time to time by the College.
 - (d) private disputes between students and Senior Members or employees of the College, which arise from conduct of these individuals when they are not acting in their capacity as Senior Members/employees of the College.
 - (e) complaints about people who are not members or employees of the College.
 - (f) complaints about issues affecting a group of students, that does not have a special individual impact upon the complainant. These matters should be raised instead through the College's consultative mechanisms, which include the Joint Consultative Committee as well as student representation elsewhere in the College's governance structures.
 - (g) complaints that are most appropriately dealt with by the police.

3. Who may make a Complaint?

- (i) Those eligible to make a Complaint under this SCP are current students, and students temporarily suspended from the College for disciplinary, medical or pastoral reasons (whether or not conditions are attached to their return).
- (ii) Only in exceptional circumstances of illness or other severe difficulty can a complaint under 3.1 be made and pursued on behalf of an eligible student by another person ('a Nominee'). In such a case the student must provide in writing authorization for their Nominee to make and pursue the Complaint, and explain why they are unable to pursue it personally. The College will only communicate about a complaint under the SCP with one person at a time, so a student appointing a Nominee will surrender their right to make and pursue the same complaint, unless

the Nominee's role is revoked in writing. The College will not entertain a Complaint under this SCP made or pursued on the behalf of a student by their legal or other professional representative. In what follows 'Student' refers to student complainants and their Nominees alike.

4. Summary of Procedure

- (i) Before making a Complaint, a Student can seek the advice of the Dean (or any appropriate senior college member who is prepared to be consulted) and discuss confidentially whether there is a Complaint to be addressed and, if so, how to proceed.
- (ii) There are four stages to follow when making a Complaint. The Student should start at Stage One and follow the stages in sequence, subject to the exception in 6.1 below:
 - (a) Stage One: Informal Stage
 - (b) Stage Two: Formal Stage
 - (c) Stage Three: Application for Review of the Handling of Stage Two
 - (d) Stage Four: Complaint to the Office of the Independent Adjudicator under the national Student Complaints Scheme

5. Stage One: Informal Stage

- (i) The Student should raise the Complaint informally, in person or in writing, with the College Officer who seems most appropriate to deal with it. This should be done as soon as possible after the problem arises. Any delay must be explained by the Student. The College will not normally consider complaints which are made more than three months after the problem originally arose or (in the case of a gradually emerging problem) more than three months after the actions or events that, according to the Student, brought the problem to a head.
- (ii) A Student making a Complaint in person may be accompanied by another student of the College. If a College Officer feels that they are not the most appropriate person to deal with the Complaint they may, in consultation with the Student, make inquiries to identify a more suitable College Officer, to whom the case may then be transferred.
- (iii) The College Officer handling the Complaint will investigate and attempt to resolve the Complaint speedily by informal means. In doing so, s/he may, with the Student's consent, seek further information from the complainant or from any others involved. The Student should give full and prompt assistance if asked to provide further details.
- (iv) If the Complaint is about a particular person, the College Officer handling the Complaint will normally expect to be at liberty to inform that person that a Complaint has been made about them. If the Complaint is about a Committee's decision then the College Officer handling the Complaint will normally expect to be at liberty to inform the Chairperson of that Committee (or a Committee representative nominated by the Chairperson) that a complaint has been made. If the Student's consent to inform the relevant individual is not given then the College Officer may decline to proceed further with Stage One of this SCP.
- (v) Within one week of completion of the investigation, the College Officer handling the Complaint will advise the Student, either orally or in writing, of the results of their investigation, and any suggested resolution. This resolution may include the initiation of disciplinary proceedings against another senior member or employee of the college, the conduct and result of which would then be confidential. If the Student is dissatisfied with the results or the suggested resolution, s/he may proceed to Stage Two of this SCP.

6. Stage Two: Formal Stage

- (i) The Student should normally have exhausted Stage One above before registering the Complaint formally, or provide good reasons for not doing so. A good reason might be that the problem is particularly grave, or that the Student's attempt to raise the matter informally was refused (under 5.3 above or otherwise). The College and the Student may also agree to waive Stage One where there have already been efforts to resolve the problem outside this SCP (1.3 above).
- (ii) The College may refer a complaint taken at Stage Two back for informal resolution if the informal procedure under Stage One appears not to have been exhausted, and the Student has not given a good reason under 6.1 above.
- (iii) If the Student decides to pursue the Complaint to Stage Two, s/he should do so within one month of hearing the outcome of Stage One.
- (iv) At Stage Two, the Complaint should be addressed to the appropriate Senior College Officer according to the following criteria:
 - Complaints about academic provision and support: the Senior Tutor;
 - Complaints about welfare and pastoral support: the Dean;
 - Complaints about non-academic staff, and non-academic facilities, and related financial matters: the Finance and Estates Bursar;
 - Complaints about other financial matters: the Finance and Estates Bursar;
 - Complaints about the conduct of Junior Deans or other delegated exercisers of disciplinary authority: the Dean;
 - Complaints about one of the above College Officers, Complaints where the salient College Officer is unavailable, and Complaints not listed above: the Provost or the Vice-Provost;
 - Complaints about the Vice-Provost: the Provost.
 - Complaints about the Provost: the Vice-Provost.
- (v) At Stage Two, the Complaint must be made in writing, be identified by the heading 'Formal Complaint' and include at least the following:
 - (a) a description of what has given rise to the Complaint, including dates, times and all other relevant details;
 - (b) if applicable, the name of the person or body within the College about whom or which the Complaint is being made (although a Complaint need not necessarily be against a specific person or body);
 - (c) details of the steps taken so far to resolve the Complaint;
 - (d) an explanation of why the Student is dissatisfied with the outcome of the informal procedure at Stage One;
- (vi) Within ten working days of its delivery, the Senior College Officer to whom the Complaint is addressed at Stage Two will:
 - (a) review the nature of the Complaint and determine whether it is covered by this SCP and whether s/he is the appropriate Senior College Officer to consider it further;
 - (b) acknowledge receipt of the Student's Formal Complaint and *either* confirm that further detailed investigation will follow under Stage Two of this SCP, *or* notify the Student that the Complaint falls outside the SCP (with an explanation of the reasons) or that it will be referred to a different College Officer (with an explanation of the reasons).

- (vii) If the Complaint proceeds under this SCP, the Senior College Officer handling the Complaint will appoint an Investigator (usually another senior member of the College with no previous involvement in the Complaint), who will investigate the Complaint in an independent and impartial manner. The Student will be told the identity of the proposed Investigator before they are appointed, and will be given a reasonable opportunity to object, stating their grounds for doing so. If in the Senior College Officer's opinion the Student's grounds for objecting are reasonable, then an alternative Investigator will be proposed.
- (viii) The Investigator may make such inquiries as s/he thinks fit. Taking a Complaint to Stage Two implies consent by the Student to all such inquiries. The Investigator may request additional information, documents or written statements from the Student or any other person, and may hold interviews with the Student, any named witnesses, and any other person. Notes will be taken of all interviews. Although there is no time limit for the completion of the investigation, it will be conducted as rapidly as the subject-matter allows.
- (ix) Within ten working days of the investigation being completed, the Investigator will produce a report setting out details of their investigation, together with copies or notes of relevant evidence. Copies of the report (complete with the supporting documentation) will be given to the Student and to any person who, or body which, is the subject of the Complaint (as identified in 6.5.b above). Both parties will be invited to submit written comments or objections within a further five working days.
- (x) Upon receipt of responses, or after the expiry of five working days (if no response is provided within that time, the Investigator will provide a copy of the report and supporting documentation, together with any written responses to the Senior College Officer handling the Complaint at Stage Two.
- (xi) The Senior College Officer handling the Complaint at Stage Two will consider the Student's Complaint and the Investigator's report, and make a decision about the remedies to be implemented, or other action to be taken, if any. In making this decision the Senior College Officer will not (without the agreement of those concerned) take into account information or documents which are not available to the Student or any person who is the subject of the Complaint. The resolution may include the initiation of disciplinary proceedings against another senior member or employee of the college, the conduct and result of which would then be confidential.
- (xii) Within ten working days of receiving the Investigator's Report the Senior College Officer will write to the Student to notify him or her of the outcome of the Stage Two Complaint, and the action which the Senior College Officer proposes to take, including recommendations, if any, to the College's Governing Body.

7. Stage Three: Application for Review of the Handling of Stage Two

- (i) If the Student is dissatisfied with the Stage Two response to the Complaint, and wishes to take it further, s/he should pursue the Complaint to Stage Three. This must be done within ten working days of the date of the Senior College Officer's letter setting out the conclusions of the Stage Two Complaint.
- (ii) The Complaint at Stage Three should be addressed to the Provost, or, if the Provost was the Senior College Officer handling the Complaint at Stage Two, to the Vice-Provost. If the Provost or

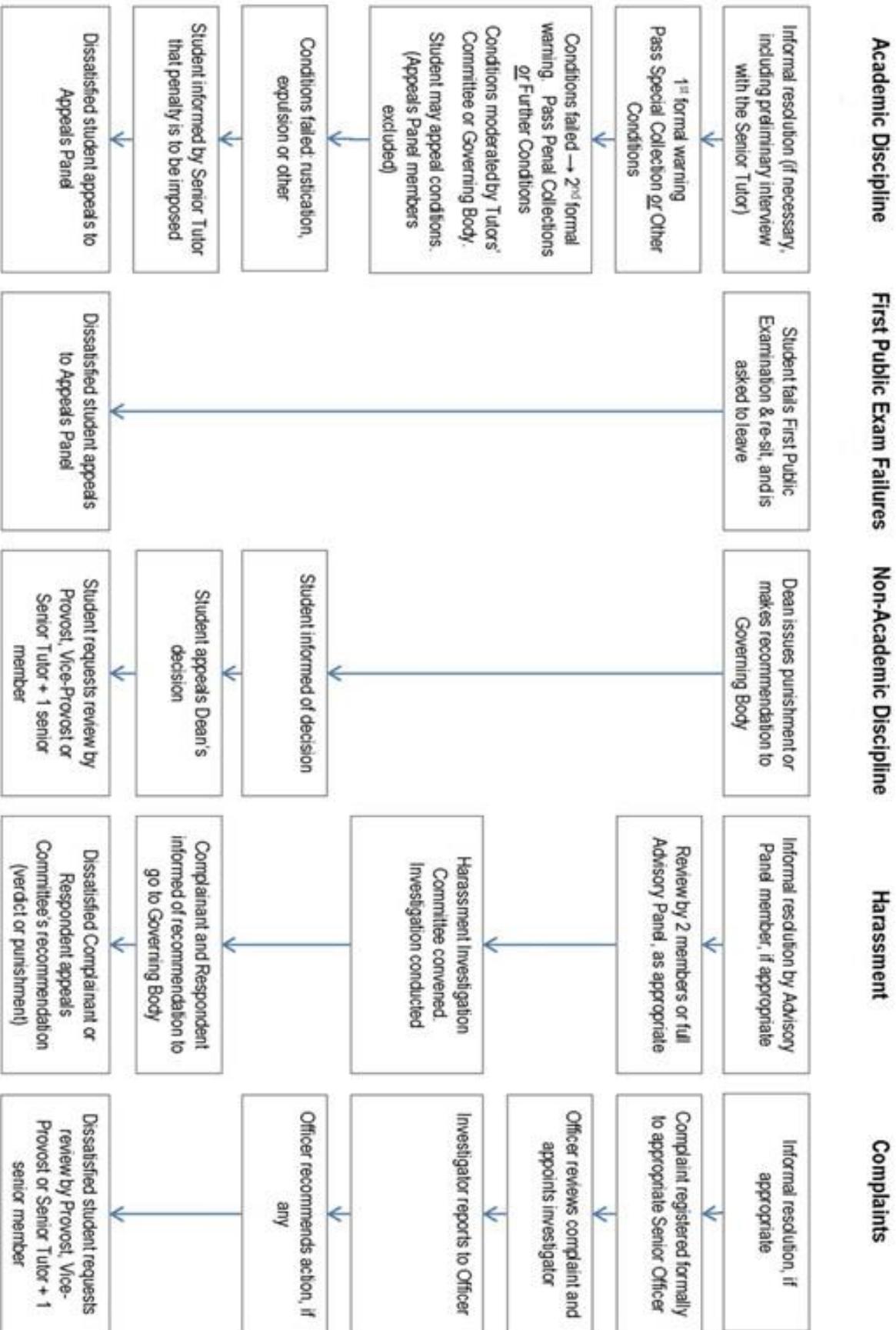
Vice-Provost, as appropriate, were involved with the case at an earlier stage then the Complaint should be referred to the Senior Tutor or another Senior College Officer.

- (iii) To initiate a review, an application must be made in writing, marked 'Application for Review of Handling of Formal Complaint' and should set out:
 - (a) an explanation of why the Student is dissatisfied with the response to the Complaint at Stage Two; and
 - (b) an outline of what action the Student would like to be taken instead of that proposed by the Senior College Officer handling the Complaint at Stage Two.
- (iv) Within 15 days of receipt of the Stage Three application the Provost, Vice-Provost, Senior Tutor or other Senior College Officer (as the case may be) will chose one other senior member of the College (who has had no previous involvement with the case) and with them will review the Stage Three application and the Stage Two response. If their shared view is that there is no *prima facie* case, the Complaint will not be pursued further by the College and the Student will be issued with a Completion of Procedures letter containing the final decision and reasons for it.
- (iii) If the view of either person reviewing the matter under 7.4 above is that the Complaint, or any part of it, should be considered further, the matter must proceed to stage 3 (B) and be put before an Appeal Panel.

A diagrammatic overview of the full Complaints Procedure to the point of appeal is given in section 9.18.

20. APPEALS PROCEDURE

The following procedure is for the handling of appeals against decisions relating to the failure of first public examinations, academic and non-academic disciplinary decisions and appeals against decisions arising out of student complaints. The Harassment policy (section 16) covers appeals under that policy. A diagrammatic overview of the procedures is provided on the following page, for information:



Formation of the Appeals Panel, as described below, will take account of the gender balance of its members and all submissions will be treated confidentially by members.

1. Internal College Procedure

- (i) Students requesting an appeal must do so by writing to the Provost within 7 days of receiving confirmation from the College that the initial stages of the procedures covering failure of first public examination, academic or non-academic disciplinary cases, harassment or other complaints have been completed. The internal appeals procedure cannot be used by students who have been sent a Completion of Procedures letter by the College, though the processes described in (2) and (3) may still be used.
- (ii) The Provost will enlist an Appeal Panel to hear the complaint. The panel will comprise:
 - (a) one Senior Member⁸ of the College of suitable seniority and experience, holding an academic post, who will chair the Complaint Panel,
 - (b) two further Senior Members of the College, holding academic posts or, in the case of non-academic cases, holding academic or non-academic posts,
 - (c) one Junior Member of the College nominated by the Junior Common Room (for a Complaint by an undergraduate student) or by the Middle Common Room (for a Complaint by a graduate student), except in cases concerning Decanal appeals, for which three Junior Members in total will be nominated. In academic cases the Junior Member will be substituted by an additional Tutorial Fellow.
- (iii) The members of the Appeal Panel must have no previous involvement in the case, and must act in an independent and impartial manner. For this reason Senior Members who may be required to act as members of the Panel will be excluded from earlier deliberations of the case by any group or body within the College. If Panel members meeting these conditions cannot be identified from within the College then the Provost shall have the option of substituting one or more members from another College or Colleges of the University of Oxford who can meet these conditions, and who (apart from the fact that they are not members of Worcester College) fall under the descriptions in 7.6 above.
- (iv) The Provost's Personal Assistant (or another senior administrative employee of the College enlisted by the Provost, Vice-Provost, Senior Tutor or other Senior College Officer as the case may be) will act as Secretary to the Panel. The Secretary to the Panel shall, in consultation with the Student, Panel Members and any person or body identified as the subject of the Complaint/Appeal under 6.5b above (the 'Subject'), fix a date for the hearing which should take place no later than one calendar month after the appointment of the Panel.
- (v) At least ten working days before the hearing, the Secretary to the Panel will:
 - (a) write to the Student, the Subject and Panel Members to inform them of the date, time and location of the hearing;
 - (b) provide the Student, Subject and Panel Members with copies of:
 - (i) For Complaints:
 - the Complaint as received at Stage Two;
 - the Investigator's Report from Stage Two;

⁸ Senior Members on the Appeal Panel will be drawn from a panel of 8 appointed by the Governing Body.

- any written comments on the Investigator's Report made by the Student or a person who is the subject of the Complaint;
- the letter to the student from the Senior College Officer handling the Complaint at Stage Two setting out the Stage Two response;
- the Complaint as received at Stage Three;
- any other relevant documents;

(ii) For appeals relating to First Public Examinations, Academic or Non-Academic Disciplinary Decisions

- A written statement from the Student setting out the grounds of the case to be considered by the Appeal /Harassment Panel, including supporting documentation, if appropriate;
- Any other relevant documents, which may include those provided by Senior College Officers (e.g. the Dean, Senior Tutor) or subject tutors.

(iii) In cases of Harassment

- Written representations from the respondent (the Student) and complainant (the Subject). Whether all documents are circulated in full will be at the discretion of the Chair of the Panel;
- Any other relevant documents.

(vi) The Student and the Subject will be informed that they are each entitled to be represented or accompanied at the hearing by a Friend. The Friend will normally be a member or employee of the College. Legal or other professional representation for the Student or the Subject will not be permitted. At least two working days before the hearing, the Student and the Subject must inform the Panel's Secretary of the identity of their respective Friends, and indicate whether they will be representing or merely accompanying them. It is the responsibility of the Student and the Subject to inform their Friends, if any, of the arrangements for the hearing. If a Friend is speaking on behalf of the Student/Subject that person will surrender the right to speak on his/her own behalf, except as a witness. The Student must attend the hearing in person and be ready to appear as a witness at the Panel's request (even if a Friend has been asked to speak on his/her behalf) unless the Panel has previously agreed that exceptional circumstances prevent their attendance.

(vii) Copies of any additional documentation or written submissions that the Student or the Subject wishes the Panel to take account of must be provided to the Secretary at least two working days before the hearing. Documentation submitted after this date will not be considered unless the Panel decides that exceptional circumstances warrant its inclusion. The Secretary will circulate this to the Student, Subject and Panel as soon as possible.

(viii) At least seven working days before the hearing, the Student and the Subject must inform the Secretary of any witnesses they wish to call at the hearing. In advance of the hearing, the Secretary will provide the Student, Subject and Panel with a list of witnesses. Witnesses will normally be required to give evidence in person at the hearing, and will be expected to answer questions from the Panel and from either party as allowed under 7.14 below. It is the responsibility of the person calling the witness to ensure that he or she is able to attend. The Panel Chair may also request the attendance of witnesses not nominated by the parties, in which case the Secretary will ensure attendance and notify the parties of the additional witnesses being called.

(ix) The Panel may accept evidence given in a written statement where the Student and the Subject

agree that a witness need not attend in person, or where it is impracticable for a witness to attend, or where the Panel Chair takes the view that it would not be appropriate for a witness to attend. Any written statements must be submitted to the Secretary at least three working days before the hearing so that they can be circulated as soon as possible to other parties by the Panel's Secretary.

- (x) The Student and the Subject will have the opportunity to address the Panel at the hearing, either in person or through their respective Friends. The Panel may also hear witnesses in any order and in any manner that seems appropriate. Questions will be asked of witnesses in the first instance by the members of the Panel. At the discretion of the Chair, the Student and the Subject may also (personally or through their Friends as the case may be) ask questions of any witnesses.
- (xi) Subject to the above, the Panel has the power to regulate the procedures governing preparations for the hearing, and the hearing itself, so as to ensure that the process is fair and reasonable and, so far as appropriate, informal and flexible.
- (xii) In considering the findings and recommendations, each Panel member will have the opportunity to present and discuss his/her own impressions and conclusions about the Complaint and the hearing. The Panel will attempt to reach a unanimous conclusion regarding its findings and recommendations. If a unanimous conclusion cannot be reached, a motion for a decision may be made by any Panel member other than the Chair. The success or failure of any motion will shall be determined by majority vote. The Panel will not take account of any information or documents which were not available to the Student or the Subject at or before the hearing, but the Panel will reserve the right to reconvene the hearing should evidence that could materially affect the outcome of the Review emerge before it makes its final decision.
- (xiii) The decision of the Panel will not be announced on the same day as the hearing, and the Panel may take up to five working days to reach a conclusion. Within ten working days of the hearing, the Panel will produce a written report setting out their findings and recommendations, and the reasons for them. In case of a majority decision, the decision and the reasons shall be those of the majority. No dissenting opinion will be presented.
- (xiv) A copy of the Panel's report will be presented by a member of the panel to the next meeting of the Governing Body. A copy of the report shall also be sent to the Student in advance of the meeting. The Governing Body shall then come to a final decision. Those members of the Panel who are also members of the Governing Body will not be excluded from Governing Body's discussion of the report, nor will they be barred from taking part in any subsequent vote. Where the Governing Body does not accept the Panel's recommendations the Governing Body shall give reasons for reaching its decision. A written statement of the Governing Body's decision will be sent to the Student, including a Completion of Procedures Letter.
- (xv) The decision of the Governing Body shall be subject to the jurisdiction of the Visitor as laid down in the College Statutes.

2. Complaint to the Conference of Colleges Appeal Tribunal

- (i) A Student who is dissatisfied with the final outcome of the decision made by the Governing Body may refer their case to the Conference of Colleges Appeal Tribunal. This Tribunal will consider only appeals on disciplinary decisions made by the body with final jurisdiction within any participating College (for these purposes the Visitor shall be deemed not to be such a body). Disciplinary decisions means the imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or any non-academic matters, including a finding of

breach itself.

- (ii) A student whose case is not covered by the Conference of Colleges Appeal Tribunal can proceed directly to Stage Five.

3. Complaint to the Office of the Independent Adjudicator under the national Student Complaints Scheme

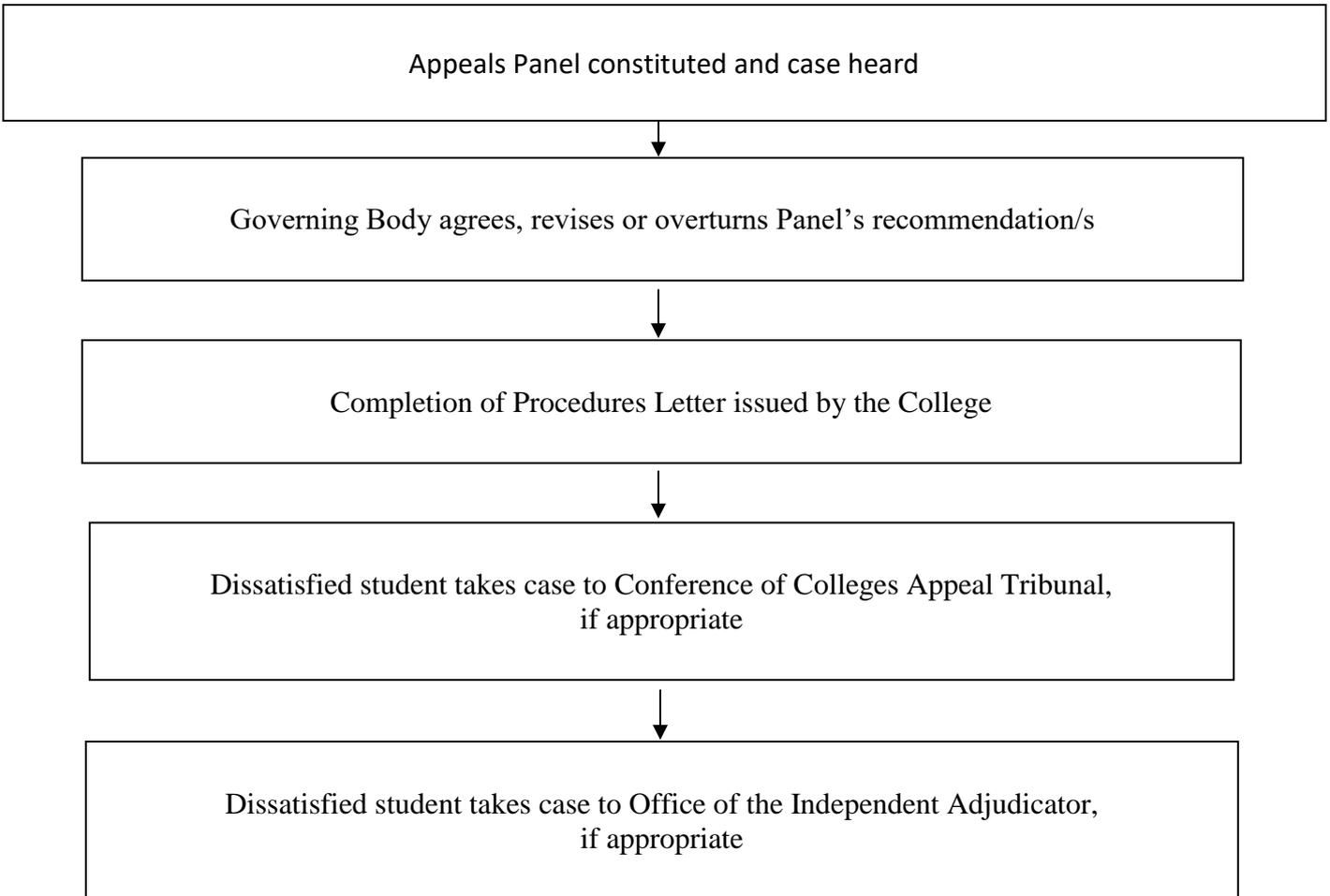
- (i) A Student who is dissatisfied with the outcome of the internal procedures for hearing their Complaint may have their case reviewed by the Office of the Independent Adjudicator for Higher Education (OIA).
- (ii) If the Student wishes to pursue the Complaint, he or she must apply to the OIA within 3 months of the issue of the Completion of Procedures letter.
- (iii) The application form and guidance notes may be downloaded from the OIA's website: www.oiahe.org.uk.

4. Recording

Complaints made under this Complaints procedure will be recorded, and will be monitored by the College's Compliance Committee, which will determine what action should be taken to address any general issues that arise.

5. Summary of Appeals Procedure

A diagrammatic summary of the appeals procedure is given below, for information:



11. JCR SECTION

This chapter has been written by members of Worcester College JCR.

1. THE JUNIOR COMMON ROOM

The term Junior Common Room (or JCR) has three meanings. Firstly, it refers to the actual room on Staircase 11 where students can relax, watch TV, play table tennis or just meet and chat with friends. Secondly, it is a collective term for all of the College's undergraduates. The College has three Common Rooms, of which the JCR is the largest. The Middle Common Room (MCR) is the post-graduate body and the Senior Common Room (SCR) is made up of tutors and professors. Thirdly, it refers to the College's student association, which looks after your interests as student members of Worcester.

Students will frequently come across the JCR during their time at Worcester. The JCR organises numerous events, runs schemes and promotes activities within College. Whether or not undergraduates choose to have a direct involvement in it, its actions do affect them; the JCR has a direct say in the way that the College is governed, and hopes that students will use its facilities – they are laid on for them.

In addition to its role in terms of organisation and the provision of facilities, the JCR fosters an enviable College spirit. Worcester is famously a friendly and welcoming College and this reputation is known across Oxford. The JCR works hard to promote the strong sense of community and belonging that our undergraduates have during their time at the College – freshers will find that within their first few days at Worcester, the sense of belonging and the real friendliness have already become strong.

2. THE JCR COMMITTEE

The JCR Committee is an elected committee designed to represent and support the undergraduate body (positions are listed on page 10). The JCR Committee members will introduce themselves during Freshers' Week. It is worth noting that these are the people to see about any queries, problems or suggestions you have about life at Worcester. Contact information for each of them will be widely available and students should not hesitate to get in touch. Even if an individual's query is not directly relevant to the particular committee member they contact, the member will always be happy to put them in touch with the relevant person in College. Each Committee member is elected for a period of one year, and elections take place in Hilary and Trinity terms. In addition to the main committee, there are several sub-committees and ad hoc committees where other matters, such as Rent, Food or Sport are discussed in focussed groups.

3. JCR MEETINGS

The JCR hold meetings on the Sundays of even weeks (note that a week in Oxford starts on a Sunday) in the JCR itself. Chaired by the President, they are a chance for the undergraduate body to discuss and vote on matters of importance to the JCR. Motions can be submitted by any member and can be on almost any topic; frequently a meeting will contain a request for a purchase of an item for the JCR to use, a comment on an existing College service that may need improvement and a less serious motion. JCR Officials can be mandated to perform specific tasks ranging from writing letters of invitation to celebrities through to investigating the price of table tennis balls. While some motions are hotly debated and votes can be close, there is a feeling of informality and productive discussion throughout meetings. Undergraduates should not feel that they need to be a speech-maker or debater to offer their thoughts to the meeting. The process is one of discussion and generally the more people and views that are involved, the better the meeting. Free pizza is also provided.

4. JCR SERVICES

The JCR also manages a number of services which all are entitled, in fact encouraged, to use:

- The JCR contains a TV and DVD player (an extensive and regularly updated DVD library is available for access). Movie nights are organised, but DVDs may also be watched casually by any member of the JCR. The TV is also regularly used to watch particular programmes, notable broadcasts and sports matches. Occasionally, the bar is opened to screen games, such as the Six Nations rugby.
- The bar has table football, a quiz machine, juke box, pool table and dart board.
- Blues players (those playing on a University sports team against Cambridge) should apply for a Blues grant to provide money to help with kit and equipment.
- In the Summer Term the JCR hires out two punts for an opt-out fee which is put on battels. These can be booked, free of charge, from the Lodge.

5. ENTZ

The JCR boasts a vibrant and friendly Entertainments Team who organise various events throughout the year. These range from pub quizzes to dinners, comedy nights to garden parties and the famous themed Worcester 'Bops'. There is no shortage of cheap, Worcester-based Entz on offer. The Entz team also sell tickets to nights out in Oxford and they will be in touch (usually by email) to let you know about the best nights on offer.

6. ENVIRONMENT

Worcester's JCR and MCR work closely on environmental issues and form a 'Green Group' to highlight the importance of recycling, waste reduction and energy efficiency within College (see also section 8.12). All kitchens are equipped with recycling bins, and rooms without kitchens can use central recycling facilities. The Edible Garden Project gives opportunities to get involved with gardening in the Worcester Grounds and enjoy the 'fruits of your labour'. The JCR has an elected Environment and Ethics Rep mandated to promote Green issues around College and suggestions for improvements are always welcome.

7. WELFARE

The JCR has both a Male and Female Welfare Rep on the Committee. They are trained peer supporters and can put you in touch with a wide range of resources if you are in any kind of difficulty in Oxford. Worcester has an extensive and varied welfare system (see section 5); the pressures of Oxford life can sometimes get to students, but rest assured that there is no shortage of help out there. Ranging from a confidential chat over a cup of tea to advice on how to handle exam stress and homesickness, there is support on hand. In more serious cases, they can refer you to specialist counsellors or the College nurse.

In addition to the formal welfare provision, there is a terrific, informal network of 'College families' that can often act as your first point of call for non-essential questions about life in Oxford or at Worcester. This system is run by the First Year Rep who has a responsibility for all Freshers, and the College families often receive high praise as a great way of being introduced to new people during the first few weeks, and a good way for people to find their feet. Firm friendships are often started from these family networks and you may find yourself referring to your College parents as 'mum' and 'dad' within just a few weeks.

The JCR also has an Academic Affairs Rep who is the first port of call for anyone who has academic issues within the college and a Suspended Students Rep who represents the interests of suspended students.

8. ACCESS, ADMISSIONS AND CAREERS

Worcester is committed to maintaining and improving its admissions process and to helping its students find suitable jobs at the end of their student lives. The JCR has an Access Rep and an Academic Affairs and Careers Rep who cover these areas.

The Access Rep liaises with the Worcester College admissions team to assist with College Open Days, the interview period and a range of access visits. Volunteers are always needed to help out when schools visit the College throughout the year, and Worcester is a great place to get a feel for Oxford; a blend of tradition,

beautiful scenery and friendly people. The JCR is committed to welcoming the broadening of access to Oxford and encourages applications from all types of backgrounds.

The Academic Affairs and Careers Rep is available to answer careers-related questions from people inside College.

9. EQUAL OPPORTUNITIES

The JCR has a Gender Equality Rep, LGBTQIA+ Rep, International Students Rep, Disabled Students Rep, and Ethnic and Religious Minorities Rep cementing the JCR's belief in equality and diversity within the undergraduate population. No student should feel excluded at Worcester, for any reason. The College's reputation for warmth and community extends to all members, and freshers should be encouraged by the good work of this committee to celebrate the diversity to be found in Oxford. OUSU runs several campaigns pertinent to the groups represented in the Sub-Committee and information can be accessed through the relevant Officer, who will be present during Freshers' Week for introductions. Any student feeling that they are the subject of discrimination should immediately raise their concerns with the JCR President or Equal Opportunities Rep, or relevant senior college member.

Information about the College's equal opportunities policies can be found here: <http://www.worc.ox.ac.uk/about/governance/policies-and-procedures>

10. JCR CHARITIES SCHEME

The JCR Charities Scheme allows all JCR members to donate to charities nominated by students. Undergraduates who do not want to make a contribution are given the opportunity to 'opt-out' from the £7 donation charged to battels by letting the Charities Rep know. Worcester has an active Charities committee and participates widely in University RAG (Raise and Give) schemes. Students wishing to participate in any charitable ventures, should feel free to approach the Charities Rep for advice.

11. OPTING OUT

The Education Act 1994 provides that students have the right not to be members of the 'Student Union'. This applies to Oxford Colleges' JCRs, but it was clearly drafted with large University-wide Student Unions in mind. If you do not wish to be a member of the JCR you may exercise your right by giving notice to the Dean, in writing, by the end of the first week of any term. Those who do so will be ineligible to stand for office, vote, or attend JCR meetings. All services provided in College for undergraduates will, however, continue to be available. The Worcester JCR remains affiliated to OUSU (Oxford University Student Union).

12. MEMBERSHIP OF MCR FOR FOURTH-YEAR SCIENTISTS

Undergraduate students on a four-year science course may apply for affiliation to the MCR during the fourth year of their studies, and should approach the MCR President for details.

13. JCR CONSTITUTION

Under the Education Act 1994, the Governing Body of the College must approve the JCR 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) at which the JCR is represented by the President, Vice-President and Secretary. The Treasurer produces an annual financial report which is also monitored by the JCC.

There is a procedure for handling complaints against JCR Officers. If this procedure does not resolve the issue, the complaint will automatically be referred to the Dean and thence the Provost under the Disciplinary Appeals procedures.

A copy of the JCR Constitution is available on request from the JCR Secretary, and is online. Candidates for JCR Elections should read the position mandates as well as the section on Electoral Procedure prior to submitting a manifesto to avoid committing electoral malpractice.

14. 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, All students 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. MCR SECTION

This chapter has been written by members of Worcester College MCR.

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, computing/study 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*, section 3. 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 addressing student concerns, maintaining the MCR bar and computer room, circulating information relevant to graduates, organising social events (such as guest nights, bar nights, barbecues, and an annual garden party), and for representing the Worcester MCR to the Oxford University Student Union, and in the wider University community. 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 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 procedure given in section 10.19. If the complaint remains unsatisfied, it may be taken to an appeals procedure (see section 10.20).

2. 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. Students can find a list of all the term's events on the termcard (emailed to students at the beginning of each term) and details are circulated by email before each event. Students who have any questions or suggestions should contact the social secretaries (see section 3.5).

(i) Weekly Social Events

Bar Nights

The MCR bar opens every Friday and also after certain MCR events, such as the home leg of exchange dinners. The bar is run only to cover its expenses, and so serves some of the cheapest drinks you'll find in Oxford. There are always people around to chat to and unwind with at the end of the week.

Brunch

During term time there is brunch every Sunday in the MCR at 11.30am. Brunch is free and well-attended; it is a great way to catch up with college friends.

Welfare Tea

Midweek there are Welfare Teas which are a chance to relax and de-stress with people over free cakes.

(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 the entire hall just for its members and their guests. The event is great fun and regularly sells out, so students should make sure that they purchase their tickets early. A three-course menu of a higher standard than normal Formal Hall is followed by coffee and port. At £8.50 for both members and guests these meals are excellent value. Guest night dinners are usually black tie.

The guest nights are invariably followed by either a JCR or MCR bop (like a junior school disco, but with soft and alcoholic drinks for those that want them) 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, and all graduates are welcome, even if they didn't have 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 for the price of a normal Formal Hall ticket. Students can buy their tickets on-line as usual, but should write 'GDC' by their name so the MCR has an idea of numbers and can arrange to seat everyone together.

Exchange Dinners

The MCR normally organises two exchanges a term, where other colleges are invited to join Formal Hall at Worcester and in exchange Worcester students visit theirs. These provide a great opportunity to explore other colleges and meet new people, and provide excellent value for money. The home legs include a free champagne reception in the MCR, free wine with the meal, and a port reception afterwards. The MCR bar normally opens 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 typical combined cost of £16 for both legs. If an individual can't make the away leg, they can still purchase a ticket for the home leg at standard ticket price.

Winning Exchanges

Less formal than exchange dinners, winning exchanges (named due to a fortunate misspelling of 'winning' by a previous social secretary) happen each term with 3 other colleges. Each college hosts the other 3 once during the term for wine and cheese. They're a great way to see other colleges and meet people from outside Worcester.

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 strawberries, champagne and Pimms, with live music and games.

(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 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. *The Oxford Handbook* (available at the Freshers' Fair) includes 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 (which show the latest releases); the Phoenix Picturehouse in Walton Street (which shows art films); the Oxford Playhouse on 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 concert halls and churches.

There are a number of night-clubs in Oxford, 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>). The MCR organises several nights out during the term to show students the varied parts of Oxford's nightlife.

Finally, do not neglect London. This city is only fifty miles from Oxford and can be reached in one and a half hours by coach. A student return ticket to London is not expensive and the Oxford Tube and X90 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. The emphasis is always on participation and fun. Events in the past have included volleyball and bubble football, and students are always free to play tennis, basketball and/or netball on the College grounds, which include two grass tennis courts. 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 Colleges change their practices. Library hours are curtailed, provision of meals in College is reduced, and most undergraduates leave Oxford. During the week between Christmas and New Year the 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

3. **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 Nash Quad complex, and is conveniently located close to much of the graduate accommodation buildings.

The MCR Bar is downstairs and contains sofas, pool table, sound system and table football table. The upstairs area of the MCR comprises the TV room (with a Sky+HD box) and the computing/study room (see also *College Facilities* section 8b). The TV room is a comfortable haven where MCR members can relax while browsing the papers or watching television or a DVD. Instructions for recording and playing movies/programmes can be found next to the TV.

The MCR notice boards contain information about research grants, University appointments, community events, and MCR social events. There is also information about theatre productions, vacant flats, used computer equipment, summer school courses, self-help groups, and other miscellaneous

items. Graduates should feel free to post information on the boards, so long as it appeals to the interests of others. For the sake of space, these notice boards are regularly cleaned of old notices.

13. ACTIVITIES IN OXFORD

1. STUDENT UNIONS

Students who are members of the JCR or MCR are automatically a member of the Oxford University Students' Union (OUSU). This is because Worcester JCR and MCR, like other JCRs and MCRs, are 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 body of the Junior and Middle Common Rooms as a whole, and to individual students. It also produces various useful publications including *The Oxford Handbook*, *The Women's Handbook* and the *Alternative Prospectus*, along with *The Living Out Guide*, *The Clubs and Societies Handbook* and a host of others. The OUSU shop and offices are located at 2 Worcester Street, OX1 2BX. The shop sells very cheap stationery and the office provides cheap photocopying; students can also get an OUSU card which entitles them to other discounts. OUSU plays an important part in representing Oxford students across the University and has a large number of Committees covering a range of issues including academic affairs and access and admissions, and others working towards, for example, social justice and the support of LGBTQ rights. Students wanting to know more should read the OUSU termcard which should be available in pigeonholes on arrival. Alternatively information can be obtained by contacting the OUSU Rep. on the JCR or MCR Committee or by accessing OUSU's website (www.ousu.org).

Oxford does not have a large central students' building. This is one of the major selling points of the Union Debating Society, which has a bar that 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 £230 for life). Students are advised to take some time deciding whether or not they really want to join.

Worcester College JCR and MCR are not affiliated to the National Union of Students (NUS), which means that they 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 activities 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, JCR Charities Rep or MCR Charities Rep.

3. DRAMA

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

The first occasion 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 *Coriolanus* and *Twelfth Night*. Buskins also helps support dramatic productions all over the University, but leans towards those with Worcester connections. More information about Buskins, or some tips on Oxford drama as a whole, can be obtained by going to the Buskins meeting at the start of term or contacting the Buskins President.

4. MUSIC

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

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 a number of services each week during Full Term. These services are with one or both of the College's choirs (see section 8b.4) In addition to the regular services, there are also occasional special services, both in College and at churches and cathedrals elsewhere, 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/graduates 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 p.a.

Holders 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 and students who are interested in joining the choirs should contact the Organ Scholars for details.

Instrumental Awards 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. 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 the College and University level, and there are plenty of opportunities for involvement. This is partly because of the College's wonderful facilities: hockey, football, rugby, five-a-side and cricket pitches, and tennis courts. There is also a multi-gym on site and, for safety reasons, students wishing to use this must attend an induction session before being permitted to do so. The College's boathouse on the river, (the Isis or Thames) is shared with Merton and houses several boats.

College sport allows as many people who want to participate in a wide range of sports to do so, but commitment should never impinge upon academic work. There are many College teams of varying standards, and interested students should look out at the College Freshers' Fair or on the noticeboards in the lodge area for further information. The College's success rate is high in a wide range of sports, but the most important attribute is enthusiasm and there is always space for anyone to play at any level.

The University has about 70 sports societies in total, ranging from netball and rugby to skiing and archery. Oxford students have a strong sporting reputation and there are 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), which includes a swimming pool. Any student unable to find information about a particular sport should contact the JCR Sports Rep. Students interested in rowing 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. Copies can be picked up free of charge in the Lodge or the JCR each week. Other student publications include *ISIS* and *The Owl*. *Oxygen*, the radio station founded, run, and presented by students, is also worth a try. Students interested in getting involved can sign up at the Freshers' Fair or can make direct contact. The College JCR subscribes to a whole host of weekly and daily newspapers that can be found in the JCR or Lodge.

14. DEVELOPMENT AND ALUMNI RELATIONS OFFICE

Students coming to Worcester to study, whether as an undergraduate, a graduate or a visiting student, 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* was not popular 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 fee or annual subscription.

The Development and Alumni Relations Office is responsible for maintaining and building lasting links with Old Members and for raising funds for future improvements in College facilities of all kinds. Coleen Day, Director of Development and Alumni 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 does this through the provision of 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 the idyllic world of Worcester and entering the realities outside.

The office successfully runs an annual 'Telethon' with the assistance of a team of student callers, all of whom receive training, free accommodation and are paid for their time. Students ring Old Members not only to seek their support, but to verify address details, to seek feedback on the events programme and publications, and report on current College activities. The Telethon raises approximately £200,000.

Future fundraising projects include support for undergraduate and graduate bursaries, Tutorial Fellowships, further improvements to College facilities and an increase in general endowment, all of which were part of the programme to mark the 300th anniversary of the foundation of the College in 2014, and continue to be priorities

The Office is lively and busy, and is always looking for help from students. Those who are photographers, or are keen to develop their journalistic skills, should contact Coleen, who would be delighted to discuss the possibility of working on the *Magazine*. There are other areas where the Office also needs help – with research, in running events, promoting the Careers Information Network (CIN) or joining a telephone fundraising team. Whatever their talents, interested students should drop in to the Office if they would like to help (6:2).

15. GLOSSARY (OF WORCESTER/OXFORD TERMS)

Access Card:	plastic card that is used to obtain access to College.
Ball:	every 3 years there is a 'Commemoration Ball' in College.
Battels:	College bills for accommodation, utilities, & fixed charges.
Blue:	awarded to someone who competes for Oxford against Cambridge. Whether students get a Blue or a Half Blue, depends on the sport.
Bod Card:	used for access to libraries, computing services and some University buildings. Also used to pay for meals in college. Issued at the start of each 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.
Collections:	College exams for undergraduates to make sure they have done their vacation work. These can be set at any time by tutors but are usually given at the end of 0th 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 ("Provost's Collections).
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.
Dean:	the head of welfare and discipline in the college.
Decanal:	the adjective for anything to do with the Dean or the Dean Team, from the Latin for Dean 'decanus' (which originally meant 'chief of ten')
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 receives 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 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.)
Formal Hall:	second sitting of dinner; the food is better but you have to dress up and wear a gown.
Fresher:	a new student.
Full Term:	Sunday of first week to Saturday of eighth week.
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 to meet individually 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 – the ceremony that marks your formal admission to 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.

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.
RSVP:	répondez s'il vous plait; please reply. Used at the end of invitations to request a response.
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 and senior non-academic staff. 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 are given a different gown to wear and receive a financial 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 that students have to wear for matriculation, examinations, graduation, etc.; see also section 4.6.
Suspension:	time away from study to recover from health, personal or academic problems.
Torpid:	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 or twice-weekly meeting (usually lasting an hour) for undergraduates with their tutor on their own or with one or two other students doing the same subject. Students will be asked to hand in work in advance, or to take work to a tutorial for discussion.
- 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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