



**ST PETER'S COLLEGE
OXFORD
STUDENT ADMINISTRATIVE HANDBOOK
2011–2012**

MASTER'S PREFACE

A warm welcome to St.Peter's for those of you who have just arrived – and a very warm welcome back to those of you who have merely been away over the summer. I hope you had a rewarding and productive break.

St.Peter's is a busy place – full of highly able and motivated people pursuing their studies and, in many cases, taking advantage of the many other things on offer at the College and the university. It is a stimulating environment and many different personalities flourish here.

This handbook contains a range of practical information that should help you and gives the ground rules that exist to ensure the College runs smoothly and harmoniously for all who are at St.Peter's – in any capacity.

Please read carefully the *St Peter's College Student Regulations*, which are in Annex D of the handbook. I'd like also to draw your attention to the *Proctors' and Assessor's Memorandum 2011-2012*, which is essential information for all students, and is available on the Proctors' website at www.admin.ox.ac.uk/proctors.

All tutors take an individual interest in student academic progress, and Professor Mark Moloney and his team are there for welfare issues. You will find information about other sources of help and advice on pages 4 and 5. Don't hesitate to contact any of the people listed if there is something you are unsure about.

If you are new to the College, on behalf of all tutors and college staff I particularly want to wish you a very successful time at St Peter's and look forward to meeting you at the various formal and informal occasions of the coming year.

Mark Damazer CBE
Master
Michaelmas Term 2011

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SOURCES OF HELP AND ADVICE WITHIN THE COLLEGE

Porters Lodge	<p>ALL EMERGENCIES plus: Accident forms Catering notice board Formal Hall Keys Laundry cards Mail/messenger service Maintenance book (requests for repairs) Pigeon holes Room bookings (meeting rooms, music practice rooms, chapel) Signing in/out (beginning and end of term; other absences) Student notice boards (sports clubs, music etc) Tutors' notice board</p>
Academic Office	<p>Academic and travel awards College countersignature of Graduate Studies Office forms College exams (Collections) Graduation ceremony bookings Student registration queries University exam entries and special arrangements University cards – replacement and renewal</p>
Bursar's Office	<p>Students wishing to see the Bursar should contact his secretary, Polly Dunlop, to make an appointment.</p>
Home Bursar and Accommodation Manager	<p>Accommodation Catering Housekeeping enquiries Maintenance and repairs</p>
Facilities Officer	<p>Training (Fire, Health and Safety, First Aid) Risk Assessments</p>
Fellows' Secretary	<p>Fax machine Paper for MCR and JCR photocopiers and printers Thesis binder Toner cartridges for MCR and JCR photocopiers and printers (and return of cartridges for recycling)</p>
Finance Office (Open 10-12 and 2-4, Monday – Friday)	<p>Accommodation charges Battels (invoice) enquiries Fee information JCR/MCR photocopier cards</p> <p><u>Student Finance Officer:</u> Loans, grants and financial assistance (Monday – Friday)</p>
IT Office	<p>Network and PC support</p>
Junior Deans	<p>Permission for parties, meetings and other functions</p>
Master's Office	<p>Master's Collections</p>
Nurse	<p>Initial source of advice for minor illness (comes to St Peter's daily during term: Mon/Wed/Fri 11.45 – 12.45; Tues/Thurs 10.45 – 11.45)</p>
Tutor for Welfare Junior Welfare Officer JCR and MCR Welfare Team	<p>Sources of confidential help and advice on personal matters</p>

Websites:

St. Peter's College: www.spc.ox.ac.uk; Student Home Page: http://www.spc.ox.ac.uk/student_login/175/student_login.html

Uniware meal payments and signing in: www.upay.co.uk

University of Oxford: www.ox.ac.uk ; Student Self-Service: http://www.ox.ac.uk/current_students/index.html - for online registration, amendments to personal details, issue of student registration/attendance certificates, Council Tax exemption certificates, confirmation of exam entry.

ADMINISTRATIVE CONTACTS

*All St Peter's phone numbers are prefixed by 01865 2 (or in some cases 6) when ringing from outside the University telephone network.
The general form of email addresses for staff and students is firstname.lastname@spc.ox.ac.uk*

		Room no.	Telephone no.	Email enquiry point
Porters Lodge	Main College switchboard	Lodge	78900	porters.lodge@spc.ox.ac.uk
Lodge Supervisor	Mr Paul Irons	Lodge	78902	
Students' telephone		Lodge	78926	
Academic Office				
College Registrar	Ms Olivia Henley	Besse Staircase, ground floor	78864	college.secretary@spc.ox.ac.uk
Deputy Registrar & Admissions Administrator	Mr Martin Brown	Besse Staircase, ground floor	78863	deputy.registrar@spc.ox.ac.uk
Schools Liaison Officer	Ms Alice Wilby	Besse Staircase, ground floor	(6)14699	alice.wilby@spc.ox.ac.uk
Tutorial Assistant	Mrs Mary Chalk	Besse Staircase, ground floor	78941	mary.chalk@spc.ox.ac.uk
Bursar's Office				
Bursar	Mr Richard Gordon	Staircase III/2	78947	
Secretary	Ms Polly Dunlop	Linton ground floor	78911	polly.dunlop@spc.ox.ac.uk
Chaplain (Acting)	Revd Dr Michael Ward	Staircase IV/4	78895	michael.ward@spc.ox.ac.uk
Computer Facilities				
IT Officer	Mr Martin Hoare	Staircase III/1	78942	it-support@spc.ox.ac.uk
Assistant IT Officer	Mr Matthew Brock	Staircase III/1	78942	it-support@spc.ox.ac.uk
JCR/MCR Computer Room		Staircase IV		
Dean	Dr Roger Allen	Staircase II/2	78908	dean@spc.ox.ac.uk
Junior Dean	Mr Jake Yorke	New Building 43 & 44	tbc	jake.yorke@chem.ox.ac.uk
Assistant Junior Dean	Ms Natasha Simonsen	Staircase IV/18	tbc	natasha.simonsen@spc.ox.ac.uk
Development Office				development.office@spc.ox.ac.uk
Director of Development and Alumni Relations	Mrs Bernadette Benati	Staircase I/4	78910	bernadette.benati@spc.ox.ac.uk
Development Officer	Ms Kate Longworth	Staircase I/3	(6)14984	kate.longworth@spc.ox.ac.uk
Alumni Relations Manager	Ms Natasha Denness	Staircase I/3	78877	natasha.denness@spc.ox.ac.uk
Domestic Office				
Home Bursar	Ms Jean Wright	Staircase II/I	(6)14989	jean.wright@spc.ox.ac.uk
Accommodation Officer	Mr David Launchbury	Staircase II/I	78872	david.launchbury@spc.ox.ac.uk
Housekeeper	Mrs Tracey Pullen	Besse Basement	78934	
Managing Chef	Mr Colin Purvis	Dining Hall	88525	dining.hall@spc.ox.ac.uk
Facilities Officer	Ms Lidia Hemmings	Linton ground floor	78873	lidia.hemmings@spc.ox.ac.uk
Fellows' Secretary	Mrs Alison Wiblin	Besse Staircase, ground floor	78857	alison.wiblin@spc.ox.ac.uk
Finance Office				
Director of Finance	Ms Melinda Mattu	Staircase III	78879	accounts@spc.ox.ac.uk
Assistant Accountant	Mrs Stephanie Hanks	Staircase III	88594	
Accounts Assistant	Mrs Marion Robinson	Staircase III	78875	
Accounts Assistant	Ms Tereza Bulbeck	Staircase III	78875	
Student Finance Officer	Miss Katie Pullen	Staircase III	78936	katie.pullen@spc.ox.ac.uk
JCR President	Miss Sophia Nayak-Oliver	Staircase III/8	78912 or 075360427242	sophia.nayak@spc.ox.ac.uk

Librarian	Dr David Johnson	Library office	78882	library@spc.ox.ac.uk
Assistant Librarian	Mrs Janet Foot	Library upper office	78860	
Library Assistant	Mrs Jacky Milner	Library upper office	78860	
Master's Office				
PA to Master	Ms Polly Dunlop	Linton ground floor	78911	polly.dunlop@spc.ox.ac.uk
MCR President	Mr Andrew Elliott		07891574751	andrew.elliott@spc.ox.ac.uk
MCR Vice-President	Andrea Szollossi		07831380460	andrea.szollossi@spc.ox.ac.uk
Medical contacts				
College Doctors	Jericho Health Centre	Walton Street (next to Phoenix Cinema)	01865 311234	
College Nurse	Mrs Jan Fleming	Staircase IV/ Surgery (Room 3)	78887	
Dentist	Dr Le Tocq	31 Beaumont Street	01865 557507	
Human Resources Officer	Mrs Ann Lodge	Linton ground floor	(6)14981	
Senior Tutor	Prof Christopher Foot	Latner 8	78896	senior.tutor@spc.ox.ac.uk
Tutor for Graduates	Dr Geoff Nicholls	Latner 3	78938	tutorforgraduates@spc.ox.ac.uk
Tutor for Undergraduates	Dr Robert Pitkethly	Evnomia 13	78919	robert.pitkethly@spc.ox.ac.uk
Welfare				
Tutor for Welfare	Prof Mark Moloney	Latner 7	78886	mark.moloney@spc.ox.ac.uk
Senior Welfare Officer	Ms Jennifer Thompson	St IV/16	78892	jennifer.thompson@spc.ox.ac.uk
Junior Welfare Officer	Mr Matthew Thomson	Staircase IV/17	78944	matthew.thomson@spc.ox.ac.uk

PROVISION OF PERSONAL DETAILS AND 'SIGNING-IN'

Contact details: At the beginning of the academic year all students are required to complete the register in the Lodge to provide their Oxford and home addresses and mobile telephone numbers. The Lodge, Finance Office and Academic Office should be notified of any changes to your contact details as they occur.

Next-of-kin: New students are required to fill in a form providing the name and contact details of a person to be informed in case of emergency. Changes should be notified to the Academic Office.

Signing-in: It is a College requirement that all students sign in/out at the Porters Lodge at the beginning/end of every term, regardless of whether they are living in College or private accommodation. This is important because the University sets minimum residence requirements for most degrees and qualifications.

Failure to register fully, to notify changes, or to sign in/out may attract a decanal fine.

University Registration: Please note that the College procedures described above are additional to the University's online registration procedures, which all students are required to complete annually via the Student Self-Service web pages, on the anniversary of the term in which they started their course (normally Michaelmas term). This process requires you to confirm your personal details, check your course (programme of study details), and confirm your new or continuing status for the forthcoming academic year. Ideally you should do this before the start of term; you must have completed the process by the end of week 1 of term. It is your responsibility to update your personal and contact details if they change at any time during the year. For further details see www.ox.ac.uk/current_students/.

PAYMENT OF ACCOUNTS

FEE INVOICES

Detailed information about University and College tuition fees is provided at Annex A. Invoices for fees, where required, will be sent by email during 0th week of Michaelmas Term. Payment is due in FULL no later than 2 weeks from the date of the invoice

Special arrangements apply for new students: the University requires the tuition fees of new students (undergraduate and graduate) to be paid no later than week 1 in the term in which they commence study. Students whose fees are unpaid are not permitted to matriculate.

BATTELS

College invoices are called "battels". A battels invoice will be emailed to you before or during 0th week of each term. This is the week preceding the start of Full Term. Payment is due in FULL no later than 2 weeks from the date of the invoice.

Battels invoices comprise the following items:

- Charges for accommodation in College Rooms, payable in advance at the beginning of each term (see Annex B).
- Single charge for meals during Freshers' Week: £60 (Michaelmas term, for new students only)
- Returnable deposits for keys (£40) (Michaelmas term only, see Annex C)
- Room contents insurance (£10.00 in 2011/12) billed in Michaelmas term, for all students living in College-managed accommodation (for further information see the section on Security)
- JCR entertainment levy (£5 per term) (undergraduates only).
- Library fines (billed in arrears – easily avoided by returning books promptly!)
- Other expenses (e.g. computer printing charges) are billed in arrears.

Payments are due in FULL no later than 2 weeks from the date of the invoice.

PAYMENT ARRANGEMENTS

Payments to the College should preferably be made by bank transfer. The College's bank details and payment reference number are shown on your invoice or can be obtained by contacting the Finance Office.

Accounts may also be settled in Sterling by cheque, credit/debit card or banker's draft. Cheques should be made payable to 'St Peter's College'. The College accepts payment by Visa and Mastercard credit cards,

and by Maestro, Switch and Visa debit cards. For card payments, the bank's processing surcharge is added to the sum payable to the College. Rates are as follow:

All credit cards:	2.2% of the value of the transaction
UK Maestro cards (including Solo):	£0.30 per card transaction
Visa Debit cards:	£0.30 per card transaction
International Debit cards:	2.2%

If payment on a cheque is refused and the cheque 'bounces', the bank's charge is passed on to the student. The College also passes on the bank's charge for processing cheques in foreign currencies (usually in excess of £10 per cheque).

If for any reason you are unable to pay your battels by the due date you must contact the Student Finance Officer before the payment is due. More often than not the College can be understanding in such cases and arrangements can usually be made to accommodate delayed payments. However, failure to contact the Student Finance Officer to make such arrangements is taken as implying unwillingness, rather than inability, to pay.

Unpaid Battels

- 1. Battels need to be paid IN FULL by the due date (no later than 2 weeks from the date of the invoice). In the event that this cannot be done students must contact the Student Finance Officer, within these 2 weeks with an explanation. Cases of non-payment resulting from genuine hardship or welfare matters will be referred to the Tutor for Welfare**
- 2. If payment or explanation is not received within the 2 weeks a reminder statement will be sent by the Finance Office to the student with the option to pay within the next 5 working days. At this stage failure to pay battels IN FULL will attract a surcharge of £10 per week, this surcharge will automatically be applied to battels until full payment is received..**
- 3. Students with outstanding battels at the end of term, and who have not contacted the Student Finance Officer to make payment arrangements or whose case has not been referred to the Tutor for Welfare will be named on a "Default List". This list is presented to the Finance Committee each term.**
- 4. Students with rental charges outstanding at the time of the accommodation ballot will normally be ineligible to apply for College accommodation.**
- 5. Students in their final year who have outstanding battels at the end of a term will render themselves ineligible to return to the College for the following term, at the discretion of the Bursar after consultation with the student's tutor.**
- 6. Students with outstanding debts to the College will not normally be provided with official letters confirming their University examination results, and cannot expect assistance from the College in dealing with third parties (e.g. providing references for landlords and banks etc.) Students may not graduate (receive their degree or have their degree conferred in their absence) until they have cleared all outstanding dues both to the College and to the University.**
- 7. The College may pursue any outstanding debts through the Small Claims court.**

UNDERTAKING PAID WORK FOR THE COLLEGE

Each year some St Peter's students undertake work for the College for which they are paid, e.g. in the Student Bar, in the Development Office working on fundraising projects, in the College Library, or on behalf of the Academic Office (normally invigilating examinations – available to graduate students only).

Prior to undertaking such work, you will be asked to provide the Finance Department with an Inland Revenue form for tax purposes. This is to ensure that tax and National Insurance are deducted at the correct rate where appropriate. You will also need to provide a valid UK National Insurance number. If you do not have a National Insurance number details of how to apply and further information can be found at <http://www.hmrc.gov.uk/ni/intro/number.htm>

It is the College policy to withhold payment for work done against any outstanding battels obligations.

ACCOMMODATION

College accommodation is offered to as many St Peter's students as possible. There are some 280 rooms, ranging from traditional 'sets' (study with adjoining bedroom) on the main College site, to newer *en-suite* rooms in nearby residential annexes.

Accommodation is normally provided on the main site for:

- a) First year undergraduates and some Visiting Students.
- b) Nominated MCR and JCR Officers,
- c) Some third year undergraduates (see 'The Ballot' below).
- d) Special cases at the discretion of the Home Bursar

The Lau Building (also known as 'St George's Gate'), and St Thomas Street annexes are reserved for Junior Year Abroad students (Visiting Students), third year undergraduates, and a very limited number of second year undergraduates. The Paradise Street annexe is reserved for fourth year undergraduates and graduate students in their first year. The vast majority of second year undergraduate students and all graduate students beyond their first year must find accommodation on the open market in Oxford.

Students who occupy a room in College or in one of the College annexes will first be required to complete a tenancy agreement which complies with the UUK/SCOP Accommodation Code of Practice (ACOP). Signing this agreement serves as an undertaking to abide by accommodation rules and regulations. The College's policy document for ACOP compliance will be published on the College website. It includes rules for the occupation of College rooms and should be studied in detail.

College rooms vary slightly in size and standard. Rooms are allocated before the start of the academic year and cannot normally be changed; they are accepted 'as seen'. A charge of £50 is payable when a student is permitted to move rooms at his/her request after the formal allocation of rooms, save for exceptional circumstances (medical, welfare etc.) at the Home Bursar's discretion.

The College reserves the right of access to student rooms by domestic and maintenance staff and others with the Home Bursar's express permission (plumbers, electricians etc). Wherever possible up to 24 hours' notice will be given of entry by non-College personnel, but there may be instances when for sound reasons this notice cannot be given. Similarly, while every endeavour will be made to keep this to a minimum, essential maintenance and repair work may have to be undertaken at times when students would prefer not to be disturbed. There will be regular room checks (not necessarily with prior notice) by the Home Bursar. Scouts (College cleaning staff) will normally enter rooms on a daily basis and must be allowed access. If entry is not allowed, a fine will be imposed.

Accommodation is for single occupancy only. However, occasional overnight guests are permitted for not longer than 2 nights. Anyone found staying longer than that will be asked to leave. The Lodge must be informed of all overnight guests, and students living in the off-site annexes must also inform the Warden of their building. This is a fire safety matter.

Students are required to comply with the Licensing Act 2003 which relates to the supply and consumption of alcohol and the provision of entertainments.

UNDERGRADUATE ACCOMMODATION BALLOT

The allocation of College Accommodation (both on the main site and in annexes) for undergraduates beyond their first year of study is carried out by ballot, held at the end of Michaelmas Term. College policy is to provide accommodation when required for all undergraduates entering their third year of study, and for those students returning from a study year abroad, with priority being given to Scholars and Exhibitioners. If there are any rooms remaining, these will be made available to students entering their second year. Fourth Year students may enter the ballot for rooms in Paradise Street only. Please note that the College does not currently have enough accommodation to house all its undergraduate students, and a significant number of second year students will be required to live out in private accommodation (see below). Ballot forms and the full conditions of entry will be made available to students during Michaelmas Term. Those who have outstanding amounts owing to the College at the time of the ballot will not be permitted to enter.

GRADUATE ACCOMMODATION

The Paradise Street annexe provides single accommodation for new graduate students and some fourth year undergraduates. There is no married accommodation. Graduate accommodation is limited and is

generally only available to those in their first year of study. In subsequent years graduates have to find their own accommodation in Oxford. College accommodation is not usually available to those who return to submit their dissertation or attend a viva.

PRIVATE ACCOMMODATION

Students seeking private accommodation are advised to enquire at the University Accommodation Office, Ewert House, Ewert Place, Summertown, Oxford OX2 7DD. There is also helpful information on the University website at <http://www.admin.ox.ac.uk/accommodation/private/index.shtml>.

GUEST ROOMS

Fire regulations dictate that the Lodge must be informed of guests staying on the College's premises. Students occupying College accommodation either on the main site or in the annexes do not have the authority to allocate rooms to visitors, guests or relations. There is a College Guest Room which students can book outside of full term – all enquiries about availability should be addressed to the Lodge. Guest rooms may not normally be booked for more than three nights at a time.

ACCOMMODATION CHARGES

Accommodation charges for 2011-12 are set out in Annex B. The following is a brief summary of the lease arrangements.

Main Site (excluding Staircase Three)

27 week lease

Room charges for students living in rooms on the main College site are based on 27 weeks' residence per year (9 weeks per term). Occupancy dates are as follows:

Sunday 2 October - Saturday 3 December 2011
Sunday 8 January - Saturday 10 March 2012
Sunday 15 April - Saturday 16 June 2012

Staircase Three and off-site annexes (Paradise Street, Lau Building (St George's Gate) and St Thomas' Street). Graduates and undergraduates in Staircase Three and the off-site annexes pay rent for the 38 week period from Sunday 2 October 2011 to Saturday 23 June 2012, split between the three terms. The rental therefore includes residence during Michaelmas and Hilary vacations. Refunds will not be paid for periods when the room is unoccupied during the 38 week period.

Junior Year Abroad Students in both main site and annexe rooms have 37 week leases running from Sunday 2 October 2010 to Saturday 16 June 2011.

Students who suspend their studies, withdraw from their course or otherwise vacate a College room outside the normal end of term/year dates, will be liable to pay accommodation charges for the remainder of the term.

PRIVATE FURNITURE

Students are not permitted to bring private furniture into College Property This includes futons and/or own mattresses, blow up beds, sofas, chairs etc. **There are no facilities for storing private furniture/furnishings on College premises or in College annexes.** A charge will be made if any private furniture has to be removed by college staff from student rooms. College furniture (including soft furnishings) may not be removed nor may it be exchanged between rooms without the express permission of the Home Bursar. Furniture is not to be removed from rooms or placed in corridors, halls or common rooms.

In exceptional circumstances (medical conditions and other special requirements) students may ask the Home Bursar to arrange the removal of furniture. This permission must be sought in the first two weeks of Michaelmas Term.

DAMAGE

Students resident in College or College-owned property will be held responsible for any damage to their rooms. Damage to College property must be reported to the Lodge at once.

In general, damage to College property brought about by students will be charged at cost to the student responsible. Where it is not possible to identify an individual student as responsible, damage may be charged to the JCR, MCR, or a College Club. Where damage is judged to be wilful or due to negligence the full cost will be levied against those concerned. BluTac, Sellotape and substances which mark or damage the walls are prohibited. Occupants will be charged the cost of redecoration in cases of damage to the walls.

Removal of fixtures, fittings and issued furniture (except by special arrangement, see above) will be treated as damage and the occupant will be held responsible and charged for the cost of reinstatement.

Please be aware that College furniture is sent for renovation on a regular basis. Some items are part of the original furnishings from 1928 and should be treated with special care.

CROCKERY, GLASSES, CUTLERY, KETTLES; JCR KITCHEN

The College does not supply crockery, glasses, cutlery or kettles for students' rooms, nor may these items be taken from Hall or the Bar.

Limited kitchen facilities are available in the JCR for heating snacks and making hot drinks. Students are responsible for keeping this area clean and tidy at all times; the kitchen will be closed if there are problems about this.

HEATING and ELECTRICITY

A fixed sum to cover heat, light and water is included in room charges. This is based on previous fuel/water consumption and cost. Members are expected to take a responsible attitude to the control of the temperature in study-bedrooms. The College reserves the right to pass on additional charges where consumption is considered abnormally high.

Energy saving: Lights, radiators, electric fires should not be left on unnecessarily. Automatic switches are increasingly being installed to reduce energy consumption. Students are invited to conserve water by taking showers rather than baths.

ELECTRICAL APPLIANCES

Students may not use electric heaters in College rooms unless provided by the College. Irons may be used only on ironing boards, not on the carpets: burns from irons to carpets, flooring, furniture and fittings will be charged for. The College does not provide ironing boards on the main site. In the annexes, irons must only be used in laundry areas. Fridges are allowed in student bedrooms but must be registered (form available from the Lodge) and PAT tested (at the student's expense) if more than one year old. Fridges must be removed from College at the end of the tenancy. The College is not responsible for any fridges left in rooms during vacations. Electric kettles are permitted but must be available for electrical testing. **Cooking equipment is NOT permitted in any of the College's bedrooms** or common rooms. This includes toasters, sandwich makers, rice-cookers or deep fat fryers and the like. These will be confiscated if found and a decanal fine of £75 charged. Hair straighteners/tongs must not be left on desks, carpets or any other surface likely to get damaged. Any damage to rooms due to the above will result in the student being billed for the damage.

The College has statutory responsibilities under the *Electricity at Work Regulations*. Each portable electrical appliance must be fitted with a 13 Amp BS 1363 plug with sleeved pins and a fuse not exceeding 13 Amps. Students have a responsibility to ensure that plugs on radios, lamps and other lightly loaded appliances are fitted with 3 Amp or 5 Amp fuses as applicable. In the interest of safety, the College's electrician conducts random inspections of electrical appliances. Appliances found to be unsafe will be removed. Students are advised to protect computers with an anti-surge lead.

TV LICENCE

If you have a television in your room you must provide your own licence as the College does not have a licence to cover TV sets in individual student rooms.

VACATING ROOMS

It is a condition of the tenancy agreement that students vacate their rooms promptly at the end of the agreed period.

Main Site (excluding Staircase Three)

During the **Michaelmas** (Christmas) vacation, rooms on the main College site are available only to Finalists. All other students must vacate their rooms by **10.00 a.m. on the Saturday of 8th week of Michaelmas Term** – there are no exceptions.

Students requiring their rooms during the **Easter** vacation and students needing to stay up at the end of **Trinity** term for exams, should submit a Vacation Residence form to the Accommodation Office by the end of 6th Week of the relevant term. These forms will be made available from 5th Week. **Students not staying up past the end of term should vacate their rooms by 10.00 a.m. on the Saturday of 8th Week.** Additional days that have been authorised by the Accommodation Office (including extra days' residence in order to sit exams) will be charged on a pro rata basis at the standard daily rate.

There are separate arrangements for rooms allocated to Junior Year Abroad students.

Staircase Three and off-site annexes

The rent for rooms in Staircase Three and the off-site annexes covers the Christmas and Easter vacations. Students in Paradise Street will have the opportunity to keep their room beyond Saturday of 9th Week by prior arrangement with the Accommodation Officer. All other students must vacate their room by 10 a.m. on Saturday 23 June. The College offers accommodation in its Paradise Street building to students in other annexes who need to stay in Oxford during the long vacation, and enquiries should be made during Trinity Term.

Those who continue to occupy rooms without the required written permission (including students who need to stay up for exams) will be charged at conference rates (currently about £55.00 per night).

REMOVAL OF PERSONAL BELONGINGS

On vacating rooms, all personal belongings and rubbish are to be removed. Dressing tables and cupboards must be left unlocked and completely cleared. College staff will dispose of personal items left in College accommodation, for which there will be a charge. Large bags of rubbish must not be left in rooms at the end of term: there will be a charge of £10 for disposal of each bag. Any belongings left in the JCR at the end of Trinity Term will be disposed of.

STORAGE

The College has no general facility for storing students' effects; students must therefore make arrangements to take all their personal possessions away during the vacations. Students from overseas are given priority in the allocation of such storage space when it is available, up to a limit of two closed suitcases or their equivalent. They should liaise with the Lodge Supervisor well in advance of the end of term if they wish to request permission for this.. Students are responsible for packing and moving their suitcases to the storeroom. All items placed in storage will be recorded by the accompanying member of Lodge staff. The College accepts no responsibility for items so stored. Items stored will be disposed of if not collected by the end of 1st week.

In circumstances in which there is no storage space available, students are advised to make use of commercial lock-up/storage facilities. **There are no storage facilities available in College for the following categories of students:** Modern Languages or other students during their year abroad; students who are intermitting; students who live in non-College accommodation; students who have finished their courses.

MEALS

Student meals begin at dinner on Sunday of '0' Week and end after breakfast on Saturday of 8th Week each term. They are normally served in the Dining Hall, and at the times indicated below.

Breakfast	07.45 am. — 08.45 am <i>(cooked food from 8.00)</i>	Mon to Fri
Lunch	12.00 noon — 1.30 pm	Mon to Fri
Weekend Brunch	11.00 am — 12.30 pm	Sat / Sun
Dinner		
Informal Hall	5.30 pm — 7.30 pm	Mon / Wed / Fri
Informal Hall	5.30 pm — 6.30 pm	Tues / Thurs
Informal Hall	6.00 pm — 7.30 pm	Sat / Sun
Formal Hall	7.30 pm	Tues / Thurs

If a Formal Hall is cancelled, the serving time for Informal Hall may be extended; equally, if an additional Formal Hall or special function is scheduled, the preceding Informal Hall will finish early.. Changes to catering arrangements may also occasionally be necessary for other operational reasons. Any changes will be notified to students via the Catering Notice Board in the Lodge and/or email. The Catering Notice Board is also used to display menus, and information about meals during the vacation.

Informal Halls are self-service dinners. Formal Hall dinners are normally three courses and are served. Gowns are worn at Formal Halls. Members are asked to sit where directed by Dining Hall staff. They will not normally be permitted to enter the Hall after dinner has begun.

Mobile telephones are to be switched off before being brought into Hall. Computers, satchels, shopping bags, books and other bulky items are not permitted in Hall but **you are strongly advised not to leave valuables at the bottom of the stairs in Hall.**

PAYMENT AND SIGNING-IN PROCEDURES: 'UNIWARE'

The Dining Hall operates a pay as you go meal system. Each student has their own account which is accessed via the Uniware website at www.upay.co.uk and which they top up as necessary. Top up payments can be made online 24 hours a day by either debit or credit card or by cheque or cash in the Finance Office during opening hours. Students should note that card payments will attract the same transaction charges as other card payments of battels or fees (see page 8) and that cash and cheque payments are subject to minimum and maximum revalue amounts. Detailed information about payment procedures will be circulated to all students separately via their Oxford email account.

Payment for Informal Hall meals:

- (i) Students must present their University Card at the Dining Hall till. This will be used to link to their Uniware account, which will be debited with the cost of the items they have selected.
- (ii) All items will be charged individually. Prices will be displayed in the Dining Hall and also on the College website.
- (iii) Cash payments will not be permitted. Students who have lost their University Card should request a new one from the Academic Office without delay. They can obtain a temporary meal card from the Porters Lodge for use until the new card arrives. Meals will not be available to those without a University Card or meal card
- (iv) Temporary meal cards are priced at £10 and valid for meals of the same value. Further cards may be purchased as necessary if there is a delay in the issue of the new University Card.. All temporary meal cards must be returned to the Finance Office as soon as they are no longer required.
- (v) New students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers' Week (from dinner on Sunday 3 October until lunch on Thursday 7 October inclusive) for a single payment of £60, which will be charged to their Michaelmas term battels. They will therefore not need to use the Uniware payment system until dinner on Thursday 7 October, by which time they will need to have completed the online registration procedure (see above).

Payment and signing-in procedures for formal halls

Students wishing to attend a formal dinner should sign-in via their Uniware account, which will be debited with the appropriate charge. The signing-in lists for formal dinners will close when the list is full or at 10:30 a.m. on the day before the dinner. Those who sign-in for a formal dinner or function (or are signed-in by someone else) and do not take the meal will be charged the full cost of the meal. Formal dinners will be cancelled if numbers are insufficient.

ORGANISATION OF SOCIETY/SPORTS CLUB DINNERS

Organisers of dinners and other social events for College societies and sports clubs should note that these are not normally permitted after 7th Week of Michaelmas and Hilary terms and 4th Week of Trinity Term. Arrangements for such functions are made with the Home Bursar. Conditions for dinners: final numbers and a list of attendees plus any special dietary requirements must be provided to the Home Bursar two weeks prior to the event. A minimum of 50 attendees is required in order for the event to go ahead. Full payment must be made via Uniware two weeks prior to the event or it will be cancelled. Charges for such dinners are not payable via battels. Any damage to premises or equipment will be charged to the organising club or society.

MEAL CHARGES

As a rough guide, students should budget £500 – £750 per term for meals. The charge for a Formal Hall dinner is £6.50; and for JCR/MCR guest nights, sports and society dinners, usually around £20 if held on a Monday, Wednesday or Friday; £25 if held on a Saturday.

GUESTS

Members may invite guests to meals when space allows. Members are limited to three guests at each meal (fewer for special functions). For formal dinners, they must sign-in and pay for their guests electronically via Uniware. Guests' meals at Informal Halls will be charged to the host's Uniware account via their University card. All guest meals incur VAT.

MCR ARRANGEMENTS

MCR members are invited by the SCR to dine with them on High Table on Tuesdays during full term, i.e. up to eight times per term. (They are also encouraged to participate in the seminar/discussion series which will follow dinner on selected Tuesdays.) It will be necessary to sign-in for Tuesday dinners via Uniware. Other meals will be charged for in accordance with the arrangements outlined elsewhere in this section.

Arrangements for MCR guests at Formal Dinners are made by the MCR Secretary, who posts a separate list online.

COLLEGE BAR

The College operates a Bar at the discretion of the Governing Body and under the authority of the Dean and the Bursar (as license holder). The Bar is run by the JCR Bar Committee for the benefit of all members of College. It is generally open before and after dinner from Monday to Saturday. Drinks are served only to members of the College and their guests. The sensible operation of the bar depends upon members' co-operation. Bar staff have absolute discretion on the serving of drinks. Glasses may not be taken from the Bar or Hall; the cost of glasses found in College rooms will be charged on battels.

The College is obliged to comply with licensing legislation and in accordance with the Licensing Act 2003, the Bursar, Mr Richard Gordon, is appointed as the Designated Premises Supervisor.

The Bar is subject to full decanal authority at all times.

SECURITY

COLLEGE ENTRANCES

All students are issued with a smart/electronic key, which is needed to open the wicket gate (adjacent to the Chapel) and the Bulwarks Lane door during the day, and for access to the College through the Lodge entrance after the main door is locked from 7.00 pm. (The wicket gate and Bulwarks Lane door may not be used after 7.00 pm, when they will be locked.) CCTV cameras monitor the entrances to the College and other areas. These are backed up by a 24-hour recording system.

Guests who are invited to the College should present themselves to the porters on duty at the Lodge. Those who do not make themselves known at the Lodge may be challenged. Students may not enter the Lodge office behind the counter.

The College's Law Centre in New Road is restricted to those reading law-related subjects. It is accessed by a separate entry code.

People acting suspiciously and unattended packages should be reported immediately to the Lodge.

KEYS

Room keys and smart/electronic keys are issued subject to the following conditions:

All keys are issued from and should be returned to the Lodge. While a student still has possession of his or her room key, they are deemed to be occupying their room and will be batted accordingly.

- (i) There are deposits of £35 on a room key and £5 on the smart/electronic key. Deposits are refundable at the end of the academic year, on return of the keys to the Lodge.
- (ii) Members are personally responsible for the safe custody of their keys. Room keys may not be 'shared'. Particular care should be taken of smart/electronic keys to ensure that they are not misused by potential intruders. Keys should not be left in open rooms or in doors for however short a period.
- (iii) Keys must not be passed to other students on departure but should be returned to the Lodge when no longer required. Members will be charged for keys and for the occupation of a room if keys are not returned as proof of departure.
Smart/electronic keys: students may retain their smart/electronic key for the duration of their course.
Room keys: students living on the main site with 27-week contracts should return their room key to the Lodge at the end of each term. Those with 32-week contracts should return their key at the end of Michaelmas term. All students, in both main site and annexe accommodation, must return their room keys at the end of Trinity term.
- (iv) The loss of any key should be reported immediately to the Lodge so that it can be taken out of the system to prevent unauthorised use. The student concerned will be charged for the cost of a replacement. Should the key give access to a College annexe, and its loss entail changing locks, the cost will also be charged to the student to whom the key relates.
- (v) Spare keys will be issued for emergency use only and must be returned the same day or a charge of £35 (room key) / £5 (electronic key) is payable.

SECURITY OF PERSONAL PROPERTY

Neither the College nor its insurers can accept any responsibility for the safe custody of money, computers or personal property in College study/bedrooms, College houses, cycle storage areas or elsewhere on College premises, either in term or during the vacations. Thefts from rooms, hallways and libraries do very occasionally occur and it is incumbent on everyone to remain vigilant and to report suspicious incidents promptly. Students are strongly advised to insure their personal possessions if they are not covered by the group insurance scheme (see under Personal Belongings Insurance below).

The College has three safes into which College members, visitors, summer school students and their staff may exceptionally deposit SMALL items (e.g. cash, passports, small valuable items but not laptops). All deposits will be at the owners' risk and for short periods. Those intending to use these facilities are required to sign a Waiver Form obtainable from the Lodge.

Students are strongly encouraged not to leave their rooms unlocked for however short a time and not to leave valuables unattended anywhere in the College.

INSURANCE OF PERSONAL BELONGINGS

Students living in College managed accommodation are automatically covered by a Room Contents group insurance scheme provided by Endsleigh Insurance. The annual premium (£10 per person in 2011/12) is charged via battels in Michaelmas term. The cover includes the following (subject to an excess payment):

- Personal possessions **in your room** up to £4,000 against theft, fire, flood and burst pipes

- Desktops, Laptops and Portable Computer Equipment in **your room** up to £2,000
- Musical Instruments up to £600 in **your room**
- Visual & audio equipment such as televisions and CD or DVD players up to £1000 in **your room**

Restrictions, limits and conditions apply. **Please note in particular that the policy does not cover mobile phones or bicycles, nor does it cover any items away from the College premises**, e.g. laptop computers taken to University departments and libraries. However it is possible to extend the cover to include these and other items on payment of the appropriate additional premium. Full details of the policy are available on the Endsleigh website at <http://www.endsleigh.co.uk/student-possessions.html>, through which additional cover can be purchased.

The above group insurance scheme does not cover students living in private accommodation, who are therefore strongly advised to arrange their own cover.

BICYCLES

In accordance with Police Advice, bicycles brought into College must display an identity sticker obtainable on registration at the Lodge. **Untagged/unregistered and unserviceable bicycles will be disposed of.** The bicycle entrance is via the wicket gate beside the Chapel. Bicycles may not be brought through the Lodge entrance. (At night, after the wicket gate has been closed, they should therefore be left in the Chavasse bicycle enclosure, which is accessible from New Inn Hall Street using the smart/electronic key.) Bicycles brought into College may only be left in the bicycle stands provided and are not to be ridden in the quadrangles. Under no circumstances may bicycles be taken into rooms or corridors or inside any College buildings other than designated bicycle stores.

Any bicycles left on College property belonging to students whose course has finished will be disposed of without notice. Furthermore, no bicycles should be left within the St Thomas St, Lau Building or Paradise Street premises once a student's lease in these properties has ended, whether they are subsequently returning to College or not. Again, any bicycles so left will be immediately disposed of.

The incidence of bicycle theft in Oxford is high. Strong locks are available from local cycle shops and the Police will die stamp bicycles – details from the Lodge. The College takes no responsibility for students' bicycles, either on or off the College premises. It is therefore advisable to take out insurance (this can be done through Endsleigh, see above).

SAFETY

STUDENTS' HEALTH AND SAFETY OBLIGATIONS

The College's Health & Safety Policy and its responsibilities under the Health & Safety at Work Act (1974) require students to:

- a. ensure that they are aware of appropriate College safety rules, and that they conform at all times.
- b. report to the Duty Lodge Porter all accidents, whether persons are injured or not, and all damage.
- c. report immediately to the Duty Lodge Porter any defects in any part of the building, plant, equipment or machinery which may be or may become a danger to themselves or others.
- d. comply with the current Student Administrative Handbook.

Students are reminded that interfering with fire or safety equipment or obstructing those carrying out safety duties may constitute a criminal offence.

Fire notices and a General Health & Safety Notice are posted in each College room. Students and Visitors are expected to familiarise themselves with the contents of these important notices.

FIRE SAFETY

- **Candles, other forms of naked flame (including incense sticks and barbecues) and any other combustible materials are absolutely forbidden in College accommodation or on College property at any time.**
- **Clothing must not be placed on heaters or on light fittings.**
- **Students must not tamper with or impede the operation of any fire safety device** (e.g. hoses, alarms, smoke detectors etc.).
- **Fire doors must not be propped open.**
- **Fire exits must at all times be kept clear.** It is particularly important that students living in the annexes do not block fire exits with bicycles.

The unlawful use or removal of fire extinguishers constitutes a risk to the health and safety of other occupants of the building and is an offence which will attract an immediate decanal fine of £75, or a sum equivalent to twice the cost of the restitution of the extinguisher. This fine may be levied on each student on the staircase or in the building.

It is an offence under the Health and Safety at Work Act to tamper with, mask or remove fire signs, detectors or extinguishers, or to obstruct fire exits or to prop open fire doors.

Barbecues may not be held anywhere on the main College site or in the annexes without decanal permission, and individual barbecue equipment will be will be confiscated if found.

Fire regulations will be rigorously enforced. Any infringement, no matter how minor, will incur an automatic decanal fine of £75.

FIRE ASSEMBLY POINTS

Fire notices indicate the locations of assembly points. Within the College these are indicated by green and white signs.

FIRE ALARM TESTS

Weekly fire alarm testings are carried out by the Maintenance Team in conjunction with an external contractor. These are currently on Tuesday mornings.

ROOFS

Under no circumstances may students go onto the roofs or parapets of any of the College buildings.

ROOM OCCUPANCY LEVELS

For reasons of fire safety, normal maximum occupancy levels are set for certain rooms in College.

Bar	60
JCR	150
MCR	40
Hannington (Dining) Hall	120
Chapel	up to 300 (<i>when fire marshals attend</i>)
Davis,	14
Latner, Miles	40
Theberge	40
Music room	40
Dorfman	40
SCR	100

It is the responsibility of the senior staff member present or the event organiser to ensure that all exit doors are unlocked along the entire escape route(s). They are also responsible for nominating individuals to hold open the doors to the room in the event of a fire.

BICYCLE SAFETY

All cyclists are strongly advised to wear helmets, which are easily available at local cycle shops. It is essential to use back and front lights after dark. (The police may fine cyclists who ride without lights.) For more information for cyclists in Oxfordshire including cycle safety, training, shops and maps, please visit: www.oxfordshire.gov.uk (Home > Council services > Roads and transport > Cycling).

The nearest cycle shop is Bike Zone in St Michael's Street (off New Inn Hall Street); there are others elsewhere, as detailed on the above website.

HEALTH & WELFARE

COLLEGE NURSE

The College Nurse attends the College (Staircase IV, Room 3; tel. (2)78887) and is available for appointments at the following times from 0th to 9th Week inclusive:

Monday, Wednesday and Friday	11.45 - 12.45 pm
Tuesday and Thursday	10.45 - 11.45 am

COLLEGE DOCTORS: JERICHO HEALTH CENTRE

All students are required to register with a doctor in Oxford. The College has a close association with the medical practice of Dr Judith Bogdanor and partners at the Jericho Health Centre (Walton Street, next to the Phoenix Cinema, 10 – 15 minutes walk from the College; tel. 01865 311234). The Health Centre doctors hold a registration session at the College for new students during Freshers' Week. Any student who is unable to attend this session must contact the College Nurse without delay in order to complete the registration process (unless already registered with another Oxford GP's surgery).

Overseas (non-EU) students on a course lasting less than six months are not usually eligible for free treatment under the National Health Service (NHS). Initial private consultation fees are about £60 at the Centre or £140 for a doctor's visit to the College. For this reason it is **essential that students to whom this applies take out their own health/medical insurance.**

It is important that, at the start of their course, all students inform the College Nurse (in strict confidence) of any medical condition of which the College should be aware.

DENTISTS

- (i) The College has an association with the dental practice of Dr David LeTocq (31 Beaumont Street, Oxford; tel. 01865 557507). Dr Le Tocq will accept any student of the College for regular or emergency care. Charges, which are linked broadly to NHS charges, are payable at the time of treatment.
- (ii) NHS treatment:
 - Studental, Helena Kennedy Student Centre, Oxford Brookes University, Headington Hill Campus 01865 484608, www.studental.co.uk
 - Emergency treatment: Oxford Dental Access Centre, East Oxford Health Centre, Manzil Way (off Cowley Road), Cowley, 01865 264980 (Mon – Fri 8.30am - 4.30pm, not bank holidays)
 - NHS out of hours service: 0845 345 8995 (Mon-Thurs 6.30 - 9.30pm, Fri 6.30 – 10.00pm, Sat/Sun/bank holidays 9.00am – 6pm)
 - For information about other NHS dentists in Oxford, see NHS Choices (select the Dentists option), <http://www.nhs.uk>

WELFARE SUPPORT WITHIN THE COLLEGE

The Tutor for Welfare, Professor Mark Moloney (tel. (2)78886 or (2)75656; email: mark.moloney@spc.ox.ac.uk), the Senior Welfare Officer, Ms Jennifer Thompson (tel. xxxx; email: jenny.thompson@ccc.ox.ac.uk), and the Junior Welfare Officer, Mr Matthew Thomson (tel. xxxxx; email: matthew.thomson@spc.ox.ac.uk), are available for advice on personal issues in their offices on a regular basis (see <http://www.spc.ox.ac.uk/text/10/welfare.html>) and by phone in case of emergency.

FINANCIAL HARDSHIP

Information and advice on all hardship funds available from the College and elsewhere is available from the Student Finance Officer, Miss Katie Pullen (tel. (2)78936), email katie.pullenspc.ox.ac.uk). Her office is located in the Finance Office on Staircase 3 and she is available Monday to Friday 10.00 -12.00 and 2.00 – 4.00pm. Appointments outside of these times can be arranged.

OTHER WELFARE SERVICES

The University Counselling Service (tel. (2)70300) and the Harassment Advisory Panel (tel. (2)70760) can offer help and advice completely independently of the College.

Nightline (tel. (2)70270) is open from 8.00pm until 8.00am (0-9th weeks inclusive) and offers a confidential listening, information and support service run by trained student volunteers.

DISABLED STUDENTS

The College undertakes frequent reviews of the facilities it offers disabled students and continues to introduce measures to adapt and improve access and its services. It remains willing to undertake reasonable measures to make further provision for disabled students. The Home Bursar will be pleased to discuss any potential requirements.

Students with disability related study needs should consult the College Registrar, and/or get in touch directly with the University's Disability Advisory Service (<http://www.ox.ac.uk/students/shw/das/contacts/>). (The advisor with particular responsibility for St Peter's students is Sara Scott (tel. (2)89939 Mon, Wed, Thurs, Fri; email sara.scott@admin.ox.ac.uk, meetings by appointment.)

GENERAL FACILITIES AND SERVICES

COMMUNICATIONS

Every student is allocated a pigeon hole (normally shared with another student) in the Porters Lodge. Pigeon holes are used for incoming mail, official circulars, phone messages etc. Personal mail should be sent to the College postal address (St Peter's College, New Inn Hall Street, Oxford OX1 2DL) even if you are living in a College annexe. Students are also issued on arrival with an Oxford University email account. Email is used routinely by tutors and administrative staff for communicating with students.

Students are responsible for checking both their pigeon hole and email messages regularly (normally every day in term time in case there are urgent messages e.g. about changes to tutorial arrangements).

MESSENGER SERVICE

A messenger service distributing mail within the University operates during term time and most of the vacation; outgoing items should be handed in to the Porters Lodge.

NOTICE BOARDS

Notices may be pinned to the official notice boards provided in the JCR, MCR, at the foot of each staircase and on relevant boards in the Lodge. Those who post notices are responsible for removing them when they become outdated. Notices, posters and stickers placed in any other location or fixed with staples will be removed. Notices may not be fixed directly to doors.

TELEPHONES

The University telephone network can be accessed through telephones in the Lodge and Staircase II. These provide free dialling to any other extension on the University network and will receive calls from outside. They will not connect outgoing calls beyond the University system. There is one coin-operated payphone in the Matthews Building at the base of the main staircase, and another in the St Thomas Street annexe. The telephone controlled by the Porters in the Lodge is not for students' use. The Porter will take down telephone messages, but cannot fetch members to the telephone.

FAX MACHINE

The College's fax machine in the Fellows' Secretary's office (Besse Staircase) is available for students' use while the Fellows' Secretary is in the office (normally 8.00 – 12.00 and 1.00 – 4.00 pm Monday to Friday). The cost will be charged via the student's battels. Students may give out the College's fax number (01865 278855) for incoming messages.

PHOTOCOPIERS, PRINTERS AND DOCUMENT BINDER

There are two student photocopiers. They are located at the entrance to the Library and in the Law Library. In order to use these machines, students need to purchase a photocopier card to the value of £5 from the

Finance Office or the Lodge. (The photocopiers in the Fellows' Secretary's office and in the Fellows' Writing Room are not for student use.)

Printing costs for Undergraduates are charged via battels at the end of each term. Printing costs for members of the MCR are covered by the MCR.

The College has a binder for binding theses, dissertations etc. It is kept in the office of the Fellows' Secretary, who controls its use. There is a charge of £2 per item, payable in cash.

WEBSITE

The St Peter's website (www.spc.ox.ac.uk) provides information about College events and activities for prospective, present and past students, including an Official Information section with copies of College regulations, codes of practice and policies. Details of prizes and awards are available on the password-protected Student pages (www.spc.ox.ac.uk/student_login/175/student_login.html), to which further material will be added as the site develops. Login information for these pages will be sent to all students at the start of each academic year.

IT FACILITIES

Computers and printers are available for students' use in the Library and the JCR/MCR Computer Room (Staircase II Room 4). There is a charge for all printing (billed via battels in arrears). All College rooms have Internet access through the University network. The College's IT Office assists with connections and can advise on queries relating to computing facilities in the College.

The IT Office is located in Staircase III, Room 1. Opening hours: 10.00 - 12.00 and 2.00 – 4.00 pm, Monday – Friday during term time (0 - 9th Week)

Internet connections

- (i) Open email access is available on the main floor (1st floor) of the College Library, the Lower Library and Law Library for all St Peter's students.
- (ii) Student Guest Wi-fi will be available for all early arrivals to the College until the beginning of 0th week for students with laptops. Student Guest Wi-fi details will be held at the Porters Lodge.
- (iii) Once in possession of the University Card and corresponding email account details, you will be eligible for access to the student computers located on the top floor of the library and the JCR/MCR computer room. Personal wired and wireless internet connections may also be applied for; the procedures will be explained at the IT Officers' drop-in sessions during Freshers' Week.
- (iv) Information about internet connections and IT facilities is provided on the College intranet page and may also be obtained by emailing the IT Officers (it-support@spc.ox.ac.uk).
- (v) Please address all enquiries to the IT Officers (email address as above).

IT Regulations

All students are expected to observe the College Computer Rules (set out in Annex F). **Please note that unauthorised cable runs in the College's accommodation will be removed.**

LAUNDRY

Laundry cards are available to purchase from the Lodge.

RECYCLING

The College is obliged by law to recycle as much of its waste as possible. It is up to students to assist in this aim at all opportunities. Each student bedroom has two bins, one for recyclable waste* and one for non-recyclable waste including food. There are also separate bins in the Dining Hall for food, recyclable and non-recyclable waste. There are further receptacles for recycling in the JCR and in the bin stores beside the Chapel.

** Recyclable waste: glass bottles, and jars including lids, all paper products, cardboard, washed and squashed tins and cans, foil, discharged aerosol cans, plastics (all types of plastic bottles and lids, plastic pots, tubs trays and punnets), drinks cartons and tetra paks.*

All members of College must comply with the recycling policy as the College can be fined for non-compliance by the City Council. Persistent failure to engage in the recycling scheme will be reported to the Junior Deans.

COLLEGE LIBRARY

The Library is open throughout the year except for short periods over Christmas and Easter. It aims to provide material principally for undergraduate study. The Librarian sets standards of behaviour for the Library that are in the interests of all members. Casual behaviour in relation to the borrowing of books is penalised severely. There is an electronic security system. As is usual practice, random spot checks of those leaving the Library are also undertaken. **Those leaving the Library with a book which has not been correctly checked out will be liable to a fine of £50 for a first offence.** Books returned late attract a levy of 20p per book per day overdue, as does each book over the borrowing limit of 15. At the end of the academic year there is a full book check.

It is in the interests of all students to see that books are returned in accordance with Library Rules. Unreturned books are treated as a debt to the College. Those who have taken their final exams must satisfy the Librarian that they have returned all library books before they will be permitted to graduate. Full Library Rules are detailed in Annex E.

FACILITIES FOR MEETINGS, MUSIC AND SPORT

SEMINAR AND MUSIC ROOMS

Students who wish to use any of the rooms listed below must make a booking via the Lodge. (The Dorfman Centre is normally only available to students when a Senior Member is present.)

Davis Room
Dorfman Centre
Latner Room
Miles Room
Music Room (Music Tutor's permission required; not usually available when food or drink is served)
Theberge Room

The Music Tutor, Dr Roger Allen, may authorise musical events and rehearsals in Chapel. All other functions require the authority of the Master. Grand pianos, the organ and harpsichord may only be played by those specifically authorised by the Music Tutor and whose names are registered in the Lodge. Under no circumstances may pianos be moved without the express permission of the Music Tutor.

SPORTS

The College shares a sports ground and facilities with Exeter and Hertford Colleges at Marston. The facilities include football, rugby, hockey, cricket pitches and grass tennis courts. The College shares a boathouse and facilities on the Thames with a number of other Colleges. Limited equipment, running costs, travel and other expenses are provided by the Amalgamated Sports Club (ASC) which is funded by an allocation from the College. Membership of the ASC is assumed to cover all current junior members of the College. The president, secretary and treasurer of the ASC are elected each year.

The Captains of the various sports clubs and the elected officials of the ASC attend a meeting each year with the Director of Finance to propose and agree the allocation of funds between the various sports.

SPORTS SAFETY:

Rowing and sailing

No one may row or sail until s/he has shown evidence of an ability to swim and the evidence has been recorded by the relevant captain of the sport.

Insurance

Except for Rugby, for which there are special arrangements through a compulsory national scheme, the College carries no insurance for personal sports injuries. Those who participate in or train for any sport or use training facilities do so entirely at their own risk.

Reporting of sports injuries

All injuries are to be reported promptly to the duty staff in the Lodge and entered into the Accident Book. In the case of team sports, this is the responsibility of the team captain.

SOCIAL RESPONSIBILITY

STANDARDS OF BEHAVIOUR

The College relies on members to help maintain standards and to avoid litter. Abuse of College property is a disciplinary offence. Misuse of fire appliances, disregard of or damage to fire notices and behaviour affecting safety (for instance damage to fire doors) contravene the Health and Safety at Work Act and may lead to prosecution. Cleaning and maintenance staff must be allowed reasonable access to College rooms. The throwing of flour and similar substances after public examinations is forbidden.

GARDENS and QUADS

Grassed quads in Oxford colleges are traditionally 'off limits'. Walking on the front (Linton) quad is prohibited. No ball games (or throwing activities e.g. frisbees etc.) are to be played on College premises. Croquet may be played on the lower quad with the Dean's permission. Students may not climb trees on College property. Cycling is not permitted in College quads.

MUSIC/NOISE

Music played on College premises, whether recorded or live, is not at any time to disturb other members of the College or the public. This applies to all sources of avoidable noise including that from outside areas, the bar and common rooms. The College is obliged to comply with strict national and local legislation regarding the supply of alcohol, entertainment, music (both recorded and live) and noise generally.

PARTIES

Members of the College who hold parties are required to take reasonable steps to exclude un-invited or disorderly guests and to prevent damage and noisy behaviour. Guests must be individually invited. Gatherings in student rooms may not exceed eight. Parties on staircases are not permitted. College regulations are explicit about when music (live or recorded) may be played.

Application forms to book an event/party in one of the College's seminar rooms are available from the Lodge. Where relevant the Licensing Act 2003 will apply. Permission should be sought from the Junior Dean for certain categories of event; for further information see Student Regulations 21 – 23 (Annex D).

DRUGS POLICY

The illegal use of drugs in College or on premises managed by College is prohibited and members in breach of this rule may be required to discontinue residence in College. The College is criminally liable if it knowingly permits the illegal use of drugs on its premises. The Governing Body has endorsed a '*Statement of Policy on The Use of Illegal Drugs by Junior Members*'.

ALCOHOL POLICY

St. Peter's College acknowledges that alcohol consumption is an acceptable and established part of life in Britain. However the College seeks to promote responsible social drinking and minimise alcohol related harm to individuals and the Community as a whole. The College endorses the '*University of Oxford Policy on the Misuse of Alcohol*'. The College is strictly bound by the provisions in the Licensing Act 2003.

Excessive drinking and alcohol abuse is anti social and will not be tolerated. Drunkenness (in a public place) is a civil offence.

SMOKING POLICY

In accordance with the law, all St Peter's College buildings and enclosed spaces are non-smoking.

Implementation

1. All areas of the College including tutors rooms, student bedrooms, common rooms and offices are non-smoking.
2. Smoking is permitted in designated areas in the College and its Annexes as follows:
 - On the main College site: in Chavasse Quad, Mulberry Quad and the Memorial Garden but not adjacent to any entrance (including the passageway leading to the Dorfman Centre).

- St Thomas St: the patio area outside the common room.
- Paradise St: the walled garden (but not the patio).
- St George's Gate: common room balcony only.
- Paradise Street: the walled garden (but not the patio).

Cigarette ends must be disposed of ONLY in the containers that are provided in designated smoking areas; they should not be thrown on the ground or in flower beds.

Fines will be imposed for failing to comply with the smoking regulations. The Dean will impose a fine if fire alarms are activated by smoking.

ANIMALS

Students are not allowed to keep animals (apart from guide dogs) in College accommodation or bring them onto College premises. Animals in this context include mammals, fish, insects, birds and reptiles.

CARS, MOTORCYCLES/MOPEDS

Undergraduates in their first year are not normally allowed to keep cars or motorcycles in Oxford. Other students are discouraged from bringing cars to Oxford as parking is extremely difficult in most areas of the city. Please note that the College does not provide any parking on its property for students' motor vehicles.

TUITION FEES

There are two categories of tuition fee at Oxford: fees payable to the University, and separate College fees that are payable by most students *except* full time undergraduates from the UK and other EU member states who are eligible to apply for public support. The level of fees varies according to whether you are a graduate or undergraduate student, the course for which you are registered, and your fee status (ie. whether you are a Home/EU, 'Islands' (Channel Islands and Isle of Man) or Overseas student). In addition, a student's personal liability for fees varies according to individual circumstances. Because of these variations it is not possible within this handbook to give comprehensive fee information for all students; this section therefore needs to be read in conjunction with the fee information published on the University website at <http://www.ox.ac.uk/feesfunding/fees>

GENERAL ARRANGEMENTS FOR PAYMENT OF FEES – ALL STUDENTS

The College Finance Office acts as the collector of both University and College fees, unless the student has taken out a loan from the Student Loan Company (SLC) for University undergraduate tuition fees, in which case the SLC will pay the fees direct to the University. Both University and College fees are payable annually in advance, on the basis of the invoice presented at the beginning of Michaelmas Term. Payments for College and University fees are due in FULL no later than 2 weeks from the date of the invoice..

Special arrangements apply for new students as follows: the University requires the tuition fees of new students (undergraduate and graduate) to be paid no later than week 1 in the term in which they commence study.

Students should inform the Student Finance Officer if fee invoices need to be sent directly to an external funding organisation. Please note however that the responsibility for payment of both University and College fees rests with the student, **even if funding has been promised from a third party.**

ARRANGEMENTS FOR PARTICULAR CATEGORIES**(i) UNDERGRADUATES****UNIVERSITY TUITION FEES**

UK and EU students: UK students may apply for a Student Loan for Fees from Student Finance England (<http://www.studentfinance.direct.gov.uk>) or from the student funding agencies for Northern Ireland (www.studentfinancenir.co.uk), Scotland (www.student-support-saas.gov.uk/) or Wales (www.studentfinancewales.co.uk) depending on where they live. Information is also available from your Local Authority. EU students can obtain information from <http://www.direct.gov.uk/studentfinance-eu> or the Department for Education & Skills, European Team, Hall, Staindrop Road, DARLINGTON, DL3 9BG; tel. (+44) (0) 141 243 3570.) The Student Loan Company make fee payments directly to the University, not via individual students. Other University fee payments are collected by the College on behalf of the University. Prior to the start of Michaelmas term, all UK and EU students should therefore provide the Finance Office with a copy of the Financial Notification Letter sent to them by Student Finance Direct, together with payment in respect of any part of their tuition fees that will not be covered by a loan from the Student Loan Company. The payment deadline is Friday of week 1 of Michaelmas term.

Students from outside the EU will be invoiced by the College for University tuition fees on an annual basis, to be paid in FULL no later than 2 weeks from the date of the invoice.

Note about Modern Linguists:

Students reading Modern Languages are required to pay University fees at a reduced rate for the academic year that they spend abroad. They should notify Student Finance Direct of the requirement to spend the year abroad before leaving the country.

COLLEGE FEES

UK and EU students: As part of the agreement on the central grant made to the University by the UK Government, UK and EU undergraduates who have registered with Student Finance Direct and who are deemed eligible for public support are not liable for College fees. The fees are instead paid by Central Government and passed directly to the College through the University. All UK and EU students should therefore provide the Finance Office with their Financial Notification Letter as proof that they have registered with Student Finance Direct and are eligible for public funding.

Students from outside the EU (as well as Home and EU students who are not classed as 'publicly-funded' or who decide not to register with Student Finance Direct), will be invoiced by the College on an annual basis, to be paid in FULL no later than 2 weeks from the date of the invoice. Further information on the level of fees is at http://www.spc.ox.ac.uk/text/36/fees_and_funding.html

Home and EU students are reminded that annual application for public financial support is required by the Local Authorities, even if no direct financial contribution from the Student Loan Company is expected. Failure to establish that you are in principle eligible to apply for public funds to help with your University fee will render you liable to pay the College fee also.

(ii) POSTGRADUATES

UNIVERSITY TUITION FEES

Postgraduate University tuition fees are determined according to the subject studied, the type of programme of study (taught course or research) and the fee status (Home/EU or Overseas) of the student. For full details see <http://www.ox.ac.uk/feesandfunding/> . University fee liability periods are listed at <http://www.ox.ac.uk/feesandfunding/fees/information/maxlib/> .

COLLEGE FEES

College fees are charged for the duration of the period in which a student is liable for University fees (see above). Details of College fees are at http://www.spc.ox.ac.uk/text/36/fees_and_funding.html .

ACCOMMODATION CHARGES 2011-12

Room rent is usually billed termly in advance as set out below. Any payments due for accommodation occupied outside the set periods (including extra days' residence in order to sit exams) will be calculated pro rata on a daily basis. Rent charges include heat, light and common services.

Rooms on the main site (EXCLUDING STAIRCASE THREE)

27 week lease (Sunday of 0th Week to Saturday of 8th Week each term)

£123 per week; £1107 per term; total of £3321 for the year

Off-site annexes (Paradise Street, Lau Building (St George's Gate) and St Thomas' Street) and Staircase Three

38 week lease (Sunday 2 October 2011 to Saturday 23 June 2011 ie. including the Michaelmas and Hilary vacations, but not the summer vacation.)

£130 per week; £1690 in Michaelmas and Hilary Terms (to cover 13 weeks) and £1560 in Trinity Term (to cover 12 weeks); total of £4940

Any queries on room charges and leases should be addressed to the Accommodation Officer.

MEAL CHARGES

New students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers' Week (from dinner on Sunday 2 October until lunch on Thursday 6 October inclusive) for a single payment of of £60, which will be charged to their Michaelmas term battels. All subsequent meals will be charged via Uniware (www.upay.co.uk); see page 13 for details.

Continuing students will be charged for all meals via Uniware.

OTHER CHARGES 2010–11**KEY DEPOSIT**

Students occupying College accommodation are issued with both a bedroom key and a smart/electronic key (needed for access to the College premises). They will be charged a deposit of £40.00 (£35.00 for the bedroom key and £5.00 for the smart/electronic key) via battels in Michaelmas term. The deposit will be refunded when the keys are returned.

JUNIOR AND MIDDLE COMMON ROOM (JCR/MCR) CHARGES

Junior members in residence are automatically members of the JCR or MCR and Amalgamated Sports Clubs. JCR and MCR levies include (a) Compulsory Levies which are approved annually by the JCR (b) Optional Levies which are approved by the JCR and MCR.

The compulsory levy for JCR members in 2011/12 is £5.00 per term.

Any optional levies will be approved and notified to members directly by the JCR or MCR. These could include items such as donations to the JCR charity fund or charges for the use of college punts etc.

INSURANCE

Room contents insurance (£10.00) in 2011/12, billed in Michaelmas term, for all students living in College-managed accommodation; for further information see the section on Security)

STUDENT REGULATIONS

approved by the Governing Body on 10 October 2007

General

1. Students are required to make themselves familiar with these regulations and with any others which may from time to time be made by the Master or Officers of the College. They are also required to observe the regulations of the University for student members.
2. Students are required to behave courteously and reasonably at all times. Conduct of which others might reasonably complain, whether in College or elsewhere, is to be avoided and may be treated as an offence. Disrespectful behaviour towards College staff will not be tolerated.
3. Students shall not interfere with the teaching, study or research of other members of the College, nor shall they impede the Officers of the College or members of its staff in the performance of their duties.
4. Students are required to treat the facilities and amenities of the College with respect.

Freedom of Speech and Freedom from Harassment

5. No student shall disrupt or attempt to disrupt the lawful exercise of freedom of speech by any member of the College, member of its staff, or visiting speaker. The College's code of practice on Freedom of Speech may be found on the College website.
6. No student shall harass or attempt to harass any member of the College, member of its staff, or visitor to the College. The College's code of practice on harassment may be found on the College website.

Academic Residence

7. Undergraduates (other than Modern Linguists during their year abroad) are expected to be in residence **no later than 5.00pm** on Thursday of 0th Week and to depart on Saturday of 8th week in any term unless required to remain in order to sit University examinations.
8. Undergraduates intending to be out of Oxford overnight at any point during full term must sign the Exeat book in the Lodge.
9. Applications to return late and to go down during or before the end of Full Term should be made to the Master or Senior Tutor, who will grant leave only in exceptional circumstances.
10. (i) Students must check their pigeonholes for letters every three days during full term, including the last morning before they depart for the vacation.

(ii) Students are given an E mail address on arrival and must either use this as their primary E mail address or establish an automatic forwarding arrangement to their preferred address. Students are required to check their E mail daily during full term.
11. All students are required to notify the Academic Office, the Finance Office, and the Lodge immediately of any change in their term-time or vacation address.

Courses, Public Examinations and the Taking of Degrees

12. No student may enter upon a course leading to a Certificate, Diploma or Degree without obtaining the leave of the College.

13. Undergraduates and visiting students must obtain the permission of their College Tutor before undertaking any paid employment during full term.
14. Undergraduates and visiting students who are prevented by illness from attending tutorials, classes, or lectures must inform their College Tutor.
15. (i) Students who persistently fail to produce work of the required standard or who fail to pass examinations at the level and time required by the College, may be rusticated (suspended) or sent down (expelled).
(ii) Plagiarism: students who engage or assist in academic dishonesty (including writing essays for hire or sale) can expect to be disciplined. Students' attention is drawn to the University Statute XI (4) which states University policy on this matter.
16. Candidates are responsible for ensuring that their names are entered for appropriate University examinations.
17. Inquiries concerning the conferment of Degrees should be made to the College Secretary. Candidates wishing to take a degree must by that time have returned all their library books and settled in full all debts with the College and University.

Scholarships and Exhibitions

18. Scholarships and exhibitions are awarded for one year in the first instance and may be renewed annually thereafter. The College may decline to renew or may remove a scholarship or exhibition if the progress, industry and good conduct of the holder is deemed to be unsatisfactory. Scholarships and exhibitions are not renewed after qualification for a degree.

Gowns and Standards of Dress

19. Gowns are worn in Chapel, at Formal Dinner in Hall, at Collections, and when officially visiting the Master or any Officer of the College.
20. Graduates of Oxford wear the gown of their degree. Graduates of other universities who are reading for Higher Degrees and Diplomas may wear either the Advanced Student's gown or the academic dress of their own universities. Graduates reading for Certificates may wear either a Commoner's gown or the academic dress of their own universities. All other students except holders of scholarships wear a Commoner's gown. Holders of scholarships may wear a Scholar's gown.

Social Activities

21. Student parties held in College or College-owned property require the permission of the Junior Dean, which must be obtained before any arrangements are made.

For these purposes, a party is a social gathering at which more than eight but less than twelve people are present; a larger social event is one at which twelve or more people are present. A larger social event may not be held in a student's own rooms.

22. Students must obtain the permission of the Junior Dean for:-
 - (i) dramatic rehearsals and performances in College and College-owned property;
 - (ii) social activities (including society meetings) which involve the possibility of disturbance to members of the College;
 - (iii) social activities in College or College-owned property that are open to non-members of College who have not been individually invited.

All such activities must end by 11:45pm., and the JCR must be cleared by midnight.

Copies of the relevant Procedures and Application forms are obtainable from the Lodge.

23. The Junior Common Room are permitted to hold bops finishing no later than midnight on no more than four occasions in Michaelmas and Hilary terms and on no more than two occasions during Weeks 1-4 in Trinity term.
24. The Middle Common Room are permitted to hold bops finishing no later than 2.00am on no more than four occasions in Michaelmas and Hilary terms and on no more than two occasions during Weeks 1-4 in Trinity term.
25. Permission may be refused for social events when members of the College are involved or about to be involved in University Examinations.

Bar

26. (i) The College Bar shall be open from 7.00 to 11.00 pm Monday to Saturday evenings ; 7.00 to midnight on JCR Bop nights . The Bar shall be open on alternate Sunday evenings until 11.00pm.
(ii) Students and their guests must leave the Bar within ten minutes of closing time.
(iii) Alcohol bought in the Bar must not be taken out of the main College site.
(iv) Noise levels in the Memorial Garden must be kept to a minimum. The Memorial Garden must be vacated once the Bar is closed.
- (v) **Drunkenness in a public place is a civil offence.** The College may impose prohibitions as necessary on any student who engages in disorderly conduct whilst under the influence of alcohol. Students should note that drinking societies, initiation ceremonies involving alcohol and similar activities are not permitted on College premises.

Smoking

27. Students are required to observe the College's Smoking Policy, which is as follows:
- (i) All areas of the College including tutors rooms, student bedrooms, common rooms and offices are non-smoking.
- (ii) Smoking is permitted in designated areas in the College and its Annexes as follows:
- On the main College site: in Chavasse Quad, Mulberry Quad and the Memorial Garden but not adjacent to any entrance (including the passageway leading to the Dorfman Centre).
 - St Thomas St: the patio area outside the common room.
 - Paradise St: the walled garden (but not the patio).
 - George's Gate: common room balcony only.

The Dean will impose a fine if fire alarms are activated by smoking.

Noise

28. (i) The volume of noise of any sort must at all times be such that it does not disturb neighbours or members of the College using its public spaces.
(ii) A period of quiet is effective in College and its annexes from 11.00pm until 7.30am throughout the week.

Guests

29. (i) Students are at all times responsible for the behaviour of their guests while the latter are on College premises. No person may remain as the guest of a student after being told to leave by an Officer of the College or member of the Lodge staff.

(ii) No person may be admitted to the College or College-owned property as a guest when entry has been forbidden by an Officer of the College.

College Facilities and Amenities

30. The Junior and Middle Common Rooms are placed at the disposal of students by the College and their use is subject to the ultimate control of the Governing Body.
(i) The Junior and Middle Common Rooms may be summarily closed if treated inappropriately or left in an unacceptable state. Re-opening shall be at the discretion of the Bursar and Dean jointly.
(ii) No food is permitted in the Junior and Middle Common Rooms between the hours of 11.00pm and 8.00am.
(iii) The Junior Common Room will be closed after Bops until 6am the following morning.
31. The use of public rooms by students is subject to permission from the relevant Academic Officers. The necessary forms may be obtained from the Lodge.
32. The Library is open for the use of all students provided that they comply with the Library Regulations. The Library Regulations are revised from time to time by the Librarian. Students should consult the most recent version as displayed on the Library Notice Board. The current version is given in E.
33. Use of the College's Computer Rooms; the College's data networks; and computers within the College and College-owned property is subject to the Computer Regulations. The Computer Regulations are revised from time to time by the Computer Curator. Students should consult the most recent version as displayed on the College's website. The current version is given in Annex F.
34. Students must keep off the grass in the front quadrangles, except that bowls or croquet may be played in Hannington or Chavasse quads during Trinity Term with the approval of the Bursar.
35. Games involving the use of footballs or other high velocity airborne objects may not be played within the precincts of the College.
36. No furniture may be removed from any College building into a quadrangle or open space without permission of the Home Bursar and Dean.
37. Students are provided with a key to the College, which is to be returned to the Lodge at the end of their course of study. No student may make a duplicate of any key issued by the College. Nor may they lend a College key to anyone who is not a member of the College. Lost or stolen keys or smart cards must immediately be reported to the Lodge.
38. The use of mobile phones is not permitted in the Dining Hall

Damage to College Property

39. (i) Damage to College property or to that of its members must be reported to the Lodge at once. In general, damage to College property brought about by students will be charged at cost to the student responsible. Where it is not possible to identify an individual student as responsible, damage may be charged to the JCR, MCR, or a College Club.
- (ii) Students resident in College or College-owned property will normally be held responsible for any damage done to their rooms.

Vehicles

40. (i) Bicycles may not be ridden within the College precincts and may not be left anywhere within the College except in the stands provided. Entry is via the iron gates. They may not be left outside the College in New Inn Hall Street attached to or leaning against the iron railings. Bicycles must be registered with the Lodge and display the sticker issued free of charge upon registration.
(ii) No bicycle may be brought into a College-owned building unless it be a designated bicycle storage area.
(iii) Skateboards, roller skates/blades, scooters or similar may not be used within the College sites.
41. Students living in College are not permitted to keep motor cars or motorcycles (including motor scooters) in Oxford except by written permission of the Dean.
42. Where permitted, cars, bicycles and motorcycles (including motor scooters) must be registered with the Lodge.

Laws of the Land

43. Students are expected to obey the Laws of the Land.
44. (i) Students should note that the College is obliged to report those found to be in possession of Class A and Class B drugs and those suspected of dealing in illegal drugs (including cannabis) to the police.
(ii) Students who have any concerns or problems relating to illegal drugs or addiction should be aware of the confidential welfare support available to them. The Tutor for Welfare may be approached in confidence for advice and details of these welfare facilities are posted on the College Notice Board. The College's *Statement of Policy on The Use of Illegal Drugs by Junior Members*, posted on the College website, contains a more detailed account of the College's policy with respect to the use of illegal drugs by students.
45. Students who are facing criminal prosecution must inform the Master and the Dean.

The Media

46. (i) Students are reminded that injudicious dealings with the national, local and student press and media can result in libel action and may be subject to disciplinary action by the College.
(ii) Students are similarly reminded that libel action can arise from postings to websites: these include sites such as Facebook.

Enforcement of Regulations

47. The enforcement of College regulations is the responsibility of the Master, the Dean and the Junior Dean(s).
- (i) The Dean may as necessary issue a Decanal summons to a formal meeting at which attendance is compulsory. Summons is by E mail and attendance must be confirmed by return.
- (ii) The Dean is authorised to levy fines on individual students for infringement of College regulations, to impose 'community service' punishments and to ban individual students from College facilities and amenities. If the student wishes to contest the Dean's action, he or she must write to the Dean within five working days of the imposition of the penalty.
- (iii) Where in the opinion of the Junior Dean an offence justifies the imposition of a penalty, the Junior Dean shall recommend an appropriate penalty to the Dean, informing the student concerned of the nature of the alleged offence and the recommendation. Should the student wish to contest the Junior Dean's recommendation, the student should write to the Dean. The Dean will normally then summon the student to a formal meeting at which the case will be discussed prior to the imposition of any punishment.
- (iv) The Dean may impose a fine up to a maximum of £100 on individual students.

Penalties in excess of this (which may include rustication (suspension), sending down (expulsion), or withholding leave to supplicate for a University degree), are at the discretion of the Master. If the student wishes to contest the Master's decision, he or she must write to the Master within ten working days of being informed of the Master's decision.

48. Where either the Master or Dean believes that a student is guilty of serious misconduct and that the continuing presence of that student in College or College-owned property poses a threat to the safety of a member or members of the College or its staff, either the Master or the Dean may impose a summary rustication. A student who is summarily rusticated must vacate College and College-owned property immediately. He or she may be allowed to return briefly to his or her room to collect personal belongings under the supervision of a member of the Lodge staff.
49. If a student wishes to appeal against any decision of the Dean or Master, he or she must write to the Master. The Master shall decide either to hear the appeal himself or to convene an Appeal Panel. Students who wish to appeal against a decision of an Appeal Panel may appeal to the Office of the Independent Adjudicator for Higher Education. Members are referred to the website of the Office of the Independent Adjudicator for Higher Education (www.oiahe.org.uk) for further details.
50. (i) Fines must be paid in cash at the Finance Office within three working days of their imposition whether or not an appeal is lodged.
(ii) A failure to pay fines promptly and in full is an offence rendering the debtor liable to an additional fine of an amount to be determined by the Dean.
(iii) Fines imposed on individual students must be paid by the person(s) on whom they are imposed, and not collectively on their behalf by any group, club or society.

Fines collected are contributed to the College's Hardship Fund from which bursaries are made to students in financial need.

51. The nature of any 'community service'-type punishment and any ban from using certain College facilities and amenities will be specified in a letter from the Dean.

A failure to conform fully to a 'community service'-type punishment or a ban from using certain College facilities and amenities will be treated as a new offence

52. Students are additionally recommended to consult *Essential Information for Students (Proctors' and Assessor's Memorandum)* distributed to all new students and available on the University website at <http://www.admin.ox.ac.uk/proctors/>.

Library Rules

The Library is open to the use of all students of the College, provided that they obey the Library Regulations. Anyone failing to observe the following regulations may be forthwith reported to the Dean who shall take appropriate disciplinary action:-

- (i) Silence must be observed in the Library at all times.
- (ii) No food may be consumed in the Library and no food may be brought into the Library unless in a sealed container.
- (iii) No drinks may be consumed in the Library with the exception of water.
- (iv) No book marked (either inside or out) 'Reference only' or 'Not to be taken from the room', nor any periodical or exam paper may be removed by a student without the permission of the Librarian.
- (v) No books may be borrowed from the Law Library.
- (vi) No book may be removed from the Library unless first checked out on the self-issue terminal.
- (vii) Any person who triggers an alarm must complete an entry in the Library Alarms Report file and must report to the Librarian or his deputy, either in person or by email, not later than 11.00am on the next working day. Failure to comply with this regulation shall of itself constitute an offence.
- (viii) No student may have out at any one time more than fifteen volumes without special leave of the Librarian; and no book may be retained for more than a week in term if requested by another reader. Each extra volume illegally borrowed will incur a fine of twenty pence per day.
- (ix) Each overdue book will incur a fine of twenty pence per day.
- (x) For undergraduates and visiting students, the basic loan period is four weeks in term, but this is progressively shortened towards the end of term as all books borrowed by undergraduates are due for return by Thursday of 8th week. Books may be renewed from Monday of 8th week for the rest of the term and the duration of the forthcoming vacation. Failure to return a book by Thursday of 8th week or to have renewed it by then for the vacation will incur a fine of twenty pence per volume per day.
- (xi) For graduate students there is a fixed loan period of 56 days.
- (xii) All Library users must take good care of the books in their possession. In particular, books should not be used to prop open windows.
- (xiii) No non-member of the College may be admitted to or use the Library without the permission of the Librarian.
- (xiv) Mobile phones must be switched to silent when in the Library and must not be used in the Library.
- (xv) Laptop computers must be switched to silent when in the Library.
- (xvi) Computers or mobile phones which are left unattended in the Library will be switched off and/or removed if they are impeding the use of the Library. The College is not responsible for any damage to or loss of data from a mobile phone or computer that is caused by its being switched off or removed after it has been left unattended in the Library.
- (xvii) Private books and papers may be left on the tables in the Library only during brief absences. Places may not be reserved over longer periods and books and papers so left will be cleared. Items not claimed will be disposed of at the end of term.
- (xviii) No student may refuse a request from any Senior Member of the College; the Librarian; or an appointed deputy to examine bags, coats, et cetera for un-issued books.
- (xix) Those who have taken their last University Examinations must return all their library books immediately.
- (xx) At the end of each academic year, the cost of any books found to be newly missing and not down to any name may be divided on a subject-by-subject basis among all undergraduates who have been in residence that year and charged on battels.

Computer Rules

The College's Computer Rooms and data networks are made available for the use of all St Peter's students, provided that they obey the following regulations:-

- (i) An atmosphere conducive to study must be preserved in the Computer Rooms at all times.
- (ii) No food or drink may be consumed in the Computer Rooms.
- (iii) No non-member of the College may be admitted to or use the College's Computer Rooms or data networks without the permission of the Computer Curator or College IT Officer.
- (iv) Students must observe all College, University, and JANET rules on the use of academic computer networks.
- (v) Students must not install any peer-to-peer file sharing software on any Computer that uses the College's data network and they must remove any such software on their personal computers if they intend to use them on the College's data network.
- (vi) Students must ensure that any personal computer they use on the College's data network is kept up to date with software patches and anti-virus software.
- (vii) Students may not use the College Crest on any website that they create except with the permission of the Computer Curator.