ST PETER'S COLLEGE

UNIVERSITY OF OXFORD

Student Administrative Handbook 2026-27

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Quick reference guide: who to ask about what

Who	What
Porters Lodge **telephone 01865 278900** **porters.lodge@spc.ox.ac.uk**	Emergencies To contact the Welfare Officer or Junior Dean who is on duty (evenings etc) Keys and temporary fobs Mail and the Messenger Service Reporting of emergency maintenance issues Pigeonholes, noticeboards Signing in and out
Academic Office Besse Staircase, ground floor **college.office@spc.ox.ac.uk**	Collections (college exams) Graduation ceremonies Masters' collections Prizes, academic grants, travel awards Student registration University ('Bod') cards University exams University forms including 'GSO' forms
Accommodation, Catering and Events Office Staircase Two, ground floor **accommodation@spc.ox.ac.uk** **catering@spc.ox.ac.uk** **events@spc.ox.ac.uk** kevin.melbourne@spc.ox.ac.uk mariola.serednicka@spc.ox.ac.uk	 Accommodation Catering (meals including formal halls) Events Domestic Bursar Head Housekeeper
Chaplain Besse Staircase, Room 5 all day: Mon, Fri, afternoons: Thurs, Sun matthew.routledge@spc.ox.ac.uk	Chapel services Faith-based matters and pastoral matters Link to leaders of all faiths across Oxford
Facilities Office Castle Bailey Quad, ground floor **maintenance@spc.ox.ac.uk**	Maintenance and refurbishment Fire Safety, Health and Safety etc
Finance Office Staircase Three 10am-12noon and 2pm-4pm Mon-Fri Student Finance Officer katie.pullen@spc.ox.ac.uk	Accommodation charges Battels (invoices) Payroll for student workers Fees, loans, grants and financial assistance
IT Office Staircase Three **it-help@spc.ox.ac.uk**	Wi-Fi, network and computing support
Junior Deans junior.dean@spc.ox.ac.uk	Permission for meetings and other functions Room bookings (by/for students/student groups) Complaints about infringements of the *Student Regulations*
Dean for Welfare eleanor.tingle@spc.ox.ac.uk Emily Morris (Staircase Four), Room 10 Welfare Officers (contact via the Lodge during term time at weekends and in the evening)	Confidential help and advice Support Dean for Welfare in providing confidential help and advice including out-of-hours in emergencies
College Nurse Emily Morris (Staircase Four), Room 3 (Nurse's Surgery) spcnurse@nhs.net	Drop-in and pre-booked appointments during term time (Weeks 0-9)

Key website addresses

College website	www.spc.ox.ac.uk
College intranet	https://unioxfordnexus.sharepoint.com/sites/SPET-StudentHub or follow the link on the College website
Upay (food)	www.upay.co.uk
Circuit (laundry)	www.circuit.co.uk
University of Oxford	www.ox.ac.uk/students

Registration and signing-in

Registration via Student Self-service

All students are required to register 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 the confirmation of personal details, enables students to check key information about their course and confirm their status for the coming academic year.

Online registration should be done before the start of term; you must have completed the process by the end of Week 1 of term.

It is vital that your details, including the details of your emergency contacts, are kept up-to-date, so that the College is able to contact you, and your trusted contacts (next-of-kin or equivalent) in the case of an emergency. 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/students/registration/.

Rules, policies and regulations

All students should familiarise themselves with the College's *Student Regulations*, which are included as Annex E to this Handbook. Other key policies and documents for students can be found on the *Policies and Documents* page of the College website, including the following:

- *Student Complaints Procedure*
- *Confidentiality Statement*
- *Policy and Procedure on Harassment*
- *Staff-Student Relationships Policy*
- *Academic Expectations and Discipline Procedure for undergraduates*
- *Non-Academic Discipline Procedure*
- *Code of Practice on Freedom of Speech*

The College intranet (follow the link on the College website) contains useful documents and forms, including many of those referred to in this Handbook.

Accommodation

Accommodation Code of Practice (ACOP)

St Peter's College supports and complies with the terms of the Student Accommodation Code ('The Code'), which has established a series of required standards for the provision of good quality student accommodation. For more information, please visit our website: https://www.spc.ox.ac.uk/acop.

Rooms available

College accommodation is offered to as many St Peter's students as possible but it is not possible to provide accommodation for all who want it. There are about 345 rooms, ranging from traditional 'sets' (study with adjoining bedroom) to newer *en-suite* rooms in nearby residential annexes and in the Perrodo Building, Westfield House and Damazer House.

Accommodation is normally provided on the main site for:

a) First year undergraduates;
b) Students with significant medical needs or disabilities affecting their ability to 'live out' (see 'Prioritisation of accommodation for undergraduate students' below); and
c) Some other undergraduate students (see 'Prioritisation of accommodation for undergraduate students' and 'Undergraduate accommodation ballot' below).

The Lau Building, and the St Thomas' Street and Paradise Street annexes are reserved for Visiting Students (Junior Year Abroad students), graduate students in their first year and undergraduate students allocated accommodation via the room ballot.

Access and tenancy agreements

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.

College rooms vary slightly in size and standard. Rooms are allocated before the start of the academic year and cannot be changed, save for exceptional circumstances (medical, welfare etc.) at the Domestic Bursar's discretion (in liaison with the Dean for Welfare).

The College reserves the right of access to student rooms by Junior Deans, the Dean for Welfare and Welfare Officers, domestic and maintenance staff and others with the Accommodation Office'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 Accommodation Office. Scouts (College cleaning staff) and others must be allowed access to perform their duties. If entry is not allowed, the Dean will be informed.

Guests

Accommodation is for single occupancy only. However, occasional overnight guests are permitted for not longer than two nights at a time. 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. Subletting is strictly forbidden and no guests are allowed to stay unaccompanied by a student.

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 before the end of Michaelmas term.

The College does not currently have enough accommodation to house all its undergraduate students, and some second year students will be required to live out in private accommodation (see 'Private accommodation' section below).

For further detail about the prioritisation of different categories of the students in the room ballot please see the next section (titled 'Prioritisation of accommodation for undergraduate students') and Annex H: MT25 Room ballot prioritisation.

Ballot details 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 unless they have agreed payment arrangements with the Student Finance Officer: see also the section in this Handbook titled 'Unpaid Battels and the accommodation ballot'.

Students who do not make an application to the room ballot before the deadline (or are excluded from entering the ballot due to unpaid battels and lack of engagement with the Student Finance Officer - see the section in this Handbook titled 'Unpaid Battels and the accommodation ballot') will not be allocated rooms. Such students may be offered accommodation subsequently if there are rooms available.

It is each student's responsibility to enter the ballot before the deadline. Temporary illness in the period before the ballot closes, or a failure to note and observe the ballot deadline, cannot be used to justify the allocation of a room after the ballot. Medical evidence cannot be used retrospectively in order to excuse missing the ballot deadline.

Prioritisation of accommodation for undergraduate students

Y1 students

The College provides accommodation on-site for all new undergraduate students in their first year. None of this accommodation is en-suite, but the College does seek to accommodate specific requirements for students with disabilities or medical needs (eg proximity to a bathroom, quiet rooms). Music students are allocated particular rooms to reduce to the need to move digital pianos.

The accommodation requirements for undergraduates who suspend their studies during their first year and then return at the start of Michaelmas term in the following academic year will be considered on an individual basis. Where possible, students restarting their Y1 course in Michaelmas term will be accommodated if they wish it, and if arrangements to confirm whether a suspended Y1 student is returning at the start of Michaelmas term have been concluded by early August.

Students with significant medical needs or disabilities

The College aims to provide accommodation for all students with significant medical needs or disabilities if these affect their ability to 'live out'. (Not all disabilities affect a student's ability to 'live out'.) The allocation of these rooms takes place before the room ballot and is decided in

consultation with the Dean for Welfare (as College Disability Lead) and College Registrar (as College Disability Co-ordinator). In all cases, students' needs should be justified in their Student Support Plan from the Disability Advisory Service or in other medical evidence.

Any student with needs which might justify the provision of a room allocation for the following year should make contact with the Dean for Welfare early in Michaelmas term.

Where a student is allocated a room for medical/disability reasons, they will not be charged more for that room than other students in their cohort would be asked to pay for a room in College accommodation.

Y2 students

The College can accommodate some – but not all – Y2 students in college accommodation. All undergraduate students in the first year of their course may make an application to the room ballot (see the section 'Undergraduate accommodation ballot' below) for a college room in the following academic year. It is unlikely that all students who enter the room ballot will be allocated a college room.

Y3 students

All students in the third year of their course who make an application to the room ballot (see the section 'Undergraduate accommodation ballot' below) during their second year, before the deadline, will be accommodated in a college room (either on-site or in one of the annexes).

Students who are returning from a suspension of studies for the start of Michaelmas term of their Y3 studies will be accommodated in a college room (either on-site or in one of the annexes), as long as they have entered the room ballot.

Y4 students

Students who are abroad in their third year will be accommodated in a college room in their fourth year, providing that they enter the room ballot.

Students going into Y4 may enter the room ballot for rooms. A student who did not take up a college room in their Y3 (and were not abroad) would have priority over other Y4 students in the room ballot.

Students (in any academic year) returning from a suspension of studies mid-way through the academic year

The accommodation needs for any students returning from a suspension of studies mid-way through the academic year (including Y1 students) are dealt with on an individual basis. It is often possible to offer such returning students accommodation, but this is not guaranteed.

Graduate accommodation

The Paradise Street annexe, the St Thomas' Street annexe and the Lau Building provide single accommodation for new graduate students as well as some Y3 and Y4 undergraduate students. There is no double accommodation.

Graduate accommodation is limited and is generally only available to those in their first year of study. In subsequent years graduates are expected 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.*

Further rooms are available through the University's Graduate Accommodation Office, the allocation of which is under the control of the College's Accommodation Office. Occupants will be required to sign a "nomination agreement" before taking up residence. The College does not manage these rooms on a day-to-day basis and residents will need to liaise with the University's Graduate Accommodation Office directly as necessary.

Students with significant medical needs or disabilities

The College aims to provide accommodation for graduate students with significant medical needs or disabilities if these affect their ability to 'live out'. (Not all disabilities affect a student's ability to 'live out'.) Incoming graduate students are invited to declare such needs when applying for College accommodation.

It is only in rare cases that the College can provide graduate students in Y2 and above a room in College accommodation. Any current student with needs which might justify the provision of a room allocation for the following year should make contact with the Dean for Welfare early in Michaelmas term.

Where a graduate student is allocated a room for medical/disability reasons, they will not be charged more for that room than other graduate students would be asked to pay for a room in College accommodation.

Private accommodation

There is helpful information on the Oxford SU website at: www.oxfordsu.org/advice-wellbeing/housing/

Accommodation charges and lease arrangements

Further information is provided in Annex A: Accommodation charges and lease arrangements.

Vacating rooms

It is a condition of the tenancy agreement that students vacate their rooms promptly at the end of the agreed period. 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 £75 per night).

Emily Morris Building, The Knee Building and Matthews Building

Students not staying up past the end of term should vacate their rooms by 10.00am on the Saturday of Week 8 in Michaelmas and Hilary terms and Saturday of Week 9 in Trinity term.

Damazer House, Perrodo Building, Staircase Two and the Chavasse Building

Students not staying up past the end of term should vacate their rooms by 10.00am on the Saturday of Week 9 each term.

Staircase Three, Westfield and Damazer Houses, and Paradise Street, Lau Building and St Thomas' Street

The rent for rooms in Staircase Three, Westfield and Damazer Houses and the off-site annexes covers the Christmas and Easter vacations. All students must vacate their room by 10.00am on Saturday 26 June 2027 (or one week earlier for Visiting Students).

Vacation residence

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. The College is able to award vacation grants to undergraduate students to cover a limited number of additional days where these are required for academic reasons. The application form for vacation grants can be found on the College intranet.

Christmas vacation

During the Michaelmas (Christmas) vacation, rooms for which the leases do not cover vacations are available only to Finalists. All other students must vacate their rooms by 10.00am on the Saturday of Week 8 of Michaelmas term – there are no exceptions.

Easter vacation

If your room lease does not include the Easter vacation but you need to stay during that time, email the Accommodation Office by the end of Week 6 of the relevant term.

Summer vacation

With the exception of possible short extensions into week 10 of Trinity term for PGT students with exams, it is not possible for students to be accommodated in College accommodation after the end of week 9 of Trinity term.

Cleaning and rubbish disposal

Students are responsible for the day-to-day cleanliness and tidiness of their rooms. Students are expected to remove rubbish and recycling from their rooms, taking it to the appropriate nearby collection point, or to leave their bins outside their rooms for emptying by Scouts.

Students must allow the housekeeping staff regular access to their rooms for routine cleaning. Scouts will vacuum student bedrooms fortnightly and clean en-suite shower rooms weekly. Communal areas (including bathrooms and kitchens) will be cleaned regularly.

See also the section ‘Waste and Recycling’.

Disposal of sharps bins

College cannot dispose of sharps or sharps bins. Students who need a sharps bin should make their own arrangements to dispose of their sharps or sharps bins.

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 for disposal of each bag, based on the College’s cost of labour and relevant materials. Any belongings left in the JCR at the end of Trinity term will be disposed of.

Any personal fridges left in rooms when they are vacated will incur a charge for removal and disposal based on the College’s cost of labour and relevant materials (see Annex C: Charges for damage to College property).

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 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 Week 1.

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 suspending their studies; students who live in non-College accommodation; students who have finished their courses.

Occupants in Matthews and The Knee Building will find a secure strong box at the bottom of the wardrobe. This is to secure personal belongings as the occupant sees fit, if they provide a suitable padlock. Items of significant weight should not be placed on top of the box.

Parking

The College takes no responsibility for paying parking fines incurred while unloading/loading students' belongings.

ZEZ and Traffic filters

Oxford City and County Council have introduced a **Zero Emission Zone (ZEZ)**. The ZEZ aims to reduce toxic air pollution levels. The ZEZ will restrict polluting vehicles from key city-centre streets during the day. Those who drive polluting vehicles into the ZEZ will be charged a fee, with the level of charge depending on how polluting the vehicle is. For further information about the ZEZ, the charges, and to check your vehicle and pay, go to: www.oxfordshire.gov.uk/residents/roads-and-transport/oxford-zero-emission-zone-zez. Students resident on the main College site who are in receipt of a full maintenance loan can apply for a 100% discount from the ZEZ charge; further information can be found here: www.oxfordshire.gov.uk/residents/roads-and-transport/oxford-zero-emission-zone-zez/apply-zez-discount/student-discount.

Traffic filters are being introduced on six roads in the city. These camera-enforced restrictions apply to cars only during certain times of the day.

You can still drive to all parts of Oxford, but you may need to take a different route to avoid a traffic filter if you do not have a permit.

If you drive through a traffic filter without a valid permit during operating hours, you may receive a penalty charge.

Before travelling, we recommend checking the latest information, maps and operating times on the official Oxfordshire County Council website.

More information can be found here: https://www.oxfordshire.gov.uk/transport-and-travel/oxford-traffic-filters

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 Head Housekeeper. 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 Accommodation Office to arrange the removal of furniture. This permission should 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. Failure to report damage to the Lodge immediately may be treated as an offence, for which a fine may be imposed in addition to any charge for repair or replacement.

BluTac, white tac, double-sided tape, gummed paper, Sellotape, drawing pins, staples and other 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. This includes damage to window restrictors which must not be removed or tampered with.

Annex C: Charges for damage to College property provides indicative figures for the costs charged to students in relation to damage to College property.

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 and kettles

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

Kitchens (including the JCR and MCR Kitchens)

Kitchen facilities are available in both the JCR and MCR for heating snacks and making hot drinks. All kitchens (in the JCR, the MCR, the offsite annexes, Staircase Three, Emily Morris, Damazer and Westfield House) are cleaned each morning by the Scouts but it is the responsibility of the students using these facilities to clean them after they use them. Students must keep these areas clean and tidy at all times; kitchens will be closed – at the discretion of the Domestic Bursar – if they are not kept clean and tidy.

Heating and electricity

Heat, light and water are 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. As part of our sustainability agenda, rooms increasingly have modern 'dry' heat systems which allow for external setting of room temperature and presence detection whereby the temperature is lowered if the resident is away from their room for an extended period.

Lights, radiators and electric heaters 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. Heating is turned on in Michaelmas term and turned off in Trinity term at the discretion of the College, taking into account the welfare of students. College needs the help of its students to further drive down its carbon footprint.

The smart heating controls are installed in most of our student accommodation. Please look out for stickers with QR codes and/or instructions on your notice boards on how to interact with the system.

Please remember not to cover or obstruct your heaters as this could lead to a serious incident and will affect the system's efficiency.

Electrical appliances

The College has statutory responsibilities under the *Electricity at Work Regulations* and takes the risk of fire extremely seriously. 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. All electrical appliances that students have in their rooms need to be PAT tested unless purchased in the last twelve months. If students are unsure about an item, it can be visually inspected by the maintenance team in the first instance. Where an item is deemed to require a PAT test, a charge may be applied. Appliances found to be unsafe will be removed. Students are advised to protect computers with an anti-surge lead.

Electrical safety leaflets will be attached to the pin boards in each bedroom for guidance on not overloading the electrical sockets.

Electric heaters

Students may not use electric heaters in College rooms unless provided by the College.

Irons

Students are encouraged to use the Irons provided in laundry areas rather than bringing their own irons to 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. In the annexes, irons must only be used in laundry areas.

Fridges, kettles and other cooking equipment

Fridges are permitted in student bedrooms but must be registered using a form available at the Porters Lodge (and available on the intranet) and must be removed when rooms are vacated. There are limited fridge facilities in the JCR kitchen. Electric kettles are permitted but must be less than one year old or have a PAT test certificate. 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, camp stoves, air fryers and the like. These will be confiscated if found (and only returned at the end of term) and a decanal fine may be imposed.

Other electrical items

Hair straighteners/tongs must not be left on desks, carpets or any other surface likely to get damaged: users are strongly advised to bring the insulated covers/mats specifically designed for use with these items. Any damage to rooms due to the above will result in the student being billed for the damage. Lava lamps/wax melt units etc/electric blankets/plug-in fairy lights, dehumidifiers are not permitted in student bedrooms. Battery-operated fairy lights are permitted.

Electric bicycles and scooters

Students may not bring electric bicycles or scooters into any College buildings.

TV licence

Students need a TV Licence if they watch or record live TV on any channel or streaming service, or if they use BBC iPlayer to watch live or on-demand programmes. If you live in student accommodation, whether you need your own licence depends on your living arrangements. If you have your own tenancy agreement and watch TV in your own room, you will usually need your own TV Licence. However, if you only watch on-demand content on services such as Netflix, Disney+, ITVX (non-live), or YouTube (non-live), and do not use BBC iPlayer or watch live TV, you do not need a TV Licence. For further information see http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1.

Food and Drink

Dining Hall

Foods brought in or purchased from outside may not be consumed in the Dining Hall.

Please note that crockery, cutlery and glassware are not to be removed from the Dining Hall.

Mobile telephones are not to be used in the Dining 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.

Appropriate attire, including footwear, must be worn in the Dining Hall at all times. Pyjamas are not appropriate attire.

Meal times

Student meals begin at dinner on Sunday of Week 0 and end after breakfast on Saturday of Week 8 in Michaelmas and Hilary terms and Week 9 in Trinity term. They are normally served in the Dining Hall at the times indicated below.

Breakfast	8.00am – 9.00am	Mon to Fri
Lunch	12noon – 1.30pm	Mon to Fri
Weekend Brunch	11.00am – 12.30pm	Sat / Sun
Dinner		
Informal Hall	5.30pm – 7.30pm	Mon / Wed / Fri
Informal Hall	5.30pm – 6.30pm	Tues / Thurs / Sat
Informal Hall	6.00pm – 7.30pm	Sun
Formal Hall	7.30pm	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 Menu Board at the top of the Dining Hall stairs and via the College Intranet. The Catering Menu Board is also used to display menus, and information about meals during the vacation.

Formal Halls

In contrast to Informal Halls, which are self-service dinners, Formal Hall dinners are normally three courses and are served. Unless communicated otherwise, gowns must be worn throughout the duration of Formal Halls. Members are asked to sit where directed by Dining Hall staff. Students are welcome to invite guests to attend Formal Halls, particularly Guest Nights, which are on Thursdays.

Those who have booked to attend Formal Hall should arrive with friends/guests to ensure they can be seated well before 7.30pm, when the door to Hannington Hall will be closed. Those who are late for Formal Hall will not be allowed to attend the dinner and no refund will be given. Diners must rise (if able to) and stand in silence when those dining at High Table enter the Hall and remain standing whilst Grace is spoken or sung.

Allergies and special dietary needs

Students are asked to notify the Catering Department of any allergies or special dietary needs by using the 'Special requirements box' when booking on Upay, no later than 10.00am the day before for Formal Halls, or 10.00am on the closing date for other events.

We cater for individual requirements as far as possible but may not be able to do so in every case.

Meal charges

As a rough guide, students should budget £690 – £970 per term for meals. The charge for a Formal Hall dinner is £15 for the student and £20 for their guests, For JCR/MCR guest nights, sports and society dinners, £48.60 if held on a Monday, Wednesday or Friday and £61.20 if held on a Saturday.

Payment and signing-in procedures

The Dining Hall operates a pay-as-you-go meal system. Each student has their own account which is accessed via the Upay website at www.upay.co.uk and which they top up as necessary. Top up payments can be made online at any time. Further information about accessing Upay accounts will be circulated to new students by email.

Payment for Informal Hall meals

Students must present their University Card at the Dining Hall till. This will be used to link to their Upay account, which will be debited with the cost of the items they have selected. All items will be charged individually. Prices will be displayed in the Dining Hall.

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 Lodge for use until the new card arrives. Meals will not be available to those without a University Card or meal card. Temporary meal cards are priced at £30 and can be used to purchase food up to the value of the card. 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 Lodge as soon as they are no longer required.

Pre-payment for meals

New undergraduate and visiting students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers' Week (from dinner on Sunday 4 October until breakfast on Wednesday 7 October inclusive) for a single payment of £38, which will be charged on Michaelmas term battels. They will therefore not need to use the Upay payment system until lunch on Wednesday 7 October.

The College operates a Hall pre-pay programme which is administered through Upay. The charges for the academic year 2026-27 are as follows:

Accommodation Type	***Charge per term***
College Main Site (Freshers)	£372
College Main Site (other students)	£232
College Annexes	£140
All undergraduate students living out	£47

The effect of the pre-pay scheme is that, whilst dining is pay-as-you-go, participating students will spend a minimum amount in Hall each term. More details can be found in the FAQs on the *Meals* page on College website. The Dean for Welfare will consider requests for full or partial

dispensation from the pre-pay for medical or disability-related reasons and liaise with the Domestic Bursar as required. The Domestic Bursar will consider dispensation requests made on religious or other grounds.

Payment and signing-in procedures for Formal Halls

Students wishing to attend a formal dinner should sign in via their Upay account, which will be debited with the appropriate charge. Formal Halls will be visible on Upay, usually up to 14 days before the event closes. Students are urged to book early to avoid disappointment! If you need to alter your booking, please cancel and rebook immediately.

The signing-in list will close at 10:00am on the day before the dinner, or earlier if the list is full. Students experiencing problems booking events should contact catering@spc.ox.ac.uk before the event closes.

Students who book into Formal Hall are not permitted to pass on, exchange or sell their Formal Hall bookings.

University Cards as well as booking confirmation emails will be checked at the door to ensure that the student who has made the booking is in attendance. Those who attempt to attend Formal Hall without the student who made the booking present will be turned away at the door. Students who pass on, exchange or sell their booking to another party will be charged for the booking and may be reported to the Dean.

Those who find they cannot attend a Formal Hall for which they have booked a place may cancel their booking for a full refund until the booking deadline. Cancelled and refunded tickets are made available instantly on the system for those wishing to make a booking until the final booking deadline. The booking deadline for Formal Hall is 10.00am on the working day before the event.

After the booking deadline no one will be able to sign-in, cancel or obtain a refund for whatever reason.

Formal Hall dinners may be cancelled if numbers are insufficient (less than 15). Anyone who signed in for a Formal Hall that is cancelled will get a credit to their Upay account.

Please note that children under the age of 14 are not permitted to attend any formal dinners.

Guests

Students may invite guests to meals when space allows, limited to two guests on a Tuesday and one guest for Thursday Formal Hall (none at popular events such as Burns Night). For formal dinners, they must sign-in and pay for their guests electronically via Upay. Guests' meals at Informal Halls will be charged to the host's Upay account via their University Card. Meals for all guests incur VAT.

MCR arrangements

Arrangements for MCR Formal Dinner Exchanges are made by the MCR Secretary. Sign-up lists are placed on Upay. Exchange ticket cost: £35 (inclusive of VAT) for one MCR member + one exchange guest.

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 Week 7 of Michaelmas and Hilary terms and Week 3 of Trinity term. Arrangements for such functions are made by contacting events@spc.ox.ac.uk. In parallel, permission should be sought from the Junior Deans, using the D1 form available on the College intranet.

Final list of attendees and any special dietary needs must be provided 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 Upay two weeks prior to the event or it will be cancelled.

Charges for dinners are not payable via battels. (Societies/Clubs will be invoiced for guests eg. alumni.) Any damage to premises or equipment will be charged to the organising club or society.

College Bar

The College Bar is operated by the College under the authority of the Governing Body. The Bar Manager is responsible for the day-to-day operation of the Bar and reports to the Domestic Bursar. The Domestic Bursar is the Licence Holder under the Licensing Act 2003 and the Domestic Bursar is the Designated Premises Supervisor (DPS) has overall responsibility for ensuring that the College complies with its licensing obligations.

The Bar is intended to provide a safe, welcoming and inclusive social space for members of the College and their guests. Payment is by contactless debit or credit card only.

The Bar is generally open from **7.00 pm to 11.00 pm, Monday to Saturday**, although opening hours may vary during vacations, College events and conferences.

Alcohol and other refreshments may only be purchased by members of the College and their bona fide guests. The Bar Manager and authorised bar staff have absolute discretion over the sale and service of alcohol.

Security and Safety

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

College entrances

The College uses a Salto Entry system in which a student's University Card acts as a key. Your University Card will be needed to open all external doors/gates to enter the College's main site. The wicket gate (the Mair Gate, adjacent to the Chapel) and the Bulwarks Lane door may not be used after 6.00pm, when they will be locked. The iron gates on either side of Bulwarks Lane to traverse between Castle Bailey Quad and the rest of the main site will have 24-hour access. The door to the bike storage area under Westfield House will also be accessible 24 hours a day, but the entrance to Castle Bailey Quad between Barron House and Westfield House will be locked at midnight each night.

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.

Keys

Room 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 their room key, they are deemed to be occupying their room and will be invoiced via battels accordingly.
- Members are personally responsible for the safe custody of their keys. Room keys may not be 'shared'. Keys should not be left in open rooms or in doors for however short a period.
- 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.

Bedrooms in the Perrodo Building, in Matthews and in Westfield and Damazer Houses, do not have keys, with the access being controlled by University Card or fob access.

Room keys: students living on the main site with 28-week or 30-week contracts must return their room key to the Lodge at the end of each term.

All students in both main site and annexe accommodation must return their room keys at the end of Trinity term.

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.

Spare keys will be issued for emergency use only and must be returned the same day or a charge of £40 is payable.

If a student loses their University Card a temporary fob can be issued by the Lodge. If this is not returned to the Lodge a charge of £5 will be payable.

University Cards

Students who have lost their University Card should request a new one from the Academic Office without delay. Temporary meal cards and fobs to enable access to the College site can be obtained from the Porters Lodge: see the sections on ‘Keys’ and ‘Payment for Informal Hall meals’.

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 ‘Insurance of personal belongings’ section below).

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 Howden Insurance. Full details of the insurance policy can be found in Annex D: Howden Insurance details.

Bicycles

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 main areas for bicycles to be stored are the Chavasse bicycle enclosure and the bicycle storage area in Westfield House, accessed via the Fellows’ Car Park. There is also a small bicycle storage area near the JCR.

The bicycle entrance onto the main College site 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 University Card.)

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’ Street, Lau 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. The College takes no responsibility for students’ bicycles, either on or off the College premises. It is therefore advisable to buy a strong bicycle lock and, if necessary, take out insurance (this can be done through Howden, see above).

Bicycle safety

All cyclists are strongly advised to wear helmets and high visibility jackets which are easily available at local cycle shops. It is essential to use back and front lights after dark: these should

meet the recommended guidelines to be found in the Highway Code and be regularly checked to ensure they are fit for purpose. (The police will stop and fine cyclists who ride without lights.)

For more information for cyclists in Oxfordshire including cycle safety, helmets and training, please visit: www.oxford.gov.uk/info/20077/cycling.

Motor vehicles, electric bicycles and scooters

Students living in College are not permitted to keep motor vehicles in Oxford except by written permission of the Dean. The College does not provide any parking on its property for students' motor vehicles.

Electric scooters and bikes are not permitted on College property, and their batteries may not be charged on College property.

Health and Safety

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

- ensure that they are aware of appropriate College safety rules, and to conform to those at all times.
- report to the Duty Lodge Porter all hazards, incidents and accidents, whether persons are injured or not, and all damage.
- report immediately to the Duty Lodge Porter any defects in any part of the building, equipment or machinery which may be or may become a danger to themselves or others.
- comply with instructions in this Student Administrative Handbook (or any subsequent iteration of it).

Further information about how to report hazards, incidents and accidents can be found in the section 'Reporting maintenance problems and other issues'.

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

Fire notices are posted in each College room and general Health & Safety notices are displayed on the main notice board in the Porters Lodge and in each of the annexe buildings. Students and their 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 similar devices are absolutely forbidden in College accommodation or on College property at any time. Clothing must not be placed on heaters or on light fittings. All forbidden items will be removed and returned at the end of term.

Students must not tamper with or impede the operation of any fire safety device (e.g. extinguishers, 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 a decanal fine of £100 in addition to the cost of the restitution of the fire extinguisher.

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 confiscated if found.

See also the section titled ‘Seminar Rooms’.

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 testing is carried out by the Maintenance Team in conjunction with an external contractor. These are currently on Tuesday mornings.

Fire Evacuation drills are carried out yearly to ensure that College fire procedures are tested and that students become familiar with escape routes and assembly points. On hearing the fire alarm all students will immediately leave the building and report to the closest assembly point.

Roofs and windows

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

Occupants of any room situated at 1st floor level or above are advised of the possible risk of falling from a window opening to a distance greater than 4”/100mm and are asked to exercise an appropriate level of care. Window restrictors have been fixed to windows to minimise risk. These restrictors must not be altered, removed or otherwise tampered to change in any way the manufacturer’s designed use of the restrictor. Window restrictors that are removed or damaged will be replaced and the cost will be charged to the occupant. This can be up to £200 per window.

Construction works

Under no circumstances may students enter areas or buildings designated a construction site.

Sports Safety

Rowing and sailing

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

Sports 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.

Behaviour

Student Regulations

All students should familiarise themselves with the rules contained in the *Student Regulations* (reproduced in Annex E: Student Regulations).

Respect for College property and staff

The College relies on members to help maintain standards and to avoid litter. Abuse of College property is a disciplinary offence, as is disrespectful behaviour to College staff. Cleaning, decanal and maintenance staff must be allowed reasonable access to College rooms.

The throwing of flour and similar substances ('trashing') after public examinations is forbidden.

Failure to report damage to the Lodge immediately may be treated as an offence, for which a fine may be imposed in addition to any charge for repair or replacement. 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.

Harassment

The College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. The College's *Policy and Procedure on Harassment* can be found on the *Policies and Documents* page of the College website.

The Dean for Welfare and Welfare Officers can provide support and signposting as required. The College has two Harassment Advisors (Dr Nick Waghorn and Katie Pullen) who can also provide support and advice to any student who feels that they are being harassed.

Gardens and Quads

Grassed quads in Oxford colleges are traditionally 'off limits'. Walking on the grass in Linton Quad is prohibited. No ball games (or throwing activities e.g. frisbees etc.) are to be played on College premises with the exception that Bowls or croquet may be played on the Chavasse Quad with the Domestic Bursar's permission. Students may not climb trees on College property.

Music and 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 and events

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. The *Student Regulations* state that quiet should be maintained between 11.00pm and 7.30am through the week, with exceptions for Bop nights.

Gatherings in student rooms of more than eight people require prior permission from a Junior Dean, as do all events held in any of the College's public rooms.

Application forms (D1 forms) to book an event/party in one of the College's seminar rooms are available from the College intranet. Students are responsible for the behaviour or their guests whilst the latter are on College premises. Permission should be sought from one of the Junior Deans; for further information see the *Student Regulations*.

Drugs

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'* which can be found on the College website.

Alcohol

The College acknowledges that alcohol consumption is an acceptable and established part of life in the UK. However, the College promotes responsible social drinking and minimising alcohol related harm to individuals and the community as a whole. The College endorses the University's *'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

Smoking is only permitted in designated areas, as set out in the College Regulation 29 and in the College's *Smoking Policy* which can be found on the College website. The designated smoking area on the main College site (near Mair Gate, in the immediate vicinity of the ash tray provided) is only for use during limited hours (7pm to 7am in Michaelmas and Hilary terms, and 9pm to 7am in Trinity term).

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. At night time students are asked to be mindful of those sleeping in proximity to this area, and are required to keep noise to a minimum.

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, unless permission has been granted by the Dean or the Dean for Welfare. Animals in this context include mammals, fish, insects, birds and reptiles.

Facilities and Services

Mail

Every student is allocated a pigeonhole (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.

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 Lodge.

Email

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 (every day in term time in case there are urgent messages e.g. about changes to tutorial arrangements) and should respond within 24 hours to messages from tutors and administrative staff.

Notice boards

Notices may be pinned to the official notice boards provided in the JCR, MCR and at the foot of each staircase. 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. Students should not fix notices directly onto doors.

Photocopiers, printers and the document binder

There are a number of printers/photocopiers around college. They are located at the entrance to the Library and the ground floor stairwells of Staircase 2, 3 and the Emily Morris Building. The printing and copying charges will automatically be added to battels. Scanning to email is free. The photocopier in the Fellows' Secretary's office is not for student use.

Printing and photocopying costs for undergraduates and Visiting Students are charged via battels at the end of each term.

College website and intranet

The College website (www.spc.ox.ac.uk) provides information about College events and activities for prospective, present and past students, including a *Policies and Documents* section with copies of College regulations, codes of practice and policies. Please contact the Head of Communications (communications@spc.ox.ac.uk) if you wish to suggest news or other items for the website.

The College intranet (follow the link on the College website) provides useful documents and forms for current students.

IT facilities

Computers are available for students' use in the entrance to the Library. All College rooms have Internet access through the University network. The College's IT Office, staffed by the members of the SOCIT (Shared Oxford Colleges IT) team, is your first port of call for all of your IT-related questions advice and support. The Office offers support for any IT problem, be it related to any of

your own devices or to our systems. Where it is not in our remit (such as an issue with Nexus, which is managed centrally), we will liaise on your behalf or point you in the right direction.

Requests for assistance should be sent to it-help@spc.ox.ac.uk.

The IT Office is located in Staircase Three, Room 1. Opening hours: 10am - 12noon and 2pm – 4pm, Monday to Friday. Alternatively students can go to the SOCIT Office at 8 St Aldate's which is open from 9am – 5.30pm Monday to Friday.

Student Guest wi-fi will be available for all early arrivals to the College until the beginning of Week 0 for students with laptops and mobile devices. Student wi-fi details can be obtained from the Lodge.

Once in possession of a University Card and corresponding email account details students:

- will be able to access the student computers located in the library,
- can set up their St. Peters network 'College Account', then
- can utilise web-based printing at: https://printing.spc.ox.ac.uk:9192
- will gain access to wi-fi.

Information about internet connections and IT facilities can be obtained from the IT team: it-help@spc.ox.ac.uk or by phone 01865 286001.

IT Regulations

All students must abide by the University of Oxford's regulations governing the use of IT facilities, detailed at https://www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/it-regulations-1-of-2002 and the St Peter's College *Computer Regulations*, set out in Annex G: Computer Regulations. Please note that unauthorised cable runs and devices in the College's accommodation will be removed.

Laundry

Laundry rooms are located in the annexes and on the ground floor of the Emily Morris Building (Staircase Four), on the first and third floors of the Matthews Building, and on the ground floor of Damazer House. Charges are £2.30 per wash and 1.30 per 60-minute dry.

Students have two options to pay for their laundry:

Option 1: Circuit Go App

The free Circuit Go App will allow residents to check availability, book a machine and start washing.

- Click here to get the app on the Google Play Store
- Click here to get the app on the Apple App Store

Option 2: Tap and pay as you go

Residents can also pay as they go by tapping a contactless card, phone or smartwatch at the payment terminals in laundry rooms.

Reporting maintenance problems and other issues

All maintenance problems/requests/accidents and any Hazards should be reported to maintenance@spc.ox.ac.uk as soon as possible Safety or emergency problems should be directed to the Duty Porter without delay.

Maintenance department hours are 7.30am – 4pm Monday to Friday. The maintenance team will grade maintenance problems as an emergency, urgent and non-urgent. We aim to respond immediately to *emergency* faults and to rectify the fault within four hours. For *urgent* problems, we aim to respond within the hour and to rectify the fault by the end of the working day where possible. We aim to respond to non-urgent problems within two working days and to rectify the fault within five working days; however non-urgent work may in some cases be left to the vacation, when planned maintenance is usually carried out. Maintenance work may sometimes have to be carried out during term time. We will endeavour to give affected students five days' notice wherever possible.

Waste and 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; we ask for your full co-operation in this.

Each student bedroom has two bins, one for recyclable waste* and one for non-recyclable waste. Students can empty their bins at the appropriate nearby collection point. Bins from student rooms will only be emptied by Scouts if they are left outside the door of the room.

* 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.

For further information about what can be recycled, see the leaflet provided in each student bedroom. There are further receptacles for recycling in the JCR and in the bin stores by the Matthews Building. Persistent failure to engage in the recycling scheme will be reported to the Dean.

Food waste caddies can be found in each student kitchen. Food waste bins (red wheelie-bin) will be located near other general waste bins. There are also separate bins in the Dining Hall for food, recyclable and non-recyclable waste.

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.

All Library staff are happy and available to support all College members in their use of the Library and its resources. Library users are encouraged to discuss their particular needs with staff who will do their best to help in each individual case.

It is in the interests of all students to see that books are returned in accordance with the *Library Regulations* which are detailed in Annex F: Library Regulations.

Seminar Rooms

Students using the seminar rooms must ensure that the number of people present does not exceed the maximum occupancy level for the relevant room. The event organiser should ensure that all exit doors are unlocked to ensure that a smooth evacuation can be achieved in the event of a fire. This includes nominating individuals to hold open the doors during any evacuation.

Students are permitted to use seminar rooms for private and group study at any point in the day or evening unless the rooms have already been pre-booked for other purposes. Students may turn up and ask the Porters to use the rooms (if they are available) without a requirement for Junior Dean approval. Private and group study sessions should be orderly and must not involve the consumption of alcohol. Students using the rooms for private or group study must:

- Ask the Porters before using the rooms;
- Vacate the rooms if they are required for pre-booked activities; and
- Leave the rooms in the state they found them.

Students wishing to book rooms in advance for group study sessions should seek Junior Dean approval in the normal way (via the submission of a D1 or D2 form). See the section *Parties and events* above for further information

Music and Practice Rooms

Use of the Music Room is restricted to those granted permission by the Director of Music. The Lodge has a list of those who have received permission to use the Music Room for individual practice and small rehearsals. For larger groups (and all scheduled rehearsals, auditions and informal performances) prior approval must be obtained from the Director of Music and the Junior Deans.

Use of the Practice Rooms is restricted to those on the authorised users list (you can ask to be added to this by contacting the Director of Music). Authorised users can book the rooms via the Porters.

Further information, including important guidance which must be followed by all users, can be found in the relevant guidance note on the College intranet.

Chapel

The Director of Music, Quintin Beer, may authorise musical events and rehearsals in Chapel. All other activities require discussion with the Chaplain, Rev Matthew Routledge, and the College Registrar, Catherine Whalley. Further information about the use of the Chapel can be found in the *Chapel Protocols* on the College website. The organs, the grand piano and the harpsichord may only be played or moved by those specifically authorised by the Director of Music.

Sports facilities

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 University College. Limited equipment and running costs are funded by an allocation from the College.

The JCR sports rep (on behalf of the Captains of the various sports clubs) and the treasurer of the Boat Club attend meetings each year with the College Accountant to propose and agree the allocation of funds between the various sports.

Financial matters

Fee invoices

Detailed information about University and College tuition fees is provided in the *Financial Guide* (available on the College intranet). Invoices for fees, where required, will be sent by email during Week 0 of Michaelmas term. Payment is due **in full** no later than two weeks from the date of the invoice. If you cannot pay your invoice before this date you must contact the Student Finance Officer.

Battels

College invoices are called “battels”. A battels invoice will be emailed to your spc.ox.ac.uk email address before or during Week 0 of each term. Payment is due **in full** no later than 2 weeks from the date of the invoice.

Battels invoices cover accommodation charges for the coming term and charges for other services from the previous term, such as vacation residence, printing charges and library fines. For more details, please see Annex A: Accommodation charges and lease arrangements and Annex B: Other charges.

Payment arrangements

All payments made should include your individual student account number which is shown on your invoice, to enable swift allocation to your account.

Payments to the College should preferably be made by bank transfer. The College’s bank details are shown on your invoice and on the College website.

For international bank transfers the College has partnered with foreign exchange company TransferMate (https://spc.transfermateeducation.com/) to allow international students to make payments by sending us secure bank transfers in their own local currency.

Accounts may also be settled by credit/debit card or, in exceptional circumstances only, by cheque. The College accepts card payments by Visa, MasterCard, Maestro, and Union Pay. Cheques should be made payable to ‘St Peter’s College’.

Further information can be found in the *Financial Guides.*

Unpaid Battels

If for any reason you are unable to pay your battels in full 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 an inability to pay.

Cases of non-payment resulting from genuine hardship or welfare matters will be dealt with on an individual basis and may be referred on to the Dean for Welfare.

If payment or explanation is not received by the due date a reminder statement will be sent to the student.

If you are in College-provided accommodation, the College will charge interest on the amount outstanding if the rent has not been paid within 14 days of the payment date. Interest will be charged at 3% per annum above the Bank of England base rate in line with clause 1.11 in the

tenancy agreement. Once the debt is overdue by 21 days or more the College may terminate the tenancy in line with clause 4.2 of the tenancy agreement.

Students with outstanding debts owed to the College cannot expect assistance from the College in dealing with third parties (e.g. providing references for landlords and banks etc).

The College advises finalists to pay their battels promptly in their final term as debts of over £100 will continue to be chased throughout the term.

The College may pursue any outstanding debts through our debt collection agency and the Small Claims Court.

If a student has to intermit or temporarily withdraw from their course they must clear all debts to the College before they leave.

It is College policy to utilise a credit (refund) due to continuing students against their following term's battels. Finalists should ensure that the Finance Office are provided with their bank details to enable the prompt payment of battels refunds. Any refunds not claimed will expire six months after leaving the College.

Unpaid Battels and the accommodation ballot

Students with rental charges outstanding at the time of the accommodation ballot, and who have not agreed payment arrangements with the Student Finance Officer will be ineligible to enter the ballot and apply for College accommodation. This policy is in place to encourage students in financial difficulty to engage constructively with the Student Finance Officer. Students who have been allocated accommodation for the following year and fail to pay any terms battels between the date of the ballot and the start of term in which they are due to occupy their room will lose their room allocation.

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 or working during the Undergraduate admissions period or to support the College's outreach efforts).

Prior to undertaking such work, you will be asked to complete a Human Resources form and a HM Revenue & Customs form, and provide the College with proof of your right to work in the UK.

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 Those undertaking work for the College will be issued with a casual contract which covers the basic but essential terms and conditions for that employment. Any contractual queries should be directed to the College's HR Manager.

If a student undertakes work for the College and they have outstanding battels, this payment may be allocated against the debt to the College.

Health, Wellbeing and Welfare

Health, Wellbeing and Welfare support within the College

The Dean for Welfare

The College Health, Wellbeing and Welfare Team is led by the Dean for Welfare, Eleanor Tingle. The team offers confidential advice and support on personal issues and anything impacting students' wellbeing or ability to study.

As well as onsite support, the team links with external support agencies and can assist in obtaining appointments, as well as signposting to these agencies.

Eleanor is available Monday to Friday during working hours. You may contact her via email or text message at any time to arrange an appointment or seek support. In person and online / phone support is available depending on student preference.

Emily Morris Building (Staircase Four), Room 10 telephone: 07732 682165 (working hours only)
email: eleanor.tingle@spc.ox.ac.uk

The Welfare Officers

Two Welfare Officers live onsite. They are available in the case of emergency during the evening and through the night during Weeks 0 to 9 of each term. They are also available to speak to students across the weekend, or at other times by appointment.

Further information can be found on the College website at www.spc.ox.ac.uk/student-life/health-wellbeing-welfare.

The College Nurse

The College Nurse is available for two hours every weekday during Weeks 0 to 9 of each term. These two hours are divided into pre-booked appointments and drop-in sessions, with in-person and virtual / phone appointments available.

Emily Morris Building (Staircase Four), Room 3 telephone: 01865 278887
email: spcnurse@nhs.net

Daily surgery times are listed on the College website and posted outside the Nurse's surgery room on the ground floor of the Emily Morris Building. Appointments can be made via the Nurse's page on the College website.

It is important that, at the start of their course, all students inform the Dean for Welfare and the College Nurse (in strict confidence), of any medical condition.

The Chaplain

During term time, the Chaplain is available across the day each Monday and Friday in the afternoon on Thursdays and Sundays. The Chaplain leads services in the College Chapel and provides pastoral support to students. St Peter's has strong links with all faith leaders across Oxford, and the Chaplain can help students of all faiths link with their faith communities.

Besse Staircase, Room 5 telephone: 01865 278905
email: matthew.routledge@spc.ox.ac.uk

Student Finance Officer

The Student Finance Officer can offer Information and advice on budgeting and how to access financial assistance funds available from the College and elsewhere. She is available from Monday to Thursday 10am – 12noon and 2pm – 4pm. Appointments outside of these times can be arranged in exceptional circumstances.

Staircase Three, Finance Office

telephone: 01865 289936
email: katie.pullen@spc.ox.ac.uk

Provision for students with disabilities

The Dean for Welfare is the College Disability Lead and is available for advice and support on issues related to disability.

The College undertakes frequent reviews of the facilities it offers students with disabilities, and continues to introduce measures to adapt and improve access and its services. The Dean for Welfare, Domestic Bursar or Accommodation Office will be pleased to discuss any potential requirements relating to accommodation or facilities.

Students with disability-related study needs should consult the College Registrar, who is the College Disability Coordinator, and/or get in touch directly with the University's Disability Advisory Service. The advisors with particular responsibility for St Peter's students are Pauline Graham (pauline.graham@admin.ox.ac.uk) and Fiona Thorne (fiona.thorne@admin.ox.ac.uk).

External Health, Wellbeing and Welfare Support

College Doctors: Dr Leaver and Partners, Jericho Health Centre

All students are required to register with a doctor in Oxford. The College strongly advises registration with the College-connected medical practice Dr Leaver & Partners at the Jericho Health Centre, Walton Street. The practice is a 10-15 minute walk from the College; telephone 01865 311234, website www.leaverandpartnersjericho.nhs.uk.

Dr Leaver and Partners has an online registration procedure via http://www.campusdoctor.co.uk/oxford/.

Dentists

For information about NHS dentists in Oxford, see NHS Choices www.nhs.uk ('Find services near you' and select 'Dentists') and the dental information sheet on the Health, Wellbeing and Welfare page of the College website.

Other support services

The onsite Health, Wellbeing and Welfare team can help you access these services, or you can contact them directly.

University Student Welfare and Wellbeing: for a wealth of links and other information, visit www.ox.ac.uk/students/welfare**.**

University Counselling Service: free and confidential service to help you address difficulties. Telephone 01865 270300; email counselling@admin.ox.ac.uk or www.ox.ac.uk/students/welfare/counselling.

OxfordSU Student Advice Service: guidance on the many different support services available to you. Telephone 01865 288466; email advice@ousu.org or visit www.oxfordsu.org/advice-wellbeing/.

University Sexual Harassment and Violence Support Service: provision for any students regardless of age or gender who have been affected by sexual harassment or violence, providing free support and guidance. Email supportservice@admin.ox.ac.uk or visit www.ox.ac.uk/students/welfare/supportservice. This service also supports those who have been accused of sexual violence.

Nightline: the independent listening, support and information service run for and by students. Talk to someone in confidence. Call 01865 270270 or visit www.oxfordnightline.org.

Transport to External Services and Appointments

Students are expected to make their own way to appointments at the College Doctors, the John Radcliffe Hospital and other such services. In exceptional circumstances, and when a student cannot afford it, College may pay for a taxi in order that students can access necessary external medical support in a crisis. College may also be able to support students experiencing temporary mobility issues and requiring a taxi to take them from their place of residence to their department etc.

All such arrangements require approval in advance from the Dean for Welfare although in a crisis the Lodge is able to order a taxi for welfare purposes, with the Dean for Welfare approving retrospectively. Medical evidence is required in those instances where a student requires a taxi due to short term mobility issues. College is not normally able to fund the use of taxis for those with temporary mobility issues for more than two weeks. Those with ongoing or long-term mobility issues, or disabilities which might indicate taxi usage would be helpful, should seek support through the University's Disability Advisory Service.

Annex A: Accommodation charges and lease arrangements

The following is a brief summary of the lease arrangements for 2026-27.

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.

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.

Emily Morris Building (Staircase Four), The Knee Building, Matthews Building

28 week lease: Room charges are based on 28 weeks' residence per year: Sunday of Week 0 to Saturday of Week 8 in Michaelmas and Hilary terms, Sunday of Week 0 to Saturday of Week 9 in Trinity term. Occupancy dates in 2026-27 are as follows:

Michaelmas term:	Sunday 4 October – Saturday 5 December 2026 (leave by 10.00am)
Hilary term:	Sunday 10 January – Saturday 13 March 2027 (leave by 10.00am)
Trinity term:	Sunday 18 April – Saturday 26 June 2027 (leave by 10.00am)

£231 per week; £2,079 for MT and for HT, £2,310. for TT; total of £6,468 per year.

Perrodo Building

28 week lease: Room charges are based on 28 weeks' residence per year: Sunday of Week 0 to Saturday of Week 8 in Michaelmas and Hilary terms, Sunday of Week 0 to Saturday of Week 9 in Trinity term.

Occupancy dates in 2026-27 are as follows:

Michaelmas term:	Sunday 4 October – Saturday 5 December 2026 (leave by 10.00am)
Hilary term:	Sunday 10 January – Saturday 13 March 2027 (leave by 10.00am)
Trinity term:	Sunday 18 April – Saturday 26 June 2027 (leave by 10.00am)

£259 per week; £2,331 for MT and for HT, £2,590 for TT; total of £7,252 per year.

Chavasse Building

30 week lease: Room charges are based on 30 weeks' residence per year (10 weeks per term): Sunday of Week 0 to Saturday of Week 9 in each term.

Occupancy dates in 2026-27 are as follows:

Michaelmas term:	Sunday 4 October – Saturday 12 December 2026 (leave by 10.00am)
Hilary term:	Sunday 10 January – Saturday 20 March 2027 (leave by 10.00am)
Trinity term:	Sunday 18 April – Saturday 26 June 2027 (leave by 10.00am)

£231 per week; £2,310 per term; total of £6,930 per year.

Staircase Two

30 week lease: Room charges are based on 30 weeks' residence per year (10 weeks per term): Sunday of Week 0 to Saturday of Week 9 in each term. See above for the dates in 2026-27.

£252 per week; £2,520 per term; total of £7,560 per year.

Damazer House

30 week lease: Room charges are based on 30 weeks' residence per year (10 weeks per term): Sunday of Week 0 to Saturday of Week 9 in each term. See above for the dates in 2026-27.

£259 per week; £2,590 per term; total of £7,770 per year.

Staircase Three

The rental for these rooms includes residence during Michaelmas and Hilary vacations. Refunds will not be paid for periods when the room is unoccupied during the period of the lease. This is fully explained when students enter the ballot, in both emails and the ballot details.

38 week lease (Sunday 4 October 2026 to Saturday 26 June 2027, ie. including the Michaelmas and Hilary vacations, but not the summer vacation).

£273 per week; £3,549 in Michaelmas and Hilary terms (to cover 13 weeks) and £3,276 in Trinity term (to cover 12 weeks); total of £10,374 per year.

Westfield House

The rental for these rooms includes residence during Michaelmas and Hilary vacations. Refunds will not be paid for periods when the room is unoccupied during the period of the lease. This is fully explained when students enter the ballot, in both emails and the ballot details.

38 week lease (Sunday 4 October 2026 to Saturday 28 June 2027, ie. including the Michaelmas and Hilary vacations, but not the summer vacation).

£259.00 per week; £3,367 in Michaelmas and Hilary terms (to cover 13 weeks) and £3,108 in Trinity term (to cover 12 weeks); total of £9,842 per year.

Off-site annexes (Paradise Street, Lau Building and St Thomas' Street) (except for Visiting Students)

The rental for these rooms includes residence during Michaelmas and Hilary vacations. Refunds will not be paid for periods when the room is unoccupied during the period of the lease. This is fully explained when students enter the ballot, in both emails and the ballot details.

38 week lease (Sunday 4 October 2026 to Saturday 26 June 2027, ie. including the Michaelmas and Hilary vacations, but not the summer vacation).

£238 per week; £3,094 in Michaelmas and Hilary terms (to cover 13 weeks) and £2,856 in Trinity term (to cover 12 weeks); total of £9,044 per year.

Visiting Students (Junior Year Abroad)

Visiting Students in off-site annexe rooms have 37 week leases running from Sunday 4 October 2026 to Saturday 19 June 2027. The rental for these rooms includes residence during Michaelmas and Hilary vacations. Refunds will not be paid for periods when the room is unoccupied during the period of the lease.

Offsite annexes: £238 per week; total of £8,806 per year.

11 New Road (6 Bedroom Flat)

38 week lease (Sunday 4 October 2025 to Saturday 26 June 2026, i.e. including the Michaelmas and Hilary vacations, but not the summer vacation).

Rented as a whole; £1,386.00 per week for a six bedroom flat.

Any queries on room charges and leases should be addressed to the Accommodation Office (accommodation@spc.ox.ac.uk).

Annex B: Other charges

This annex lists charges will may appear on students' battels (bills) in 2026-27. Battels will also include College Library fines and College printing charges (charged in arrears).

Pre-pay meal charges

Accommodation Type	***Charge per term***
College Main Site (Freshers)	£372
College Main Site (other students)	£232
College Annexes	£140
All undergraduate students living out	£47

Freshers' Week meals

Single charge for meals during the first half of Freshers' week of £38 (Michaelmas term, for new undergraduates and Visiting Students only).

Junior Common Room (JCR) and Middle Common Room (MCR) charges

Junior members in residence are automatically members of the JCR and/or MCR. 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 2025-26 was £10 per term (2026-27 amount TBC).

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; in 2025-26 the optional charge was £7 per term (2026-27 amount TBC).

Annex C: Charges for damage to College property

As set out in the section titled ‘Accommodation’ (subsection: ‘Damage’) you are responsible for looking after your accommodation during your residency and will be charged for any damages incurred during your stay, with allowance for normal wear and tear. The amount charged will depend on the individual circumstances but will generally be the actual costs incurred by the College in materials and labour. Historic charges levied are detailed below purely as an indication. Additional cleaning of room and clearing rubbish will be charged at the relevant staff member’s hourly paid rate.

Carpet cleaning	£55
Wall repair & painting	£80 - £750
Disposal of fridge	£100
Damage to carpets	£100 - £500
Damage to door / window	£100 - £1500
Damage to wardrobe	£150 - £500
Damage to table/desk	£250 - £500
Damage to chest of drawers	£100 - £500
Replacement chair	£175 - 350
Replacement desk lamp	50
Damage to curtains/blinds	£250 - £350
Damage to headboards / beds	£50 - £200
Unblocking basin	£50

Annex D: Howden Insurance details

Students living in College-managed accommodation are automatically covered by a Room Contents group insurance scheme provided by Howden Insurance. The annual premium is paid by the College.

The main items covered are (subject to a minimum claim limit):

- Personal possessions **in your room** up to £10,000 against theft, fire and flood (including walk-in theft)
- Computer Equipment (e.g Desktops and Laptops) **in your room** up to £2,500
- Musical Instruments up to £1,000 **in your room**
- Visual & audio equipment such as televisions and CD or DVD players up to £1,250 **in your room**
- Mobile phones (forced entry only) up to £1,000 **in your room**

Restrictions, limits and conditions apply and you should read the full details of the policy to identify what is covered and what is not.

Full details of the policy are available on the Howden website at https://studentlinks.howdengroup.com/rOJ4/stpeterscollegeoxford or can be accessed by downloading the *Howden for Students* app. The College's Policy number is HH1071.

Here you will have easy access to cover information, policy documents and the claims portal.

Students can register claims 24 hours a day, 365 days a year by reporting them online. There is a one touch button for a student to make a call into claims via the Howden for Students app. Howden's Claims Service is open six days a week, Monday and Tuesday 8:00am to 6:00pm, Wednesday to Friday 9:00am – 5:00pm; Saturday 8:00am to 5:00pm, phone number: 0800 923 4042.

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

Annex E: Student Regulations

STUDENT REGULATIONS[1]

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 *Statement 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 *Policy and Procedure on Harassment* may be found on the College website.

Academic Residence

7. Undergraduates (other than students reading Modern Languages and Law with Law Studies in Europe during their year abroad) are expected to be in residence in Oxford from 5pm on Wednesday of Week 0 until the end of Week 8 in any term.

8. Applications to return to Oxford later than 5pm on Wednesday of Week 0, to leave early at the end of term or to miss any academic commitments due to being away from Oxford during full term should be made to the Tutor for Undergraduates (via the College Office), who will grant permission only in exceptional circumstances.

9. (i) Students must check their pigeonholes for letters at least every three days during full term, including the last morning before they depart for the vacation.

[1] These Regulations were initially approved by the Governing Body on 10 October 2007 and were most recently updated and approved in June 2026 for implementation from 1 September 2026.

(ii) Students are required to check their ox.ac.uk email daily during full term and periodically during vacation periods. Students are expected to respond to emails from tutors, College Officers and other College staff promptly.

10. All students are required to ensure that their term-time and vacation addresses and other contact details are kept up to date in the University's online record system.

11. Students are expected to demonstrate through their actions or behaviour that they are physically and mentally well enough to reside in College autonomously, consistently safely and without adversely impacting the studies and living experiences of other members of the student community. In cases of serious concern, College Officers may require a student to return home rapidly, either so that the student can receive support not available to them in College and/or for the good of the wider student and College community.

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, except where undertaking occasional hourly-paid work within the College.

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 which states University policy on this matter.

16. The College expects that students wishing to have their degree conferred will have returned all their library books and settled in full all debts with the College and University.

Scholarships and Exhibitions

17. 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

18. Gowns are worn in Chapel, at Formal Dinner in Hall, at Collections, and when officially visiting the Master or any Officer of the College.

19. 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.

Guests

20. (i) A student may have at most four guests on College premises at a time, unless prior permission for more has been granted by an Officer of the College. 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) Student must not bring guests onto College premises to attend parties or larger events (as defined in 22 and 23 below) unless the gathering concerned has been approved by the Junior Deans in advance.

(iii) 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.

(iv) 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 about overnight guests. No guests may stay overnight in student rooms unaccompanied by a student.

Noise

21. (i) With the exception of bop nights, 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) With the exception of bop nights, a period of quiet is effective in College and its annexes from 11pm until 7.30am throughout the week.

(iii) During examination periods, particular care should be taken to avoid noisy activity within College and its annexes which could disturb students taking examinations.

Student-organised events and social activities

22. Student parties and larger student-organised events held in College or College-owned property require the permission of a 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 event is one at which twelve or more people are present. A larger event may not be held in a student's own rooms.

23. Students must obtain the permission of a Junior Dean for:

(i) any dramatic rehearsals and performances in College and College-owned property;

(ii) any larger student-organised events (including society meetings) which involve the possibility of disturbance to members of the College;

(iii) any larger student-organised events in College or College-owned property that are open to non-members of College who have not been individually invited.

With the exception of bop nights, all such events must end by 11.45pm and quiet time should be observed from 11.00pm onwards (as set out in 21.ii above). The relevant application form (D1), along with instructions on how to submit a request to the Junior Deans, is located on the SPC intranet.

24. The College's *Code of Practice on Freedom of Speech* may be found on the College website. Students organising events – including virtual events – are expected to consult the *Code* and follow it.

25. Permission may be refused for social events (including bops) when members of the College are involved or about to be involved in University Examinations.

Bops

26. The Junior Common Room may be 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.

27. The Middle Common Room may be 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. Noise levels should be reduced to those of 'quiet time' (as defined in 21.ii above) from midnight onwards.

Bar

28. (i) During Full Term, the College Bar shall usually be open from 7.00pm to 11.00pm Monday to Saturday evenings; 7.00pm to midnight on JCR Bop nights.

(ii) Drinks are served only to members of the College and their guests. 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

29. Students are required to observe the College's Smoking Policy, which is as follows:

(i) Smoking is not permitted on the main College site (including Castle Bailey Quad) or in the annexes except in designated areas. For these purposes, smoking refers to the use of e-cigarettes (vapes) as well as conventional cigarettes, cigars, pipes, etc.
The designated areas are:

- The Main Site: in the immediate vicinity of the ash tray provided close to the Hannington Hall bin store, near the steps to the SCR Dining Room. This is a

designated smoking area from 7.00pm to 7.00am during the period from the start of Week 0 of Michaelmas term to the end of Week -1 of Trinity term and from 9.00pm to 7.00am during the period from the start of Week 0 of Trinity term until the end of Week -1 of Michaelmas term.

- St Thomas St Annexe: the patio area outside the common room. This is a designated smoking area at all times.

- Paradise St Annexe: the walled garden (but not the patio). This is a designated smoking area at all times.

- Lau Building: the common room balcony. This is a designated smoking area at all times.

(ii) The Dean will impose a fine of £25 for smoking on College property outside the designated smoking areas; a fine of £50 if fire alarms are activated by smoking; and a fine of £100 if fire equipment (including smoke detectors) are tampered with.

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 Domestic Bursar and Dean jointly.

(ii) The Junior Common Room will be closed after Bops until 6am the following morning.

31. The use of College spaces for student-organised events is subject to permission in advance from a Junior Dean. The necessary form (D1), along with instructions on how to submit a request to the Junior Deans, is located on the SPC intranet. The only exception to this is that students wishing to use an unbooked seminar room for private or group study (without the consumption of alcohol) may simply make an application to the Lodge at the time they wish to use the room.

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 Library and Archives Committee. The current version is given in Annex F.

33. Use of the College's data networks; and computers within the College and College-owned property is subject to the *Computer Regulations*. The current version is given in Annex G.

34. Students must keep off the grass in Linton quad.

35. Ball games (and games involving the use of other high-velocity airborne objects or generating significant amounts of noise) may not be played within the precincts of the College. Exceptionally, bowls or croquet may be played in the Chavasse quad during Trinity term with the permission of the Domestic Bursar.

36. No furniture may be removed from any College building into a quad or open space without the permission of the Domestic Bursar.

37. Students are provided with access to the College through their University Card and (where relevant) a key to their study-bedroom. No student may make a duplicate of any key issued by the College. Nor may they lend a College key or their University Card to anyone. Lost or stolen keys must immediately be reported to the Lodge. Lost or stolen University Cards should be reported to the College Office.

Damage to College Property

38. (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

39. (i) Bicycles may not be ridden within the College precincts.

(ii) Bicycles may not be left anywhere within the College (or within other College-owned buildings) except in the designated bicycle storage areas. Entry to the main College site is via the wicket gate beside the Chapel.

(iii) Bicycles may not be left outside the College in New Inn Hall Street or New Road attached to or leaning against the iron railings.

(iv) Bicycles must be registered with the Lodge and display the sticker issued free of charge upon registration.

(v) Skateboards, roller skates/blades, scooters or similar may not be used within the College sites.

(vi) Students may not keep or charge e-scooters or e-bikes anywhere on College premises.

40. 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.

Laws of the Land

41. Students are expected to obey the Laws of the Land.

42. (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 Dean for Welfare may be approached in confidence for advice. Details of health, wellbeing and welfare support can be found on the College website. 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.

43. Students who are facing criminal prosecution must inform the Master and the Dean.

44. Students should not record audio, images or videos of other students or members of the College's staff in their rooms or offices without their permission. It is an offence to continue recording a student or a member of staff when asked by them to stop doing so; any such recordings should be permanently deleted on request.

The Media

45. (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 on social media, including Facebook, X (previously known as Twitter), Instagram, WhatsApp and any other online platform.

Enforcement of Regulations

46. The enforcement of College regulations is the responsibility of the Master, the Dean and the Junior Dean(s). Infraction of the regulations which appear to be relatively minor are dealt with as set out below. Relatively minor infractions are those for which the range of penalties set out in 46(ii) are of the appropriate order of magnitude.

47. (i) The Dean may as necessary issue a Decanal summons to a formal meeting at which attendance is compulsory. Summons is by email and attendance must be confirmed by return.

(ii) The Dean is authorised to levy a fine of up to a maximum of £150 per offence on individual students for infringements of College regulations, to require the student to pay for the reasonable costs of repair to College property, to impose 'community service' punishments and to ban individual students from College facilities and amenities. The Dean's decision will be confirmed in writing. If the student wishes to contest the Dean's action, they 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, which will be confirmed in writing.

(iv) Penalties in excess of those set on in (ii) above may not be imposed by the Dean.

48. (i) Fines must be paid 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 Financial Assistance Fund from which support is offered to students in financial need.

49. 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.

50. If a student wishes to appeal against any decision of the Dean under paragraph 46 of these regulations, they must write to the Master. The appeal will be handled in accordance with Section 3 of the *Non-Academic Discipline Procedure*.

51. In any no-fault situation affecting one or more students, each student involved will be invited to speak in person with the Dean or the Master before any ruling is made that will affect them.

52. Where it is necessary, in the judgement of the Dean or the Master, to establish a no-fault, no contact agreement between two students, both students will be consulted about the specifics of the agreement and will then be expected to abide by the agreement made.

Serious Misconduct

53. Where it is alleged that a student is responsible for serious misconduct (including, but not limited to, assault) the matter will be dealt with according to Section 4 of the *Non-Academic Discipline Procedure*.

54. During an investigation of potential serious misconduct (where that investigation might be by the College or by the University) the Dean or the Master may exclude the student under investigation from College premises or permit access to College premises only on stipulated conditions (including the imposition of a 'no contact order'). Such 'no contact orders' are precautionary measures, imposed to mitigate risk, to ensure that a full and proper investigation can be carried out and/or to protect any persons who may be directly affected by the allegation being investigated. The measures put in place will be those that best achieve these aims whilst minimising the possible impact on the student under investigation. They are not penalties and their imposition does not indicate that the College has concluded that the student under investigation is guilty of misconduct.

Annex F: Library Regulations

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 book may be removed from the Library unless first checked out on the self-issue terminal and the Librarian will investigate all such instances where this is not the case.

(vi) 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.

(vii) 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.

(viii) Each overdue book will incur a fine of twenty pence per day.

(ix) 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.

(x) For graduate students there is a fixed loan period of 56 days.

(xi) All Library users must take good care of the books in their possession. In particular, books should not be used to prop open windows.

(xii) No non-member of the College may be admitted to or use the Library without the permission of the Librarian.

(xiii) Mobile phones must be switched to silent when in the Library and must only be used in ways that do not disturb other Library users.

(xiv) Laptop computers must be switched to silent when in the Library.

(xv) 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.

(xvi) 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.

(xvii) Those who have taken their last University Examinations must return all their library books immediately. Students are reminded that Library resources are the property of the College; failure to return items wounds the College intellectual community as a whole.

(xviii) The care of any book or other item borrowed from the Library remains the borrower's responsibility until it has been returned to the Library. No book or other item may be sub-lent or transferred to a third party by the borrower without the Librarian's express permission. Responsibility for the care of any item belonging to the Library rests with the borrower until the loan is cancelled. Any member of the College who fails to return an item borrowed from the Library will be liable for the full cost of its replacement.

Annex G: Computer Regulations

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

No food or drink may be consumed near public College computers, eg in the Library lobby.

(i) No non-member of the College may be admitted to use the public College computers or data networks without the permission of the Head of IT. Guest logins are available on request.

(ii) Students must observe all College, University, and JANET rules on the use of academic computer networks.

(iii) Students must not use any peer-to-peer (P2P) file sharing software on any computer that uses the College's data network to obtain and/or distribute copyright protected material. Any infringements will be regarded as a disciplinary matter and will be referred in the first instance to the College Dean. There is an administration charge of £50+VAT applied in every case by the University, to be paid by the student. These infringements may also be escalated to the Proctors. University IT Regulations can be found at: www.ox.ac.uk/about/how-we-are-run/governance-finance/legislation/it-regulations-1-of-2002

(iv) Students must ensure that any personal computer or mobile device they use on the College's data network is kept up to date with security patches and anti-virus software. Anti-virus software is free to download through the University[2].

(v) Students may not use the College Crest on any website that they create except with the permission of the College.

[2] See https://www.infosec.ox.ac.uk/endpoint/macos

Annex H: MT26 Room ballot prioritisation

Group 1 (guaranteed to get College accommodation via the ballot)

The group drawn first in the ballot, and therefore most likely to get their higher preferences in terms of rooms is those Y3s who have lived out the previous year (as well as Y4s returning from a YA who lived out in their Y2.

- Students who will be in Y3 of a 3Y course in 2027-28 who are living out in 2026-27.
- Students who will be in Y3 of a 4Y course in 2027-28 who are living out in 2026-27.
- Students who will be in Y4 of a 4Y course in 2027-28 and are on a YA in 2026-27 and lived out in 2025-26.

Group 2 (guaranteed to get College accommodation via the ballot)

Also guaranteed College accommodation, if they want it, are all other Y3s, plus Y4s returning from a YA who lived in in their Y2.

- Students who will be in Y3 of a 3Y course in 2027-28 who are living in in 2026-27.
- Students who will be in Y3 of a 4Y course in 2027-28 who are living in in 2026-27.
- Students who will be in Y4 of a 4Y course in 2027-28 and are on a YA in 2026-27 and lived in in 2025-26.

Group 3 (not guaranteed College accommodation)

Y4s who opted not to live in in Y3 have next priority. While not guaranteed accommodation, in practice they will be allocated it given the number of available rooms.

- Students who will be in Y4 of a 4Y course in 2027-28 who are living out in 2026-27.

Group 4 (not guaranteed College accommodation)

- Students who will be in Y4 of a 4Y course in 2027-28 who are living in in 2026-27 and lived out (or were on YA) in 2025-26.

Group 5 (not guaranteed College accommodation)

- Students who will be in Y2 of a Y3 or Y4 course in 2027-28.

Group 6 (not guaranteed College accommodation)

- Students who will be in Y4 of a 4Y course in 2027-28 who are living in in 2026-27 and who lived in in 2025-26.

Notes:

A. Students in any year with specific medical/disability needs for college accommodation are allocated rooms ahead of the running of the room ballot.
B. Students who fail to enter the ballot by the published deadline in MT26 are not guaranteed College accommodation, even if they would otherwise be in Groups 1 or 2.
C. Students with rental charges outstanding at the time of the accommodation ballot, and who have not agreed payment arrangements with the Student Finance Officer are not permitted to enter the ballot.
D. Students resident in the 11 New Road flat in 2026-27 will be treated as if they are living out in 2026-27 for ballot purposes (i.e. they will be in Group 1 not Group 2).