



ST PETER'S
COLLEGE

UNIVERSITY OF OXFORD

Student Administrative Handbook 2018-19

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Quick reference guide: who to ask about what

Who	What
Porters Lodge telephone 01865 278900	Emergencies and accident forms Keys and temporary fobs Mail and the Messenger Service Reporting of maintenance issues Noticeboards Pigeonholes Room bookings 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 Thesis binding University ('Bod') cards University exams University forms including 'GSO' forms
Accommodation, Catering and Events Office Staircase II, ground floor	Housekeeping / cleaning Meals including formal halls
Chaplain Besse Staircase, Room 5	Chapel services Faith-based matters
College Nurse Staircase IV, Room 3	Drop-in surgeries during term-time
Facilities Office Staircase II, ground floor	Maintenance and refurbishment Fire Safety, Health and Safety etc
Fellows' Secretary Besse Staircase, ground floor	Paper and toner cartridges for college photocopiers and printers
Finance Office Staircase III 10am-12noon and 2pm-4pm Mon-Fri Student Finance Officer	Accommodation charges Battels (invoices) Payroll for student workers Fees, loans, grants and financial assistance
IT Office Staircase III it-support@spc.ox.ac.uk	Wi-Fi, network and computing support
Junior Deans	Permission for meetings and other functions
Welfare Team	Confidential help and advice

Key website addresses

College website www.spc.ox.ac.uk

College intranet <https://sharepoint.nexus.ox.ac.uk/sites/SPC/documentsstudents>
or follow the link on the College website

Upay www.upay.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 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/.

Signing-in

It is a College requirement that all students sign in/out at the Porters Lodge at the beginning and end of every term, regardless of whether they are living in College or private accommodation.

This is important because the University sets minimum residence requirements for most degrees and qualifications.

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

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 *Official Information* page of the College website, including the following:

- *Student Complaints Procedure*
- *Confidentiality Policy*
- *Harassment Policy and Procedure*
- *Staff-Student Relationship Policy*
- *Academic Expectations and Discipline Procedure*
- *Guidance note on intermission and suspension of status*

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

Rooms, access and tenancy agreements

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

Accommodation is normally provided on the main site for:

- a) First year undergraduates.
- b) Nominated MCR and JCR Officers.
- c) Some third year undergraduates (see 'Undergraduate accommodation ballot' below).
- d) Students with particular welfare needs or disabilities, at the discretion of the Accommodation Manager and Welfare team.

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

Students who occupy a room in College or in one of the College annexes will first be required to complete a tenancy agreement which complies with the UUK/SCOP Accommodation Code of Practice (ACOP). Signing this agreement serves as an undertaking to abide by accommodation rules and regulations.

College rooms vary slightly in size and standard. Rooms are allocated before the start of the academic year and cannot normally be changed, save for exceptional circumstances (medical, welfare etc.) at the Accommodation Manager's discretion.

The College reserves the right of access to student rooms by domestic and maintenance staff and others with the Accommodation Manager'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 Manager. Scouts (College cleaning staff) will normally enter rooms on a daily basis and must be allowed access. If entry is not allowed, the Dean will be informed.

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 at the end of

Michaelmas Term. College policy is to provide accommodation where possible for undergraduates entering their third year of study, and for those students returning from a study year abroad. Fourth Year students may enter the ballot for rooms in Paradise Street only.

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

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 Batters and the accommodation ballot'.

Graduate accommodation

The Paradise Street annexe provides single accommodation for new graduate students and some fourth year undergraduates. There is no double accommodation. Graduate accommodation is limited and is only available to those in their first year of study. In subsequent years graduates have to find their own accommodation in Oxford. College accommodation is not usually available to those who return to submit their dissertation or attend a *viva*.

Further rooms are available through the University's Accommodation Service, the allocation of which is under the control of the College's Accommodation Manager. Occupants will be required to sign a "nomination agreement" before taking up residence.

Private accommodation

There is helpful information on the University website and the Oxford SU website at:

www.admin.ox.ac.uk/accommodation/private/index.shtml

www.oxfordsu.org/wellbeing/student-advice/accommodation-living/

A briefing event will take place in Michaelmas term 2018 for students who will need to look for private accommodation for the 2019-20 academic year.

Guests and guest rooms

Fire regulations dictate that the Lodge must be informed of guests staying on the College's premises. Students occupying College accommodation either on the main site or in the annexes do not have the authority to allocate rooms to relatives or other guests.

Accommodation charges and lease arrangements

Accommodation charges for 2018-19 are set out in Annex A: Accommodation charges 2018-19.

The following is a brief summary of the lease arrangements.

Main College Site (excluding Staircase Three)

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

Michaelmas term: Sunday 30 September - Saturday 1 December 2018 (leave by 10.00am)

Hilary term: Sunday 6 January - Saturday 9 March 2019 (leave by 10.00am)

Trinity term: Sunday 21 April – Saturday 22 June 2019 (leave by 10.00am)

Please also see the section on 'Vacating rooms and vacation residence' and Annex A: Accommodation charges 2018-19.

Staircase Three, Paradise Street, St George's Gate and St Thomas' Street

The rental for these rooms includes residence during Michaelmas and Hilary vacations (lease dates for 2018-19 are 30 September 2018 to 29 June 2019). 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. See also Annex A: Accommodation charges 2018-19.

Visiting Students (Junior Year Abroad)

Visiting Students in both main site and annexe rooms have 38 week leases running from Sunday 30 September 2018 to Saturday 22 June 2019.

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.

Vacating rooms and vacation residence

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 £50 per night).

Main Site (excluding Staircase Three)

Students not staying up past the end of term should vacate their rooms by 10.00am on the Saturday of Week 8.

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

Students requiring their rooms during the Easter vacation and students needing to stay up at the end of Trinity term for exams should contact the Accommodation Manager by the end of Week 6 of the relevant term. These forms will be made available from Week 5 each term. Additional days that have been authorised by the Accommodation Manager (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 Home & EU 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 in the Porters Lodge and on the College intranet.

Staircase Three and Paradise Street, St George's Gate and St Thomas' Street

The rent for rooms in Staircase Three and the off-site annexes covers the Christmas and Easter vacations. Students in Paradise Street will have the opportunity to keep their room beyond Saturday of Week 9 in Trinity Term by prior arrangement with the Accommodation Manager. All other students must vacate their room by 10am on Saturday 29 June. The College offers accommodation in its Paradise Street building to students in other annexes who need to stay in Oxford during the Long Vacation, and enquiries should be made during Trinity Term.

Removal of personal belongings

On vacating rooms, all personal belongings and rubbish are to be removed. Dressing tables and cupboards must be left unlocked and completely cleared. College staff will dispose of personal

items left in College accommodation, for which there will be a charge. Large bags of rubbish must not be left in rooms at the end of term: there will be a charge of £10 for disposal of each bag. Any belongings left in the JCR at the end of Trinity Term will be disposed of.

Any personal fridges left in rooms when they are vacated will incur a charge for removal and disposal (see Annex D: 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 such storage space when it is available, up to a limit of two closed suitcases or their equivalent. They should liaise with the Lodge Supervisor well in advance of the end of term if they wish to request permission for this. Students are responsible for packing and moving their suitcases to the storeroom. All items placed in storage will be recorded by the accompanying member of Lodge staff. The College accepts no responsibility for items so stored. Items stored will be disposed of if not collected by the end of 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 intermitting; students who live in non-College accommodation; students who have finished their courses. Occupants in Matthews and New Building will find a secure strong box at the bottom of the wardrobe. This is to secure personal belongings as you see fit, but you will be required to provide a suitable padlock. Please note that you should not place any items of significant weight on top of the box.

Parking

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

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 Accommodation Manager. 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 Manager to arrange the removal of furniture. This permission must be sought in the first two weeks of Michaelmas Term.

Damage

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

In general, damage to College property brought about by students will be charged at cost to the student responsible. Where it is not possible to identify an individual student as responsible, damage may be charged to the JCR, MCR, or a College Club. Where damage is judged to be wilful or due to negligence the full cost will be levied against those concerned.

BluTac, white tac, double-sided tape, gummed paper, Sellotape 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.

Annex D: 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.

Students must allow the housekeeping staff weekly access to their rooms for routine cleaning. The College requires students to keep their rooms tidy at all times as the housekeeping staff are employed to clean the rooms, but not tidy them. This is the student's responsibility.

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.

JCR Kitchen

Kitchen facilities are available in the JCR for heating snacks and making hot drinks. Students are responsible for keeping this area clean and tidy at all times; the kitchen will be closed if it is not kept clean and tidy.

Heating and electricity

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

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

Electrical appliances

Students may not use electric heaters in College rooms unless provided by the College. Irons may be used only on ironing boards, not on the carpets: burns from irons to carpets, flooring, furniture and fittings will be charged for. In the annexes, irons must only be used in laundry areas.

Fridges are permitted in student bedrooms but must be registered using a form available at the Porters Lodge 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 and the like. These will be confiscated if found and a decanal fine of £75 charged.

Hair straighteners/tongs must not be left on desks, carpets or any other surface likely to get damaged: 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.

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

TV licence

If you decide to have a television in your room, it will be necessary to provide your own television licence. You also need a licence to download or watch BBC programmes on demand - including catch-up TV - on BBC iPlayer. This applies to all devices, including a smart TV, desktop computer or laptop, mobile phone, tablet, digital box or games console. Even if you access BBC iPlayer through another provider, such as Sky, Virgin, Freeview or BT, you must have a licence. For further information see <http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1>.

Food and Drink

Special arrangements during Michaelmas term 2018

During Michaelmas term 2018 the Dining Hall will be closed for renovation work. Meals will instead be eaten in the Chavasse Marquee, with a servery in the Theberge Room.

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 each 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	10.00am – 11.30am	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 by email. The Catering Menu Board is also used to display menus, and information about meals during the vacation.

Informal and Formal Hall

Informal Halls are self-service dinners. Formal Hall dinners are normally three courses and are served. Gowns are worn at Formal Halls. Members are asked to sit where directed by Dining Hall staff.

Please arrive early with your friends/guests to ensure you can be seated before 7.30pm. Please note if you are late for Formal Hall you will not be allowed to attend the dinner and no refund will be given.

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. We cannot guarantee that food has been prepared in a nut-free environment.

Meal charges

As a rough guide, students should budget £550 – £750 per term for meals. The charge for a Formal Hall dinner is £8.25; and for JCR/MCR guest nights, sports and society dinners, £27.50 if held on a Monday, Wednesday or Friday and £32.75 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 Porters 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 £10 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 Catering Department as soon as they are no longer required.

New students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers' Week (from dinner on Sunday 30 September until lunch on Thursday 4 October inclusive) for a single payment of £70, which will be charged to their Michaelmas term battels. They will therefore not need to use the Upay payment system until dinner on Thursday 4 October.

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 21 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.

After the list has closed no one will be able to sign-in, cancel or obtain a refund for whatever reason. Please note that you must have your email confirmation (on a printout or mobile device) to hand when attending Formal Halls. This will help us to identify you, any guests and your allocated meal choices.

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 four guests on a Tuesday and two guests for Thursday Formal Hall (fewer or 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

MCR members are invited by the SCR to dine with them on High Table on Tuesdays during full term (limited to ten places). MCR members wishing to dine at High Table should sign-in via Upay. Other meals will be charged for in accordance with the arrangements outlined elsewhere in this section.

Arrangements for MCR Formal Dinner Exchanges are made by the MCR Secretary. Sign-up lists are placed on Upay. Exchange ticket cost: £17.50 (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 4 of Trinity Term. Arrangements for such functions are made by contacting events@spc.ox.ac.uk.

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

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

The Bar is subject to full decanal authority at all times. Students are asked to note the restrictions set out in College Regulation 26.

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 the wicket gate (adjacent to the Chapel) and the Bulwarks Lane door during the day, and for access to the College through the Lodge entrance after the main door is locked from 6.00pm. The wicket gate and Bulwarks Lane door may not be used after 6.00pm, when they will be locked.

CCTV cameras monitor the entrances to the College and other areas. These are backed up by a 24-hour recording system.

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

The College's Law Centre in New Road is also accessed by the Salto entry system.

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.
- There is a deposit of £35 on a room key. Room key deposits are refundable at the end of the academic year, on return of the keys to the Lodge.
- 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 do not have keys, with the access being controlled by University Card or fob access.

Room keys: students living on the main site with 27-week contracts should return their room key to the Lodge at the end of each term.

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 £35 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 Endsleigh Insurance. The annual premium (£8.16 per person) is charged via battels in Michaelmas term. Full details of the insurance policy can be found in Annex C: Endsleigh 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 bicycle entrance is via the wicket gate beside the Chapel. Bicycles may not be brought through the Lodge entrance. (At night, after the wicket gate has been closed, they should therefore be left in the Chavasse bicycle enclosure, which is accessible from New Inn Hall Street using the 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, St George's Gate 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 Endsleigh, 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.) You are also strongly advised to ensure that your bicycle is regularly maintained eg brakes are effective, chains are oiled etc. For more information for cyclists in Oxfordshire including cycle safety, helmets and training, please visit: www.oxfordshire.gov.uk/cms/public-site/bike.

Motor vehicles

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.

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 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, plant, equipment or machinery which may be or may become a danger to themselves or others.
- comply with instructions in the current Student Administrative Handbook.

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 any other combustible materials are absolutely forbidden in College accommodation or on College property at any time. Clothing must not be placed on heaters or on light fittings.

Students must not tamper with or impede the operation of any fire safety device (e.g. hoses, alarms, smoke detectors etc.). Fire doors must not be propped open. Fire exits must at all times be kept clear. It is particularly important that students living in the annexes do not block fire exits with bicycles.

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

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

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

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

See also the section titled 'Seminar and Music 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 termly 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 by the room occupant will be replaced and the cost will be charged to the occupant. This can be up to £130 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). Some of the regulations are summarised below.

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 and maintenance staff must be allowed reasonable access to College rooms. The throwing of flour and similar substances after public examinations is forbidden.

Gardens and Quads

Grassed quads in Oxford colleges are traditionally 'off limits'. Walking on the grass in Linton Quad is prohibited. No ball games (or throwing activities e.g. frisbees etc.) are to be played on College premises. Bowls or croquet may be played on the Chavasse Quad with the 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 uninvited or disorderly guests and to prevent damage and noisy behaviour. Guests must be individually invited. Gatherings in student rooms may not exceed eight. Parties on staircases are not permitted. The College Regulations state that quiet should be maintained between 11.00pm and 7.30am through the week, with exceptions for Bop nights.

Application forms to book an event/party in one of the College's seminar rooms are available from the Lodge. Permission should be sought from one of the Junior Deans for certain categories of event; for further information see Student Regulations 21 and 22.

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 by Junior Members*' which can be found on the College website.

Alcohol

The College acknowledges that alcohol consumption is an acceptable and established part of life in Britain. However the College seeks to promote responsible social drinking and minimise alcohol related harm to individuals and the community as a whole. The College endorses the University'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

No smoking is permitted on the main College site. Smoking is only permitted in designated areas of the offsite annexes, as set out in the College Regulation 27 and in the College's *Smoking Policy* which can be found on the College website.

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

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

Animals

Students are not allowed to keep animals (apart from guide dogs) in College accommodation or bring them onto College premises, unless permission has been granted by the Bursar. 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 Porters Lodge. The terms and conditions of service may be found at www.admin.ox.ac.uk/estates/ourservices/fm/ums/.

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 (normally 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, at the foot of each staircase and on relevant boards in the Lodge. Those who post notices are responsible for removing them when they become outdated. Notices, posters and stickers placed in any other location or fixed with staples will be removed. Students should not fix notices directly onto doors.

Telephones

The telephone controlled by the Porters in the Lodge is not for students' use. The Porter will take down telephone messages, but cannot fetch students to the telephone.

Photocopiers, printers and the document binder

There are two student photocopiers. They are located at the entrance to the Library and in the Law Library. The photocopier in the Library is also a printer and charges for printing and copying will automatically be added via battels. The photocopiers in the Fellows' Secretary's office and in the Fellows' Writing Room are not for student use.

Printing and photocopying costs for undergraduates and Visiting Students are charged via battels at the end of each term. Printing costs for members of the MCR are covered by the MCR **up to £50 per academic year**; any charges over this amount will be charged directly to the student via battels.

The College has a binder for binding theses, dissertations etc. It is kept in the office of the Fellows' Secretary on the ground floor of Besse Staircase. Contact the College Office team (college.office@spc.ox.ac.uk) to arrange an appointment to use the binder. There is a charge of £2 per item, payable in cash or added to student battels.

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 an *Official Information* section with copies of College regulations, codes of practice and policies. Please contact the Website Editor, Dr Richard Allen (richard.allen@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 assists with connections and can advise on queries relating to computing facilities in the College.

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

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 Porters Lodge.

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

- will be able to access to the student computers located in the library,
- can utilise web-based printing at <http://print.spc.ox.ac.uk>,
- can request wired internet access through the IT Office, and
- will gain access to wi-fi.

Information about internet connections and IT facilities can be obtained from the IT team: it-support@spc.ox.ac.uk.

IT Regulations

All students must abide by the University of Oxford's regulations governing the use of IT facilities, detailed at www.admin.ox.ac.uk/statutes/regulations/196-052.shtml, 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 Staircase IV. The washing and drying machines accept debit/credit card payment and instructions are displayed in the laundry rooms.

Reporting maintenance problems

All maintenance problems/requests should be reported to the Porters Lodge as soon as possible. The Porters will enter the request onto the maintenance calendar which is looked at regularly throughout the day by the maintenance team. Safety or emergency problems should be directed to the Duty Porter without delay.

Maintenance department hours are 7.30am – 4.00pm Monday-Friday. Maintenance problems will be graded by the maintenance team as 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 by 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.

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 including food. There are also separate bins in the Dining Hall for food, recyclable and non-recyclable waste. There are further receptacles for recycling in the JCR and in the bin stores by the Matthews Building.

* 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 tetrapaks.

Persistent failure to engage in the recycling scheme will be reported to the Junior Deans.

College Library

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

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

Seminar and Music Rooms

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

- Davis, Miles and Theberge Rooms
- Dorfman Centre
- Latner and Warriner Rooms
- Music Room

See also the section of this Handbook titled 'Parties and events'.

Students using these 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.

Use of the Music Room is restricted to those granted permission by the Director of Music, Jeremy Summerly. The Porters Lodge has a list of those who have received permission to use the Music Room.

Chapel

The Director of Music, Jeremy Summerly, may authorise musical events and rehearsals in Chapel. All other activities require discussion with the Chaplain, Revd Dr Elizabeth Pitkethly 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 you 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 2018-19 and Annex B: Other charges 2018-19.

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 *PaytoStudy* to allow international students to make payments by sending us secure bank transfers in their own local currency.

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

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

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 Tutor/Dean for Welfare.

If payment or explanation is not received by the due date a reminder statement will be sent to the student. Once the debt is one week overdue, unless the student has been in contact with the Student Finance Officer, the College will automatically commence applying a surcharge of £10 per week, irrespective of the amount outstanding, until the debt is settled or a payment arrangement has been agreed.

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. No student will be allowed to return to their course after intermitting if they have outstanding debts to the College.

If continuing students are in credit on their battels, College policy is that this will be used against the following term's battels. On leaving the College if you are still in credit and are due a refund, please ensure that you have provided the College with your bank account details to enable the College to make this payment, otherwise the credit will expire three years 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. 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).

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 and Welfare

College Nurse

The College Nurse attends the College every week day during Weeks 0 to 9 of each term.

Staircase IV, Room 3

Telephone 01865 278887

Email: nurse@spc.ox.ac.uk

Surgery times are as follows:

Mon, Wed, Fri	12.45pm – 2.45pm
Tues	9.30am – 11.30am
Fri	2.45pm – 4.30pm

These are drop-in sessions, no appointment required.

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

College Doctors: Jericho Health Centre

All students are required to register with a doctor in Oxford. The College has a close association with the medical practice of Dr Leaver & Partners at the Jericho Health Centre (Walton Street, opposite the Phoenix Picturehouse cinema), 10 – 15 minutes walk from the College; telephone 01865 311234, website www.leaverandpartnersjericho.nhs.uk.

The Jericho Health Centre has an online registration procedure via <http://www.campusdoctor.co.uk/oxford/>

Dentists

The College has an association with the dental practice of Dr David LeTocq (31 Beaumont Street, Oxford; telephone 01865 557507). Dr Le Tocq will accept any student of the College for regular or emergency care. Charges, which are linked broadly to NHS charges, are payable at the time of treatment.

For information about NHS dentists in Oxford, see NHS Choices www.nhs.uk ('Find services near you' and select 'Dentists').

Welfare support within the College

The Welfare Officers (Edward Scrivens and Alice Raw) are available for advice on personal issues in their offices on a regular basis by phone in case of emergency. Further information, including office hours and phone numbers can be found on the College website at www.spc.ox.ac.uk/college-life/welfare.

The Chaplain

The Chaplain is available to talk with any student. She is normally in College every Thursday and Friday. Everyone is welcome to attend tea, cakes and toast from 3.00pm – 4.30pm in her room Besse 5 on Thursdays during full term. She may be contacted by email (elizabeth.pitkethly@spc.ox.ac.uk) or on 07952 024571. The chaplain is able to put students in

touch with chaplains of specific faith communities (such as the Jewish, Muslim or Hindu chaplains); she can also give details of various Christian groups which have social and mentoring programmes.

Financial hardship

Information and advice on all hardship funds available from the College and elsewhere is available from the Student Finance Officer, Mrs Katie Pullen-Rowland (telephone 01865 278936; email katie.pullen-rowland@spc.ox.ac.uk). Her office is located in the Finance Office on Staircase 3 and she is available Monday to Thursday 10.00am – 12noon and 2.00pm – 4.00pm. Appointments outside of these times can be arranged in exceptional circumstances.

Other Welfare services

University Student Health and Welfare: 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 personal or emotional problems. 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/wellbeing/student-advice/.

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.

Provision for students with disabilities

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 Bursar and Accommodation Manager will be pleased to discuss any potential requirements relating to accommodation or facilities

Students with disability-related study needs should consult the College Registrar and/or get in touch directly with the University's Disability Advisory Service. The advisor with particular responsibility for St Peter's students is Dorota Antoniak (telephone 01865 289832; email dorota.antoniak@admin.ox.ac.uk, meetings by appointment).

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 *Official Information* page of the College website.

The College has two Harassment Advisors (Dr Massimo Antonini and Katie Pullen-Rowland) who can provide support and advice to any student who feels that they are being harassed.

Annex A: Accommodation charges 2018-19

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

Rooms on the main site (excluding Staircase III and Perrodo Building)

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

£150 per week; £1,350 per term; total of £4,050 per year

Staircase III

39 week lease, (Sunday 30 September 2018 to Saturday 29 June 2019, ie. including Michaelmas and Hilary vacations but not summer vacation).

£158 per week; £2054 each term; total of £6,162 per year

Perrodo Building

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

£158 per week; £1422 each term; total of £4,266 per year

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

39 week lease (Sunday 30 September 2018 to Saturday 29 June 2019, ie. including the Michaelmas and Hilary vacations, but not the summer vacation).

£157 per week; £2,041 each term; total of £6,123 per year.

Visiting Students (Junior Year Abroad)

Visiting Students in both main site and annexe rooms have 38 week leases running from Sunday 30 September 2018 to Saturday 22 June 2019.

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

Annex B: Other charges 2018-19

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

Key deposit

Students occupying College accommodation are issued with a bedroom key. They will be charged a deposit of £35 via battels in Michaelmas term. The deposit will be refunded when the keys are returned.

Undergraduate Freshers Meal Charge

Single charge for meals during Freshers' week of £70 (Michaelmas term, for new undergraduates only)

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

Junior members in residence are automatically members of the JCR 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 2017/18 will be £5.50.

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

Insurance charge

Room contents insurance (£8.16) billed in Michaelmas term for all students living in College-managed accommodation; for further information see the 'Security and Safety' section and Annex C: Endsleigh Insurance details.

Annex C: Endsleigh Insurance details

Students living in College managed accommodation are automatically covered by a Room Contents group insurance scheme provided by Endsleigh Insurance. The annual premium (£8.16 per person) is charged via battels in Michaelmas term.

The main items covered are (subject to an excess payment):

- Personal possessions **in your room** up to £7,000 against theft, fire, flood and burst pipes
- Desktops, Laptops and Portable Computer Equipment **in your room** up to £2,000
- Musical Instruments up to £600 **in your room**
- Visual & audio equipment such as televisions and CD or DVD players up to £1000 in your room
- Mobile phones up to £1,000 in your room
- Bike theft from College or University premises where the bike has been stored securely up to £250

Restrictions, limits and conditions apply. Please note in particular that with the exception of bikes (see above) the policy does not cover any items outside your room e.g. laptop computers taken to University departments and libraries. However it is possible to extend the cover to include these and other items on payment of the appropriate additional premium.

Please ensure you are familiar with the full details of the policy, which are available on the Endsleigh website at www.endsleigh.co.uk/reviewcover, the College's Policy number is HH1071.

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

Annex D: 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, as follows (with allowance for normal wear and tear):

Cleaning per room	£25 - £100
Clearing rubbish bags	£10 per black bag
Wall repair & painting	£30 - £175
Rubbish clearance	£25 - £100
Disposal of fridge	£100
Damage to carpets	£100 - £500
Damage to door	£30 - £250
Damage to window	£50 - £300
Damage to wardrobe	£150 - £500
Damage to table/desk	£250 - £400
Damage to chest of drawers	£100 - £250
Replacement chair	£175 - 350
Replacement desk lamp	£25
Damage to curtains/blinds	£250 - £350

Annex E: Student Regulations¹

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 no later than 5.00pm on Wednesday of 0th Week and to depart on Saturday of 8th week in any term.
8. Undergraduates intending to be out of Oxford overnight at any point during full term must sign the Exeat book in the Lodge.
9. Applications to return late and to go down during or before the end of Full Term should be made to the Master or Senior Tutor, who will grant leave only in exceptional circumstances.
10. (i) Students must check their pigeonholes for letters every three days during full term, including the last morning before they depart for the vacation.
(ii) Students are given an email address on arrival and must either use this as their primary email address or establish an automatic forwarding arrangement to their preferred address. Students are required to check their email daily during full term.
11. 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.

¹ These Regulations were approved by the Governing Body on 10 October 2007, updated on 17 June 2015, and amended in the Long Vacation 2018 to reflect a decision by the GB on 16 May 2018. The 2018 amendments also incorporated minor changes to keep the Regulations up to date with existing practice and policy.

Courses, Public Examinations and the Taking of Degrees

12. No student may enter upon a course leading to a Certificate, Diploma or Degree without obtaining the leave of the College.
13. Undergraduates and visiting students must obtain the permission of their College Tutor before undertaking any paid employment during full term.
14. Undergraduates and visiting students who are prevented by illness from attending tutorials, classes, or lectures must inform their College Tutor.
15.
 - (i) Students who persistently fail to produce work of the required standard or who fail to pass examinations at the level and time required by the College, may be rusticated (suspended) or sent down (expelled).
 - (ii) Plagiarism: students who engage or assist in academic dishonesty (including writing essays for hire or sale) can expect to be disciplined. Students' attention is drawn to the University Statute XI 2(4) which states University policy on this matter.
16. Candidates are responsible for ensuring that their names are entered for appropriate University examinations.
17. Inquiries concerning the conferment of Degrees should be made to the College Registrar. Candidates wishing to take a degree must by that time have returned all their library books and settled in full all debts with the College and University.

Scholarships and Exhibitions

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

Gowns and Standards of Dress

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

Social Activities

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

22. Students must obtain the permission of a Junior Dean for:-
 - (i) dramatic rehearsals and performances in College and College-owned property;
 - (ii) social activities (including society meetings) which involve the possibility of disturbance to members of the College;

- (iii) social activities in College or College-owned property that are open to non-members of College who have not been individually invited.

All such activities must end by 11:45pm, and the JCR must be cleared by midnight. Copies of the relevant Procedures and Application forms are obtainable from the Lodge.

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

Bar

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

Smoking

27. Students are required to observe the College's Smoking Policy, which is as follows:
- (i) All areas of the College including tutors rooms, student bedrooms, common rooms and offices are non-smoking.
- (ii) Smoking is not permitted on the main College site. It is permitted in designated areas in the Annexes as follows:
- St Thomas St: the patio area outside the common room.
 - Paradise St: the walled garden (but not the patio).
 - St George's Gate: common room balcony only.

The Dean will impose a fine if fire alarms are activated by smoking or if fire equipment (including smoke detectors) are tampered with.

Noise

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

Guests

29. (i) Students are at all times responsible for the behaviour of their guests while the latter are on College premises. No person may remain as the guest of a student after being told to leave by an Officer of the College or member of the Lodge staff.
- (ii) No person may be admitted to the College or College-owned property as a guest when entry has been forbidden by an Officer of the College.

College Facilities and Amenities

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

Damage to College Property

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

Vehicles

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

Laws of the Land

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

The Media

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

Enforcement of Regulations

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

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

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

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

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

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

52. Students are additionally recommended to consult *The University Student Handbook* distributed to all new students and available on the University website at <http://www.ox.ac.uk/students/academic/student-handbook>.

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.
- (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 not be used in the Library.
- (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) No student may refuse a request from any Senior Member of the College; the Librarian; or an appointed deputy to examine bags, coats, et cetera for un-issued books.
- (xviii) Those who have taken their last University Examinations must return all their library books immediately.
- (xix) At the end of each academic year, the cost of any books found to be newly missing and not down to any name may be divided on a subject-by-subject basis among all undergraduates who have been in residence that year and charged on battels.
- (xx) 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.

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:-

- (i) No food or drink may be consumed near public College computers, eg in the Library lobby.
- (ii) No non-member of the College may be admitted to use the public College computers or data networks without the permission of the IT Manager. Guest logins are available on request.
- (iii) Students must observe all College, University, and JANET rules on the use of academic computer networks.
- (iv) 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. These infringements may also be escalated to the Proctors. Regulations regarding P2P are detailed at: <https://www.it.ox.ac.uk/policies-and-guidelines/peer-to-peer-resource-sharing>
- (v) 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.
- (vi) Students may not use the College Crest on any website that they create except with the permission of the Computer Curator.

