STUDENT ADMINISTRATIVE HANDBOOK

2017 - 18
PREFACE FROM THE MASTER AND THE BURSAR

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

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

This handbook contains a range of practical information that should help you and provides the ground rules that exist to ensure the College runs smoothly and harmoniously for all who are at St Peter’s – in any capacity. When you arrive you will notice that the College is currently undergoing major renovation work. We have recently made significant changes to the main entrance and to Linton Quad – and we are now working on other parts of the College. We will try to minimise the inevitable disruption to normal activities as we proceed with the next phase – but during the construction period it will nevertheless be particularly important to pay attention to the guidelines in the handbook and cooperate with any adjustments to health and safety procedures that may be required as the building work progresses. We will end up with significant improvements to our public spaces, disability access and teaching facilities.

Please read carefully the St Peter’s College Student Regulations, which are in Annex D of the handbook. We would like also to draw your attention to the University Student Handbook 2017 / 2018, which is essential information for all students. New students will receive a copy of this from the Academic Office, and it is also available on the Proctors’ website at www.admin.ox.ac.uk/proctors.

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

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

Mark Damazer CBE  
Master

James Graham  
Bursar
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SOURCES OF HELP AND ADVICE WITHIN THE COLLEGE

Porters Lodge
ALL EMERGENCIES plus:
Accident forms
Catering notice board
Formal Hall
Keys
Laundry cards
Mail/messenger service
Maintenance book (requests for repairs)
Pigeon holes
Room bookings (meeting rooms, music practice rooms, chapel)
Signing in/out (beginning and end of term; other absences)
Student notice boards (sports clubs, music etc.)
Tutors’ notice board

Academic Office
Academic and travel awards
College countersignature of Graduate Studies Office forms
College exams (Collections)
Graduation ceremony arrangements
Student registration queries
University exam entries and special arrangements
University cards – replacement and renewal
Master’s Collections

Accommodation, Catering & Events Office
Accommodation and Events
Catering
Housekeeping enquiries

Bursar’s Office
Students wishing to see the Bursar should contact his secretary, Amanda Carty-Jones (14989), to make an appointment.

Chaplain
Point of contact for any faith-related matters and for anyone wishing to help with Chapel services

Facilities Office
Long-term planning for College buildings maintenance and refurbishments.
Ensuring that College Facilities meet statutory requirements (Fire Safety, Health and Safety, Water Hygiene, Mechanical and Electrical Infrastructure)

Fellows’ Secretary
Fax machine
Paper for MCR and JCR photocopiers and printers
Thesis binder
Toner cartridges for MCR and JCR photocopiers and printers (and return of cartridges for recycling)

Finance Office
(Open 10-12 and 2-4, Monday – Friday)
Accommodation charges
Battels (invoice) enquiries
Fee information
Student Finance Officer: Loans, grants and financial assistance

IT Office
WiFi, Network and PC support

Junior Deans
Permission for parties, meetings and other functions

Nurse
Initial source of advice and information on health & welfare matters - email: nurse@spc.ox.ac.uk
surgeries at SPC three times a week during term (weeks 0-9), Staircase IV room 3
Mon, Wed, Fri 12.30-14.30pm Tues, Thurs 09.30-11.30am
(drop-in sessions, no appointment needed)

Tutor for Welfare
Junior Welfare Officer
JCR and MCR Welfare Team
Chaplain
Sources of confidential help and advice on personal matters

Websites:
St. Peter’s College: www.spc.ox.ac.uk; Uniware meal payments and signing in: www.upaychilli.com
University of Oxford: www.ox.ac.uk ; Student Self-Service: http://www.ox.ac.uk/students – for online registration, amendments to personal details, issue of student registration/attendance certificates, Council Tax exemption certificates, confirmation of exam entry
ADMINISTRATIVE CONTACTS

All St Peter's phone numbers are prefixed by 01865 2 (or in some cases 6) when ringing from outside the University telephone network.

The general format of email addresses for staff and students is  firstname.lastname@spc.ox.ac.uk.

Academic Office
College Registrar: Catherine Whalley 78864 Besse catherine.whalley@spc.ox.ac.uk
Deputy Registrar & Admissions Admin: Martin Brown 78863 Besse martin.brown@spc.ox.ac.uk
Tutorial & Student Administrator: Mary Chalk 78941 Linton ground floor mary.chalk@spc.ox.ac.uk
Schools Liaison Officer: Daniel Pugh-Bevan (6)14699 Besse daniel.pugh-bevan@spc.ox.ac.uk

Accommodation, Catering & Events
Catering Services Manager: Colin Purvis 88525 II/1 catering@spc.ox.ac.uk
Accommodation, Conference & Events Mgr: Hilary Sudbury (6)14983 II/1 hilary.sudbury@spc.ox.ac.uk
Conference & Events Office: Charlie Kiel 78464 II/1 events@spc.ox.ac.uk
Domestic Services Supervisor: 78853 Besse Basement
Hall & SCR Supervisor: 78924 Dining Hall
Kitchen: 78854 Hall Basement
Archivist and Website Editor: Dr Richard Allen 78958 Evonym archivist@spc.ox.ac.uk

Building Manager: Warwick Clifton 78910 II/4 warwick.clifton@spc.ox.ac.uk
Facilities Manager: Lidia Hemmings 78873 II/4 lidia.hemmings@spc.ox.ac.uk

Bursar: James Graham 78947 III/2 james.graham@spc.ox.ac.uk
PA to Bursar: Amanda Carthy-Jones (6)14998 III/2 amanda.jones@spc.ox.ac.uk
Project Manager: Andrew Waterman 78926 II/4 andy@watermanpm.co.uk

Chaplain: The Revd Dr Elizabeth Pitkethly 78905 Besse 5 elizabeth.pitkethly@spc.ox.ac.uk
Dean: Dr Roger Allen 78908 II/2 dean@spc.ox.ac.uk
Junior Dean: Dr Genevieve Martin 78904 or 07976 175888 IV/18 genevieve.martin@spc.ox.ac.uk
Junior Dean: Matthew Reid 78951 or 07969 508492 IV/24 matthew.juniordean@spc.ox.ac.uk

Development Office:
Director: Victoria Fangen Hall 78996 I/4 victoria.fangen-hall@spc.ox.ac.uk
Alumni Relations Manager: Olga Batty (6)14985 I/3 olga.batty@spc.ox.ac.uk
Development Manager: Christopher Shakespeare (6)14820 I/3 christopher.shakespeare@spc.ox.ac.uk
Database & Research Officer: Louise Dawkins (6)78877 I/3 louise.dawkins@spc.ox.ac.uk
Development Assistant: Sarah Pyper (6)14984 I/3 sarah.pyper@spc.ox.ac.uk

Fellows’ Secretary: Anne Millard 78857 Besse anne.millard@spc.ox.ac.uk

Finance Office:
College Accountant: Stephanie Hanks 78879 III/3 stephanie.hanks@spc.ox.ac.uk
Financial Controller: Cheryl Watt 88594 III/3 cheryl.watt@spc.ox.ac.uk
Accounts Assistant: Tereza Taylor 78875 III/3 tereza.taylor@spc.ox.ac.uk
Trainee Payroll Officer: Sabine Okami 88596 III/3 payroll@spc.ox.ac.uk
Student Finance Officer: Katie Pullen-Rowland 78936 III/3 katie.pullen-rowland@spc.ox.ac.uk
Apprentice Finance Administrator: Alex Bird 78939 II/3 alexandra.bird@spc.ox.ac.uk
Accounts queries: accounts@spc.ox.ac.uk
Purchase Orders: purchaseorders@spc.ox.ac.uk

Human Resources Manager: Graham Stowell (6)14981 Linton ground floor graham.stowell@spc.ox.ac.uk
IT Manager: Cheryl Lamb-Evans 78881 III/1 it-support@spc.ox.ac.uk
IT Officer: Chris Beesley 78942 III/1 it-support@spc.ox.ac.uk

JCR President: Eleanor Blackwood eleanor.blackwood@spc.ox.ac.uk
Librarian: Dr David Johnson 78882 Library Office david.johnson@spc.ox.ac.uk
Assistant Librarian: Janet Foot 78860 Upper Library janet.foot@spc.ox.ac.uk
Library Assistant: Ana Rodriguez Riego 78860 Upper Library library@spc.ox.ac.uk

Lodge Supervisor: Paul Irons 78902 Porters Lodge paul.irons@spc.ox.ac.uk
General enquiries: Main Porters Lodge porters.lodge@spc.ox.ac.uk

Master: Mark Damazer 78862 Linton ground floor
PA to Master: Linda Lee-Wright 78911 Linton ground floor linda.lee-wright@spc.ox.ac.uk

MCR President: Isuru Goonatilake isuru.goonatilake@spc.ox.ac.uk

MCR Common Room: 78869 Lower quad

Medical Contacts:
Nurse: Kate Tempest 78887 IV/Surgery (Room 3) nurse@spc.ox.ac.uk
College Doctors: Dr Leaver & Partners 01865 311234 Jericho Health Centre, Walton Street Oxford OX2 6NW
Dentist: Dr Le Tocq 01865 557507 31 Beaumont Street

Music Director: Jeremy Summerly 78918 IV/14 jeremy.summerly@spc.ox.ac.uk
Organ Scholar: Benjamin Maton II/8 benjamin.maton@spc.ox.ac.uk

SCR Dining Room: 78865

SCR President: Prof Lionel Mason 78913 Canal House lionel.mason@maths.ox.ac.uk
Senior Tutor: Prof Balazs Szendroi 78870 Latner 6 senior.tutor@spc.ox.ac.uk
Tutor for Graduates: Prof Michael Bonsall 78916 Besse 10 tutorforgraduates@spc.ox.ac.uk
Tutor for Undergraduates: Dr Robert Pitkethly 78919 Evonym 13 robert.pitkethly@spc.ox.ac.uk
Tutor for Welfare: Dr Claire Williams 78932 IV/15 claire.williams@spc.ox.ac.uk
Senior Welfare Officer: Justin Bewsher 78944 or 07969 508472 IV/17 justin.bewsher@spc.ox.ac.uk
Junior Welfare Officer: Elise Maes 78892 or 07969 508490 IV/16 elise.welfareofficer@spc.ox.ac.uk
PROVISION OF PERSONAL DETAILS AND ‘SIGNING-IN’

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

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

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

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

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

PAYMENT OF ACCOUNTS

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

Battels invoices comprise the following items:

- Charges for accommodation in College Rooms, payable in advance at the beginning of each term (see Annex B).
- Single charge for meals during Freshers’ Week: £70 (Michaelmas term, for new undergraduates only)
- Returnable deposits for keys (£40) (Michaelmas term only, see Annex C)
- Room contents insurance (£7.47) billed in Michaelmas term, for all students living in College-managed accommodation (for further information see the section on Security)
- JCR membership levy (£5.50 per term in 2016-17) (undergraduates only).
- Library fines (billed in arrears – easily avoided by returning books promptly!)
- Other expenses (e.g. computer printing charges) are billed in arrears.

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 or can be obtained by contacting the Finance Office.

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. Please note the exchange rate should be very competitive, but we strongly recommend you compare the rate quoted with other providers. Further information can be found on your invoice or on St Peter’s College’s website.
Accounts may also be settled in by cheque, 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.

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

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

**Unpaid Battels**

1. Battels need to be paid IN FULL by the due date (no later than 2 weeks from the date of the invoice). In the event that this cannot be done students must contact the Student Finance Officer, before the due date with an explanation. Cases of non-payment resulting from genuine hardship or welfare matters will be dealt with on an individual basis and may be referred to the Tutor for Welfare.

2. If payment or explanation is not received within the 2 weeks a reminder statement will be sent by the Finance Office to the student. At this stage failure to pay battels IN FULL or respond to emails or correspondence will attract a surcharge of £10 per week. This surcharge will automatically be applied to battels until full payment is received.

3. Students with outstanding battels at the end of term, and who have not contacted the Student Finance Officer to make payment arrangements or whose case has not been referred to the Tutor for Welfare will be named on a “Default List”. This list is presented to the Finance Committee each term.

4. Students with rental charges outstanding at the time of the accommodation ballot will be ineligible to apply for College accommodation. Students who have been allocated accommodation for the following year and fail to pay any terms battels prior to this will lose their allocation.

5. Students in their final year who have outstanding battels at the end of a term will render themselves ineligible to return to the College for the following term, at the discretion of the Bursar after consultation with the student’s tutor.

6. Finalists are not permitted to have a balance of £100 or more outstanding on their battels after 6th week in Trinity Term.

7. Students with outstanding debts to the College will not normally be provided with official letters confirming their University examination results, and cannot expect assistance from the College in dealing with third parties (e.g. providing references for landlords and banks etc.)

8. Students must pay their battels in full after Trinity Term and not leave outstanding debts over the summer. If continuing students are in credit on their battels, this will be used against the following terms battels. Finalists in credit must contact the Finance Office with their bank details to receive a refund. Credits will expire after 3 years.

9. The College may pursue any outstanding debts through our debt collection agency and the Small Claims court.
UNDEARTAKING PAID WORK FOR THE COLLEGE
Each year some St Peter’s students undertake work for the College for which they are paid, e.g. in the Student Bar, in the Development Office working on fundraising projects, in the College Library, or on behalf of the Academic Office (normally invigilating examinations – available to graduate students only).

Prior to undertaking such work, you will be asked to 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](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.

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

ACCOMMODATION

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

Accommodation is normally provided on the main site for:

a) First year undergraduates.
b) Nominated MCR and JCR Officers,
c) Some third year undergraduates (see ‘The Ballot’ below),
d) Special cases at the discretion of the Accommodation Manager

The Lau Building (also known as ‘St George’s Gate’), and St Thomas Street annexes are reserved for Junior Year Abroad students (Visiting 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. The College’s policy document for ACOP compliance will be published on the College website. It includes rules for the occupation of College rooms and should be studied in detail.

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

Accommodation is for single occupancy only. However, occasional overnight guests are permitted for not longer than 2 nights. Anyone found staying longer than that will be asked to leave. The Lodge must be informed of all overnight guests, and students living in the off-site annexes must also inform the Warden of their building. This is a fire safety matter. 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, with priority being given to Scholars and Exhibitioners. If there are any rooms remaining, these will be made available to students entering their second year*. Fourth Year students may enter the ballot for rooms in Paradise Street only. Please note that the College does not currently have enough accommodation to house all its undergraduate students, and the majority of second year students will be required to live out in private accommodation (see 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.

* Only second year students holding a valid medical certificate will be considered for entry in the ballot and this needs to be produced before the ballot is held in Michaelmas Term.

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 this year at Castle Mill, Roger Dudman Way, OX1 1AE, the allocation of which is under the control of the College’s Accommodation Manager. This particular site is managed by the University’s Accommodation service and occupants will be required to sign a “nomination agreement” before taking up residence.

PRIVATE ACCOMMODATION
There is helpful information on the University website at http://www.admin.ox.ac.uk/accommodation/private/index.shtml.

GUEST ROOMS
Fire regulations dictate that the Lodge must be informed of guests staying on the College’s premises. Students occupying College accommodation either on the main site or in the annexes do not have the authority to allocate rooms to relatives or other guests. Guest rooms may not normally be booked for more than three nights at a time.

ACCOMMODATION CHARGES
Accommodation charges for 2017-18 are set out in Annex B. The following is a brief summary of the lease arrangements.

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

- Michaelmas term: Sunday 1 October - Saturday 2 December 2017 (leave by 10.00am)
- Hilary term: Sunday 7 January - Saturday 10 March 2018 (leave by 10.00am)
- Trinity term: Sunday 15 April - Saturday 16 June 2018 (leave by 10.00am)

Staircase Three and off-site annexes (Paradise Street, Lau Building (St George’s Gate) and St Thomas’ Street. The rental for these rooms includes residence during Michaelmas and Hilary vacations (lease dates for 2017-18 are 1 October 2017 to 23 June 2018). 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.
Junior Year Abroad Students in both main site and annexe rooms have 37 week leases running from Sunday 1 October 2017 to Saturday 16 June 2018.

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

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

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.

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
- Smoke contamination: £125 - £200
- Wall repair & painting: £30 - £175
- Rubbish clearance: £25 - £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
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, KETTLES; JCR KITCHEN**  
The College does not supply crockery, glasses, cutlery or kettles for students’ rooms, nor may these items be taken from Hall or the Bar.

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

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

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

**ELECTRICAL APPLIANCES**  
Students may not use electric heaters in College rooms unless provided by the College. Irons may be used only on ironing boards, not on the carpets: burns from irons to carpets, flooring, furniture and fittings will be charged for. In the annexes, irons must only be used in laundry areas. Fridges are permitted in student bedrooms but MUST be registered at the Lodge. 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](http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1)

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

Main Site (excluding Staircase Three)  
During the Michaelmas (Christmas) vacation, rooms on the main College site are available only to Finalists. All other students must vacate their rooms by __10.00 a.m. on the Saturday of 8th week of Michaelmas Term__ – there are no exceptions.
Students requiring their rooms during the Easter vacation and students needing to stay up at the end of Trinity term for exams, should submit a Vacation Residence form to the Accommodation Office by the end of 6th Week of the relevant term. These forms will be made available from 5th Week. **Students not staying up past the end of term should vacate their rooms by 10.00 a.m. on the Saturday of 8th Week.** Additional days that have been authorised by the Accommodation Office (including extra days’ residence in order to sit exams) will be charged on a pro rata basis at the standard daily rate.

**Staircase Three and off-site annexes**
The rent for rooms in Staircase Three and the off-site annexes covers the Christmas and Easter vacations. Students in Paradise Street will have the opportunity to keep their room beyond Saturday of 9th Week in Trinity Term by prior arrangement with the Accommodation Manager. All other students must vacate their room by 10 a.m. on Saturday 24 June. The College offers accommodation in its Paradise Street building to students in other annexes who need to stay in Oxford during the long vacation, and enquiries should be made during Trinity Term.

**Those who continue to occupy rooms without the required written permission (including students who need to stay up for exams) will be charged at conference rates (currently about £50.00 per night).**

**REMOVAL OF PERSONAL BELONGINGS**

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

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

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

For occupants in Matthews and New Building you will find a secure strong box at the bottom of the wardrobe. This is to secure your 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. Please take note of operating instructions which you will find on the desk in your room.

**PARKING**
The College takes no responsibility for paying parking fines incurred while unloading/loading students’ belongings.
MEALS

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

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<tr>
<td><strong>Breakfast</strong></td>
<td>08.00 – 09.00 am</td>
<td>Mon to Fri</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>12.00 noon — 1.30 pm</td>
<td>Mon to Fri</td>
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<tr>
<td><strong>Weekend Brunch</strong></td>
<td>11.00 am — 12.30 pm</td>
<td>Sat / Sun</td>
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<tr>
<td><strong>Dinner</strong></td>
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<td>Informal Hall</td>
<td>5.30 pm — 7.30 pm</td>
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<td>Informal Hall</td>
<td>5.30 pm — 6.30 pm</td>
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<td>Informal Hall</td>
<td>6.00 pm — 7.30 pm</td>
<td>Sat / Sun</td>
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<tr>
<td>Formal Hall</td>
<td>7.30 pm</td>
<td>Tues / Thurs</td>
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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 email. The Catering Menu Board is also used to display menus, and information about meals during the vacation.

Informal Halls are self-service dinners. Formal Hall dinners are normally three courses and are served. Gowns are worn at Formal Halls. Members are asked to sit where directed by Dining Hall staff. **Please note if you are late for Formal Hall you will not be allowed to attend the dinner and no refund will be given.**

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

**Dietary needs**

Students are asked to notify the catering department of any allergies or special dietary needs (by 10.00am the day before for Formal Halls). 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.

**PAYMENT AND SIGNING-IN PROCEDURES: UPAYCHILLI**

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

Payment for Informal Hall meals:

(i) **Students must present their University Card at the Dining Hall till.** This will be used to link to their Upay account, which will be debited with the cost of the items they have selected.

(ii) All items will be charged individually. Prices will be displayed in the Dining Hall.

(iii) Cash payments will not be permitted. Students who have lost their University Card should request a new one from the Academic Office without delay. They can obtain a temporary meal card from the Porters Lodge for use until the new card arrives. Meals will not be available to those without a University Card or meal card.

(iv) Temporary meal cards are priced at £10 and 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 Finance Office as soon as they are no longer required.

(v) New students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers’ Week (from dinner on Sunday 4 October until lunch on Thursday 8 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 9 October, by which time they will need to have completed the online registration procedure (see above).

Payment and signing-in procedures for Formal Halls
Students wishing to attend a formal dinner should sign-in via their Upay account, which will be debited with the appropriate charge. Formal Halls will be visible on Upay, usually up to 20 days before the event closes. The signing-in list will close at 10:00 am on the day before the dinner, or earlier if the list is full. After the list has closed no one will be able to sign-in or cancel for whatever reason. **Please note that you must have your email confirmation to hand when attending Formal Halls. This will helps 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.

Students experiencing problems booking events should contact catering@spc.ox.ac.uk before the event closes.

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

ORGANISATION OF SOCIETY/SPORTS CLUB DINNERS
Organisers of dinners and other social events for College societies and sports clubs should note that these are not normally permitted after 7th Week of Michaelmas and Hilary terms and 4th Week of Trinity Term. Arrangements for such functions are made by contacting events@spc.ox.ac.uk.

Conditions for dinners:
- 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.

MEAL CHARGES
As a rough guide, students should budget £500 – £750 per term for meals. The charge for a Formal Hall dinner is £7.75; and for JCR/MCR guest nights, sports and society dinners, £26 if held on a Monday, Wednesday or Friday and £31.25 if held on a Saturday.

GUESTS
Members 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 of 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), i.e. up to eight times per term. It will be necessary to sign-in for Tuesday dinners 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 for one MCR member + one exchange guest.

COLLEGE BAR
The College operates a Bar at the discretion of the Governing Body and under the authority of the Dean and the Bursar (as license holder). The Bar is run by the JCR Bar Committee for the benefit of all members of College. It is generally open before and after dinner from Monday to Saturday. Drinks are served only to members of the College and their guests. The sensible operation of the bar depends upon members’ co-operation. Bar staff have absolute discretion on the serving of drinks. Glasses may not be taken from the Bar or Hall; the cost of glasses found in College rooms will be charged on battels.
The College is obliged to comply with licensing legislation and in accordance with the Licensing Act 2003, the Bursar, Mr James Graham, is appointed as the Designated Premises Supervisor.

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

SECURITY

COLLEGE ENTRANCES
All students are issued with a smart/electronic ‘Salto’ key, which is needed to open the wicket gate (adjacent to the Chapel) and the Bulwarks Lane door during the day, and for access to the College through the Lodge entrance after the main door is locked from 6.00 pm. (The wicket gate and Bulwarks Lane door may not be used after 6.00 pm, when they will be locked.) CCTV cameras monitor the entrances to the College and other areas. These are backed up by a 24-hour recording system.

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

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

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

KEYS
Room keys and smart/electronic keys are issued subject to the following conditions:
All keys are issued from and should be returned to the Lodge. While a student still has possession of his or her room key, they are deemed to be occupying their room and will be invoiced via battels accordingly.

(i) There are deposits of £35 on a room key and £5 on the smart/electronic key. Room key deposits are refundable at the end of the academic year, on return of the keys to the Lodge.
(ii) Members are personally responsible for the safe custody of their keys. Room keys may not be ‘shared’. Particular care should be taken of smart/electronic keys to ensure that they are not misused by potential intruders. Keys should not be left in open rooms or in doors for however short a period.
(iii) Keys must not be passed to other students on departure but should be returned to the Lodge when no longer required. Members will be charged for keys and for the occupation of a room if keys are not returned as proof of departure.

Smart/electronic keys: students may retain their smart/electronic key for the duration of their course.
Room keys: students living on the main site with 27-week contracts should return their room key to the Lodge at the end of each term. All students, in both main site and annexe accommodation, must return their room keys at the end of Trinity term.

(iv) The loss of any key should be reported immediately to the Lodge so that it can be taken out of the system to prevent unauthorised use. The student concerned will be charged for the cost of a replacement. Should the key give access to a College annexe, and its loss entail changing locks, the cost will also be charged to the student to whom the key relates.
(v) Spare keys will be issued for emergency use only and must be returned the same day or a charge of £35 (room key) / £5 (electronic key) is payable.

SECURITY OF PERSONAL PROPERTY

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

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

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

INSURANCE OF PERSONAL BELONGINGS

Students living in College managed accommodation are automatically covered by a Room Contents group insurance scheme provided by Endsleigh Insurance. The annual premium (£7.47 per person) is charged via battels in Michaelmas term. The cover includes the following (subject to an excess payment):

- Personal possessions in your room up to £5,000 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 £750 in your room
- Bike theft from College or University premises where the bike has been stored securely up to £250 (in effect from 23rd September 2018)

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. Full details of the policy are available on the Endsleigh website at http://www.endsleigh.co.uk/reviewcover, through which additional cover can be purchased.

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

BICYCLES

GENERAL

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

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

The incidence of bicycle theft in Oxford is high. Strong locks are available from local cycle shops and the Police will die stamp bicycles – details from the Lodge. The College takes no responsibility for students’ bicycles, either on or off the College premises. It is therefore advisable to check your insurance 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: https://www.oxfordshire.gov.uk/cms/public-site/bike. There is a city route map at https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/oxfordcyclemap.pdf.
The nearest cycle shop is Bike Zone in St Michael’s Street (off New Inn Hall Street); others are shown on the route map.
If you have any doubt as to minimum requirements for cyclists, you are advised to read sections 59-82 of the Highway Code to be found at https://www.gov.uk/rules-for-cyclists-59-to-82.

SAFETY

STUDENTS’ HEALTH AND SAFETY OBLIGATIONS
The College’s Health & Safety Policy and its responsibilities under the Health & Safety at Work Act (1974) require students to:
a. ensure that they are aware of appropriate College safety rules, and that they conform at all times.
b. report to the Duty Lodge Porter all accidents, whether persons are injured or not, and all damage.
c. report immediately to the Duty Lodge Porter any defects in any part of the building, plant, equipment or machinery which may be or may become a danger to themselves or others.
d. comply with the current Student Administrative Handbook.

Students may wish to read the Master’s Health and Safety General Policy Statement to found at http://www.spc.ox.ac.uk/downloads/73/official_information.html

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

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

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

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

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

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

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

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

FIRE ALARM TESTS
Weekly fire alarm 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 assembly point.
ROOFS
Under no circumstances may students go onto the roofs or parapets of any of the College buildings.

WINDOWS
Occupants of any room situated at 1st floor level upwards 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.

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

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar</td>
<td>60</td>
</tr>
<tr>
<td>JCR</td>
<td>150</td>
</tr>
<tr>
<td>MCR</td>
<td>40</td>
</tr>
<tr>
<td>Hannington (Dining) Hall</td>
<td>120</td>
</tr>
<tr>
<td>Chapel</td>
<td>up to 300 (when fire marshals attend)</td>
</tr>
<tr>
<td>Davis</td>
<td>14</td>
</tr>
<tr>
<td>Latner, Miles</td>
<td>40</td>
</tr>
<tr>
<td>Theberge</td>
<td>40</td>
</tr>
<tr>
<td>Music room</td>
<td>40</td>
</tr>
<tr>
<td>Dorfman</td>
<td>40</td>
</tr>
<tr>
<td>SCR</td>
<td>100</td>
</tr>
</tbody>
</table>

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

HEALTH & WELFARE

COLLEGE NURSE
The College Nurse attends the College every week day during term time 0th-9th Weeks. Staircase 1V, Room 3 Tel (2)78887 Email: nurse@spc.ox.ac.uk
Surgery times are as follows:

- Mon, Wed, Fri 12.30-14.30pm
- Tues, Thurs 09.30-11.30am

These are drop-in sessions, no appointment required.

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 (previously Dr Bogdanor & Partners) at the Jericho Health Centre (Walton Street, opposite the Phoenix Picturehouse cinema), 10 – 15 minutes walk from the College; tel. 01865 311234, website www.leaverandpartnersjericho.nhs.uk). The Jericho Health Centre has an online registration procedure via http://www.campusdoctor.co.uk/oxford/. The College Doctors give an introductory talk at the College for all new students during Freshers’ Week.

Overseas students who are on a course lasting over six months are entitled to free hospital treatment under the National Health Service (NHS), but they will not be able to access the services of the Jericho Health Centre unless they formally register on arrival (ie. as indicated above). Those who are not registered will be charged private consultation fees (about £60 at the Centre or £140 for a doctor's visit to the College).

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

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

NHS Services:
(ii) Studental Oxford Brookes University, Headington Campus, Colonnade Building, 3rd Floor, Gipsy Lane, Oxford, OX30BP. 01865 689997 www.studental.co.uk
(iii) Emergency treatment: call 111 to access information on dental services.
(iv) For information about other NHS dentists in Oxford, see NHS Choices http://www.nhs.uk ('Services Near You' then select 'Dentists').

WELFARE SUPPORT WITHIN THE COLLEGE
The Tutor for Welfare, Professor Mark Moloney (tel. (2)78886 or (2)75656; email: mark.moloney@spc.ox.ac.uk), the Senior Welfare Officer, Mr Justin Bewsher (tel. (2)78944 or 07969 508472; email: justin.bewsher@spc.ox.ac.uk) and the Junior Welfare Officer, Ms Elise Maes (contact details tbc), are available for advice on personal issues in their offices on a regular basis (see http://www.spc.ox.ac.uk/college-life/welfare) and by phone in case of emergency.

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 3.00 - 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 07952024571.

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 (tel. (2)78936), 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 10.00 - 12.00 and 2.00 – 4.00pm. Appointments outside of these times can be arranged in exceptional circumstances.

OTHER WELFARE SERVICES
The University Counselling Service (tel. (2)70300) and the Harassment Advisory Panel (tel. (2)70760) can offer help and advice completely independently of the College.
Nightline (tel. (2)70270) is open from 8.00pm until 8.00am (0-9th weeks inclusive) and offers a confidential listening, information and support service run by trained student volunteers.

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

Students with disability related study needs should consult the College Registrar and/or get in touch directly with the University’s Disability Advisory Service (http://www.ox.ac.uk/students/shw/das/contacts/). (The advisor with particular responsibility for St Peter's students is Dorota Antoniak (tel. (2) 289832; email dorota.antoniak@admin.ox.ac.uk, meetings by appointment.)

GENERAL FACILITIES AND SERVICES

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

Students are responsible for checking both their pigeon hole and email messages regularly (normally every day in term time in case there are urgent messages e.g. about changes to tutorial arrangements) and should respond within 24 hours to messages from tutors and administrative staff.
UNIVERSITY MAIL SERVICE (formerly known as the Messenger Service)
A messenger service distributing mail within the University operates during term time and most of the vacation; outgoing items should be handed in to the Porters Lodge. This service does not necessarily reflect the services offered by the UK’s postal service. Its terms and conditions may be found at www.admin.ox.ac.uk/estates/ourservices/fm/ums/.

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

TELEPHONES
The University telephone network can be accessed through telephones in the Lodge and Staircase II. These provide free dialling to any other extension on the University network and will receive calls from outside. They will not connect outgoing calls beyond the University system. 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.

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

PHOTOCOPIERS, PRINTERS AND DOCUMENT BINDER
There are two student photocopiers. They are located at the entrance to the Library and in the Law Library. The photocopier in the Library is also a printer and both charges 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 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.

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

WEBSITE
The St Peter's website (www.spc.ox.ac.uk) provides information about College events and activities for prospective, present and past students, including an Official Information section with copies of College regulations, codes of practice and policies. 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 or have queries.

IT FACILITIES
Computers and printers are available for students’ use in the Library. There is a charge for all printing (billed via battels in arrears). All College rooms have Internet access through the University network. The College’s IT Office assists with connections and can advise on queries relating to computing facilities in the College. The IT Office is located in Staircase III, Room 1. Opening hours: 10.00 - 12.00 and 2.00 – 4.00 pm, Monday – Friday during term time (0 - 9th Week.)

Internet connections
(i) Student Guest Wi-Fi will be available for all early arrivals to the College until the beginning of 0th week for students with laptops and mobile devices. Student Guest Wi-Fi details will be held at the Porters Lodge.
(ii) Once in possession of the University Card and corresponding email account details you
a. will be eligible for access to the student computers located in the library,
b. can utilise web-based printing at http://print.spc.ox.ac.uk,
c. can request wired internet access through the IT Office, and
d. will gain access to wireless internet
Information about internet connections and IT facilities is provided on the College intranet page and may also be obtained by emailing the IT Officers (it-support@spc.ox.ac.uk). Please address all enquiries to the IT Officers (email address as above).

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 Rules, set out in Annex F of this handbook. Please note that unauthorised cable runs and devices in the College’s accommodation will be removed.

LAUNDRY
Laundry cards are available to purchase from the Lodge.

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 0730 -1600 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 5 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 tetra paks.

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

COLLEGE LIBRARY

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

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

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

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

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

SPORTS
The College shares a sports ground and facilities with Exeter and Hertford Colleges at Marston. The facilities include football, rugby, hockey, cricket pitches and grass tennis courts. The College shares a boathouse and facilities on the Thames with 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.

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

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

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

SOCIAL RESPONSIBILITY

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

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

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

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

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

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

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

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

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

Implementation
1. All areas of the College including tutors rooms, student bedrooms, common rooms and offices are non-smoking.
2. Smoking is permitted in designated areas in the College and its Annexes as follows:
   - On the main College site: in Chavasse Quad, the cycle storage area adjacent to the JCR and the Memorial Garden but not adjacent to any entrance (including the passageway leading to the Dorfman Centre).
   - St Thomas St: the patio area outside the common room.
   - Paradise St: the walled garden (but not the patio).
   - St George’s Gate: common room balcony only.
   - Paradise Street: the walled garden (but not the patio).

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

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

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

CARS, MOTORCYCLES/MOPEDS
Undergraduates in their first year are not normally allowed to keep cars or motorcycles in Oxford. Other students are discouraged from bringing cars to Oxford as parking is extremely difficult in most areas of the city. Please note that the College does not provide any parking on its property for students’ motor vehicles.
There are two categories of tuition fee at Oxford: fees payable to the University, and separate College fees that are payable by most students except full time undergraduates from the UK and other EU member states who are eligible to apply for public support. The level of fees varies according to whether you are a graduate or undergraduate student, the course for which you are registered, and your fee status (ie. whether you are a Home/EU, ‘Islands’ (Channel Islands and Isle of Man) or Overseas student). In addition, a student’s personal liability for fees varies according to individual circumstances. Because of these variations it is not possible within this handbook to give comprehensive fee information for all students; this section therefore needs to be read in conjunction with the fee information published on the University website.

GENERAL ARRANGEMENTS FOR PAYMENT OF FEES – ALL STUDENTS

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

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

ARRANGEMENTS FOR PARTICULAR CATEGORIES

(i) UNDERGRADUATES

UNIVERSITY TUITION FEES

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

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

Note about Modern Linguists:

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

COLLEGE FEES

UK and EU students: As part of the agreement on the central grant made to the University by the UK Government, UK and EU undergraduates who have registered with Student Finance Direct and who are deemed eligible for public support are not liable for College fees. The fees are instead paid by Central Government and passed directly to the College through the University. All UK and EU students should therefore provide the Finance Office with their Financial Notification Letter as proof that they have registered with Student Finance Direct and are eligible for public funding.
Students from outside the EU (as well as Home and EU students who are not classed as ‘publicly-funded’ or who decide not to register with Student Finance Direct), will be invoiced by the College on an annual basis, to be paid in FULL no later than 2 weeks from the date of the invoice. Further information on the level of fees is at http://www.ox.ac.uk/students/fees-funding/fees/college.

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

(ii) POSTGRADUATES

UNIVERSITY TUITION FEES
Postgraduate University tuition fees are determined according to the subject studied, the type of programme of study (taught course or research) and the fee status (Home/EU or Overseas) of the student. For full details see http://www.ox.ac.uk/students/fees-funding/fees/rates. University fee liability periods are listed at http://www.ox.ac.uk/students/fees-funding/fees/liability.

COLLEGE FEES
College fees are charged for the duration of the period in which a student is liable for University fees (see above). Details of College fees are at http://www.ox.ac.uk/students/fees-funding/fees/college.

College graduate continuation charge: students commencing a research degree in or after Michaelmas term 2014 and whose studies extend beyond four years will be required to pay a continuation charge of £100 per term until completion of their degree.
ACCOMMODATION CHARGES 2017-18

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)**
27 week lease (Sunday of 0th Week to Saturday of 8th Week each term)
£144 per week; £1,296 per term; total of £3,888 per year

**Staircase III**
38 week lease, (Sunday 1 October 2017 to Saturday 23 June 2018) ie including Michaelmas and Hilary vacations but not summer vacation)
£152 per week; £1,976 in Michaelmas and Hilary Terms (to cover 13 weeks) and £1,824 in Trinity Term (to cover 12 weeks); total of £5,776 per year

**Off-site annexes (Paradise Street, Lau Building (St George’s Gate) and St Thomas’ Street)**
38 week lease (Sunday 1 October 2017 to Saturday 23 June 2018, ie. including the Michaelmas and Hilary vacations, but not the summer vacation)
£151.00 per week; £1,963.00 in Michaelmas and Hilary Terms (to cover 13 weeks) and £1,812 in Trinity Term (to cover 12 weeks); total of £5,738 per year.

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

MEAL CHARGES

*New undergraduates* will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers’ Week (from dinner on Sunday 1 October until lunch on Thursday 5 October inclusive) for a single payment of £70, which will be charged to their Michaelmas term battels. All subsequent meals will be charged via UpayChilli ([www.upaychilli.com](http://www.upaychilli.com)); see page 14 for details.

*Continuing students and graduate students* will be charged for all meals via UpayChilli.
KEY DEPOSIT

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

JUNIOR AND MIDDLE COMMON ROOM (JCR/MCR) CHARGES

Junior members in residence are automatically members of the JCR or MCR. 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

Room contents insurance (£7.47), billed in Michaelmas term, for all students living in College managed accommodation; for further information see the section on Security.
STUDENT REGULATIONS
approved by the Governing Body on 10 October 2007
updated 17 June 2015.

General

1. Students are required to make themselves familiar with these regulations and with any others which may from time to time be made by the Master or Officers of the College. They are also required to observe the regulations of the University for student members.

2. Students are required to behave courteously and reasonably at all times. Conduct of which others might reasonably complain, whether in College or elsewhere, is to be avoided and may be treated as an offence. Disrespectful behaviour towards College staff will not be tolerated.

3. Students shall not interfere with the teaching, study or research of other members of the College, nor shall they impede the Officers of the College or members of its staff in the performance of their duties.

4. Students are required to treat the facilities and amenities of the College with respect.

Freedom of Speech and Freedom from Harassment

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

6. No student shall harass or attempt to harass any member of the College, member of its staff, or visitor to the College. The College’s code of practice on harassment may be found on the College website.

Academic Residence

7. Undergraduates (other than 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 E mail address on arrival and must either use this as their primary E mail address or establish an automatic forwarding arrangement to their preferred address. Students are required to check their E mail daily during full term.

11. All students are required to ensure that their term-time and vacation addresses and other contact details are kept up to date in the University’s online record system, and to notify the Academic Office, the Finance Office, and the Lodge immediately of any change of address.

Courses, Public Examinations and the Taking of Degrees

12. No student may enter upon a course leading to a Certificate, Diploma or Degree without obtaining the leave of the College.
13. Undergraduates and visiting students must obtain the permission of their College Tutor before undertaking any paid employment during full term.

14. Undergraduates and visiting students who are prevented by illness from attending tutorials, classes, or lectures must inform their College Tutor.

15. (i) Students who persistently fail to produce work of the required standard or who fail to pass examinations at the level and time required by the College, may be rusticated (suspended) or sent down (expelled).

(ii) Plagiarism: students who engage or assist in academic dishonesty (including writing essays for hire or sale) can expect to be disciplined. Students’ attention is drawn to the University Statute XI (4) which states University policy on this matter.

16. Candidates are responsible for ensuring that their names are entered for appropriate University examinations.

17. Inquiries concerning the conferment of Degrees should be made to the College Secretary. Candidates wishing to take a degree must by that time have returned all their library books and settled in full all debts with the College and University.

Scholarships and Exhibitions

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

Gowns and Standards of Dress

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

20. Graduates of Oxford wear the gown of their degree. Graduates of other universities who are reading for Higher Degrees and Diplomas may wear either the Advanced Student’s gown or the academic dress of their own universities. Graduates reading for Certificates may wear either a Commoner’s gown or the academic dress of their own universities. All other students except holders of scholarships wear a Commoner’s gown. Holders of scholarships may wear a Scholar’s gown.

Social Activities

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

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

22. Students must obtain the permission of the Junior Dean for:

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

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

23. The Junior Common Room are permitted to hold bops finishing no later than midnight on no more than four occasions in Michaelmas and Hilary terms and on no more than two occasions during Weeks 1-4 in Trinity term.

24. The Middle Common Room are permitted to hold bops finishing no later than 2.00am on no more than four occasions in Michaelmas and Hilary terms and on no more than two occasions during Weeks 1-4 in Trinity term.

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

Bar

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

Smoking

27. Students are required to observe the College’s Smoking Policy, which is as follows:
(i) All areas of the College including tutors rooms, student bedrooms, common rooms and offices are non-smoking.
(ii) Smoking is permitted in designated areas in the College and its Annexes as follows:
   • On the main College site: in Chavasse Quad, the cycle storage area adjacent to the JCR and the Memorial Garden but not adjacent to any entrance (including the passageway leading to the Dorfman Centre).
   • St Thomas St: the patio area outside the common room.
   • Paradise St: the walled garden (but not the patio).
   • St George’s Gate: common room balcony only.
The Dean will impose a fine if fire alarms are activated by smoking.

Noise

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

Guests

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

30. The Junior and Middle Common Rooms are placed at the disposal of students by the College and their use is subject to the ultimate control of the Governing Body.
   (i) The Junior and Middle Common Rooms may be summarily closed if treated inappropriately or left in an unacceptable state. Re-opening shall be at the discretion of the Bursar and Dean jointly.
   (ii) No food is permitted in the Junior and Middle Common Rooms between the hours of 11.00pm and 8.00am.
   (iii) The Junior Common Room will be closed after Bops until 6am the following morning.

31. The use of public rooms by students is subject to permission from the relevant Academic Officers. The necessary forms may be obtained from the Lodge.

32. The Library is open for the use of all students provided that they comply with the Library Regulations. The Library Regulations are revised from time to time by the Librarian. Students should consult the most recent version as displayed on the Library Notice Board. The current version is given in E.

33. Use of the College’s Computer Rooms; the College’s data networks; and computers within the College and College-owned property is subject to the Computer Regulations. The Computer Regulations are revised from time to time by the Computer Curator. Students should consult the most recent version as displayed on the College’s website. The current version is given in Annex F.

34. Students must keep off the grass in the front quadrangles, except that bowls or croquet may be played in Hannington or Chavasse quads during Trinity Term with the approval of the Bursar.

35. Games involving the use of footballs or other high velocity airborne objects may not be played within the precincts of the College.

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

37. Students are provided with a key to the College, which is to be returned to the Lodge at the end of their course of study. No student may make a duplicate of any key issued by the College. Nor may they lend a College key to anyone who is not a member of the College. Lost or stolen keys or smart cards must immediately be reported to the Lodge.

38. The use of mobile phones is not permitted in the Dining Hall

Damage to College Property

39. (i) Damage to College property or to that of its members must be reported to the Lodge at once. In general, damage to College property brought about by students will be charged at cost to the student responsible. Where it is not possible to identify an individual student as responsible, damage may be charged to the JCR, MCR, or a College Club.

   (ii) Students resident in College or College-owned property will normally be held responsible for any damage done to their rooms.

Vehicles

40. (i) Bicycles may not be ridden within the College precincts and may not be left anywhere within the College except in the stands provided. Entry is via the iron gates. They may not be left outside the College in New Inn Hall Street attached to or leaning against the iron railings. Bicycles must be registered with the Lodge and display the sticker issued free of charge upon registration.

   (ii) No bicycle may be brought into a College-owned building unless it be a designated bicycle storage area.

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

41. Students living in College are not permitted to keep motor cars or motorcycles (including motor scooters) in Oxford except by written permission of the Dean.

42. Where permitted, cars, bicycles and motorcycles (including motor scooters) must be registered with the Lodge.
Laws of the Land

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

44. (i) Students should note that the College is obliged to report those found to be in possession of Class A and Class B drugs and those suspected of dealing in illegal drugs (including cannabis) to the police.

(ii) Students who have any concerns or problems relating to illegal drugs or addiction should be aware of the confidential welfare support available to them. The Tutor for Welfare may be approached in confidence for advice and details of these welfare facilities are posted on the College Notice Board. The College’s Statement of Policy on The Use of Illegal Drugs by Junior Members, posted on the College website, contains a more detailed account of the College’s policy with respect to the use of illegal drugs by students.

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

The Media

46. (i) Students are reminded that injudicious dealings with the national, local and student press and media can result in libel action and may be subject to disciplinary action by the College.

(ii) Students are similarly reminded that libel action can arise from postings to websites: these include sites such as Facebook.

Enforcement of Regulations

47. The enforcement of College regulations is the responsibility of the Master, the Dean and the Junior Dean(s).

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

(ii) The Dean is authorised to levy fines on individual students for infringement of College regulations, to impose ‘community service’ punishments and to ban individual students from College facilities and amenities. If the student wishes to contest the Dean’s action, he or she must write to the Dean within five working days of the imposition of the penalty.

(iii) Where in the opinion of the Junior Dean an offence justifies the imposition of a penalty, the Junior Dean shall recommend an appropriate penalty to the Dean, informing the student concerned of the nature of the alleged offence and the recommendation. Should the student wish to contest the Junior Dean’s recommendation, the student should write to the Dean. The Dean will normally then summon the student to a formal meeting at which the case will be discussed prior to the imposition of any punishment.

(iv) The Dean may impose a fine up to a maximum of £100 on individual students. Penalties in excess of this (which may include rustication (suspension), sending down (expulsion), or withholding leave to supplicate for a University degree), are at the discretion of the Master. If the student wishes to contest the Master’s decision, he or she must write to the Master within ten working days of being informed of the Master’s decision.

48. Where either the Master or Dean believes that a student is guilty of serious misconduct and that the continuing presence of that student in College or College-owned property poses a threat to the safety of a member or members of the College or its staff, either the Master or the Dean may impose a summary rustication. A student who is summarily rusticated must vacate College and College-owned property immediately. He or she may be allowed to return briefly to his or her room to collect personal belongings under the supervision of a member of the Lodge staff.

49. If a student wishes to appeal against any decision of the Dean or Master, he or she must write to the Master. The Master shall decide either to hear the appeal himself or to convene an Appeal Panel. Students who wish to appeal against a decision of an Appeal Panel may appeal to the Office of the Independent Adjudicator for Higher Education.
Members are referred to the website of the Office of the Independent Adjudicator for Higher Education (www.oiahe.org.uk) for further details.

50. (i) Fines must be paid in cash at the Finance Office within three working days of their imposition whether or not an appeal is lodged.
(ii) A failure to pay fines promptly and in full is an offence rendering the debtor liable to an additional fine of an amount to be determined by the Dean.
(iii) Fines imposed on individual students must be paid by the person(s) on whom they are imposed, and not collectively on their behalf by any group, club or society.

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

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

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

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

Library Rules

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

(i) Silence must be observed in the Library at all times.
(ii) No food may be consumed in the Library and no food may be brought into the Library unless in a sealed container.
(iii) No drinks may be consumed in the Library with the exception of water.
(iv) No book marked (either inside or out) ‘Reference only’ or ‘Not to be taken from the room’, nor any periodical or exam paper may be removed by a student without the permission of the Librarian.
(v) No 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.
The College’s Computer Rooms and data networks are made available for the use of all St Peter’s students, provided that they obey the following regulations:

(i) An atmosphere conducive to study must be preserved in the Computer Rooms at all times.
(ii) No food or drink may be consumed in the Computer Rooms.
(iii) No non-member of the College may be admitted to or use the College’s Computer Rooms or data networks without the permission of the Computer Curator or College IT Officer.
(iv) Students must observe all College, University, and JANET rules on the use of academic computer networks.
(v) Students must not 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: http://www.ict.ox.ac.uk/oxford/rules/p2p.xml?ID=regulations
(vi) Students must ensure that any personal computer they use on the College’s data network is kept up to date with software patches and anti-virus software.
(vii) Students may not use the College Crest on any website that they create except with the permission of the Computer Curator.