

MAGDALEN COLLEGE

OXFORD



INFORMATION AND REGULATIONS

FOR MEMBERS OF THE COLLEGE

2011 – 12

All junior members of the College should read this booklet carefully, and be sure they know what it contains insofar as it affects them. Those living in College Accommodation are required to sign a Summary Sheet upon collection of keys from the Porters' Lodge and in so doing accept the contents of this booklet in its entirety.

TABLE OF CONTENTS

	Page
Academic Matters	1
General	1
College Contract	2
Academic Policy of the College (undergraduate studies)	3
<i>Selection Policy</i>	3
<i>First Public Examination</i>	3
<i>Collections and Penal Collections</i>	3
<i>President's Collections</i>	4
<i>Tutor-Student Relationship</i>	4
<i>Study Skills</i>	5
<i>Plagiarism</i>	5
<i>Academic Discipline and the Cases Committee</i>	5
<i>Deadlines</i>	8
Awards and Prizes	8
The Choral Foundation	9
<i>Music Scholarships</i>	10
Vacation Study Grants	10
Travel and/or Research Grants	10
Research Fund	11
Notices	11
Academic Dress	11
Residence	11
The JCR & MCR	12
Code of Practice	12
Personal Tutors	13
Chapel	13
Dean of Divinity	13
College Chapel	13
Decanal Matters	14
The Deans of Arts	14
Sub-Dean	14
Welfare	15
Financial Assistance	16
Music Hours	17
Meetings & Parties	18
Lawns	19
Disorderly Behaviour	19
Post-examination Celebrations	19
Roofs	19
Codes of Practice on Harassment and on Freedom of Speech	20
Graduate Matters	20
The Tutor for Graduates	20
Admission of Graduates to Magdalen	20
College Advisers	21
College Advisees	21
Feedback and Records	21
Financial Help for Graduates	22
Tavella Stewart and Senior Mackinnon Scholarships	25
Home Bursarial Matters	25
Home Bursar	25
Meals Service	25
Old Kitchen Bar	26
College-Owned Rooms	27
Security	28
Vacation Residence	29
Furniture, Decoration and Maintenance	29
Lighting, Heating & Electrical Safety	30

Bedding	31
Animals	31
Laundry	31
College Gates	31
Guests	31
Cars, Motor-cycles and Bicycles	32
Smoking	33
Fire	33
Firearms and Illegal Drugs	33
Post	33
Telephones	34
Charges	34
<i>Electronic Point of Sale Facility (EPOS)</i>	35
Medical Arrangements	35
National and Personal Insurance	36
Health and Safety	36
Computer Arrangements	36
Sports Facilities	37
Waste Management	38
Weather Response	38
Television Licensing	38
Electoral Register	38
Members of the Tutorial Board 2011-12	40
Administrative Staff	42

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The **Governing Body** of the College, consisting of the President and all Fellows, meets formally three times each Term to administer College business. Representatives of the JCR and MCR attend for certain items. The President, the Senior Bursar, the Home Bursar, the Dean of Divinity and the Fellow Librarian are full-time posts; other College Offices are held in rotation by College Fellows who continue to teach and do research.

ACADEMIC MATTERS

1. GENERAL

The **Tutorial Board** is the College standing committee responsible for admission and instruction. It appoints a Senior Tutor (who acts also as Tutor for Graduates in Residence), a Tutor for Undergraduate Admissions, and a Tutor for Graduate Admissions, who carry out these functions from the Tutorial Office and the Admissions Office on the top two floors of the Grammar Hall. Its membership includes all Tutorial Fellows of the College; the Senior Tutor is the Principal Officer of the Tutorial Board and is responsible for the administration of all academic matters. The Tutorial Board meets three times per Term and makes decisions on all issues concerning teaching within the College, as well as making recommendations to the Governing Body on the appointment of Tutorial Fellows and full-time Stipendiary Lecturers.

A sub-committee of the Tutorial Board, the **Cases Committee**, of which the JCR and MCR Presidents are members, meets four times per Term. It considers and makes recommendations to the Board on such matters as changes of subject or status, the position of undergraduates whose academic progress is seriously unsatisfactory, travel grants, the election of Demies, Scholars and Exhibitioners, and the award of prizes and commendations.

Undergraduates are advised to consult the Senior Tutor **BEFORE** writing to the Student Loans Company, or similar body, about grants, years abroad, vacation courses, etc. They must apply to the Senior Tutor if they wish to transfer from one Honour School to another, as the permission of the Tutorial Board is required; they must also consult the Tutors in both Schools concerned, without whose agreement transfers cannot take place. Changes of course prior to the First Public Examination are not normally permitted. Similarly, suspension of status is only granted in special cases and requires the express permission of the Tutorial Board. A serious problem of an academic nature may be brought directly to the attention of the Senior Tutor at any time.

Details of the syllabus for examinations and entry dates are given in the *University of Oxford Examination Regulations*, a copy of which is given to each new junior member. Junior members (undergraduate and graduate) will be sent an email by the University's Student Administration providing them with a link to the Examination Entry Dates and Provisional Start Dates booklet. In the case of examinations which contain only compulsory core assessment units, they will be automatically entered for those examinations, but they will be

sent entry forms if the examination they are sitting that year contains choices. If an entry form is received, junior members are asked to return it to the Tutorial Office by the specified date.

IT IS THE RESPONSIBILITY OF ALL CANDIDATES TO BE AWARE OF THEIR EXAMINATION ENTRY DATES. TWO WEEKS AFTER EACH ENTRY DATE CANDIDATES MUST CHECK THAT THEY HAVE BEEN ENTERED FOR ALL EXAMINATIONS AND OTHER ASSESSMENTS CORRECTLY THROUGH THE ACADEMIC AND ASSESSMENT INFORMATION PAGE IN STUDENT SELF-SERVICE, AND MUST NOTIFY ANY ERRORS TO THE COLLEGE SECRETARY / ACADEMIC ADMINISTRATOR VIA nancy.cowell@magd.ox.ac.uk AND TO THE UNIVERSITY'S ACADEMIC RECORDS OFFICE VIA aro@admin.ox.ac.uk AS SOON AS POSSIBLE (on deadlines, see also section 3).

Undergraduates should read carefully the sections on the academic policy of the College and on awards and prizes.

Graduates should consult the Senior Tutor, who is also the Tutor for Graduates, about any changes of course, change of status, etc., as the permission of the Tutorial Board is required. Problems in their subject, however, should be taken in the first instance to the College Adviser, who is appointed when they are offered a place. The Senior Tutor also signs forms on behalf of the College and deals with the University and award-giving bodies on a student's behalf. Financial problems should initially be addressed to the Senior Tutor but may be referred to the Deans of Arts (see section 18).

Change of College. The College discourages migration from Magdalen to other Colleges during a course of study. Permission is required to migrate during a course; this will not normally be given unless there are sound academic grounds for migration *or* unless the migration would enable the student to hold a Fellowship or Scholarship covering fees and maintenance.

Anyone wishing to see the Senior Tutor/Tutor for Graduates should call at the Tutorial Office, on the top floor of Grammar Hall.

2. COLLEGE CONTRACT

Since the academic year 2007-08, all new undergraduate and graduate students have been required to sign a contract with the College before taking up residence. The contract covers the various aspects of a student's relationship with the College, including academic issues. Its form has been agreed by the Conference of Colleges and has been adopted by the vast majority of Oxford Colleges.

The contract (clause 12) refers to consultation with representatives of students in respect of College charges. This is done at Magdalen through the House Committee, which is attended by representatives of the JCR and MCR. Among the duties of the House Committee, under College Bylaw 125 (i), is 'to recommend an annual College fee for submission to the President and Fellows and to decide the price and service of meals and the rent of accommodation in consultation with junior members'.

Anyone who has questions about the contract should consult the Senior Tutor in the first instance.

3. ACADEMIC POLICY OF THE COLLEGE concerning undergraduate studies

The academic policy of the College has been approved by the Tutorial Board. It is kept under constant review and enjoys widespread support from both senior and junior members.

SELECTION POLICY

The aim of the College is that no one should be admitted to read for a degree who is not thought by the Tutors concerned to be capable of obtaining an Upper Second Class or better. The First Public Examination (Prelims or Honour Mods) will be used by the Tutorial Board as a screening device to identify those few undergraduates who are unlikely to achieve at least a Second in the Final Honour School. Poor performance in the examination due to illness or because of lack of ability of a student not detected at the time of admission will be treated as special cases and with understanding. However, generally, the rules laid out below will be followed.

FIRST PUBLIC EXAMINATION

The requirements laid down in the University's *Examination Decrees and Regulations* are the minimum and the College would normally expect a higher standard to be achieved. In particular, undergraduates are expected to pass the First Public Examination at the first attempt.

The University's rules on failure in the First Public Examination are as follows:

'A candidate who fails to satisfy the Moderators in his or her initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the resit in that subject). The sole exception to this shall be where college academic disciplinary procedures are already in process at the time of the first attempt, and the student has received a written warning which explicitly provides, at least four weeks before the first examination (and subject to the normal college appeal mechanism), that a specified number of failures on identified papers or other elements of the Public Examination at the first attempt will lead to termination of the student's course of study.'

At Magdalen, those failing the First Public Examination are allowed to resit, but the College will normally terminate the course of a student who fails the First Public Examination at the second attempt. Those whose performance in the First Public Examination is particularly weak will have this fact reported to the Tutorial Board by their Tutors.

COLLECTIONS AND PENAL COLLECTIONS

All undergraduates are expected to sit Collections (i.e. written tests) on the Friday and/or Saturday of Noughth Week at the beginning of each Term (and, when specified by subject tutors, on Thursday of Noughth Week), except before the start of their first Term in

residence, and the Term after a University examination. Collections are very important and serve more than one purpose. They give undergraduates and their Tutors information on how well they are progressing. They provide an opportunity to consolidate term-time work over the vacation or to do essential preparatory work for the term ahead over the vacation. Preparation for Collections is also preparation for University Examinations at a later stage, and the taking of Collections provides essential practice in taking examinations and developing good examination technique. Cheating in Collections will be regarded as no less serious an offence than cheating in University examinations, and will be subject to disciplinary procedures accordingly. Undergraduates are expected to take some holiday during the vacation, and may well have other obligations during the vacation, but they are expected to spread their work for Collections over the whole vacation, not just its latter stages. Undergraduates in any confusion or doubt about what is required for a forthcoming Collection should contact their subject tutor immediately, and not leave the enquiry until late in the vacation.

A Penal Collection is required of those few undergraduates whose permission to continue with their course at Magdalen depends on the outcome of that Collection. Details are given below under 'Academic Discipline and the Cases Committee'.

In deciding to sit any Collection, including a Penal Collection, undergraduates are declaring themselves to be in a satisfactory state of health and a satisfactory state of mind to take the Collection.

PRESIDENT'S COLLECTIONS

These are Collections of a different kind. They are reviews of progress, held on Friday and Saturday of Eighth Week, at which the President meets undergraduates individually and hears a report from Tutors on their academic work. The President then invites comments from the undergraduate and a brief discussion may follow. Undergraduates are seen once in each academic year by the President and the subject Tutors concerned. **Gowns are worn and attendance is mandatory, unless prior permission to be absent is obtained from the President.**

Subject Tutors will see the remaining pupils individually towards the end of each Term to discuss the Term's work, and if necessary the pupil's general progress in the course. For Collections for **graduate students**, see Section 25.

TUTOR-STUDENT RELATIONSHIP

A good working relationship between Tutors and their students is the foundation of the Oxford educational system. Tutors' assessments of the academic performance of their students are communicated informally in the course of tutorials, as well as at the end-of-term meetings and at President's Collections. Very occasionally, the tutor-student relationship threatens to break down. Any undergraduate who is unhappy in the tutorial relationship should consult another College Tutor in the subject, or the Senior Tutor, one of the Deans, or the President. Such consultations will be kept confidential. Students also have the option to consult with one or more of their Personal Tutors (see section 13).

Undergraduates are required to obtain written permission from their subject tutors before taking on any major extracurricular commitment that might detract from their academic work, such as office-holding, the organization of College or University clubs or societies, or taking part in plays, concerts, sports, or time-consuming voluntary work. Permission forms which must be completed by the undergraduate and signed by the subject tutor are available from the window-sill on the ground floor of Grammar Hall, or from the Tutorial Office.

STUDY SKILLS

Tutors constantly provide guidance of various sorts about study skills, and these will develop in the course of tutorial work. For initial written guidance about study skills, undergraduates should consult the relevant course handbook and the following page on Academic Good Practice from the web site of the University's Educational Policy and Standards Committee: <http://www.admin.ox.ac.uk/epsc/plagiarism/acadgdprac.shtml>.

PLAGIARISM

Plagiarism, which is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement, is regarded as a serious offence by both the University and the College and is wholly unacceptable. Guidance about what constitutes plagiarism is available on the web site of the University's Educational Policy and Standards Committee at: <http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml>.

ACADEMIC DISCIPLINE AND THE CASES COMMITTEE

Among other matters (e.g. recommendations to the Tutorial Board on changes of subject or status, travel grants, research grants, the election of Demies, Scholars and Exhibitioners, and the award of prizes and commendations), the Cases Committee, which is a sub-committee of the Tutorial Board, considers the position of any undergraduate whose academic progress is giving serious cause for concern.

A student is deemed to be of good academic standing if he or she:

- i) Keeps the residence requirements laid down by the University;
- ii) Passes (by the second attempt in cases where resits are allowed) the First Public Examination or other examinations laid down by the University as a necessary part of the course in question;
- iii) Attends all tutorials, classes and other required academic engagements, except where permission on adequate grounds is obtained, preferably in advance, from the Tutor(s) concerned;
- iv) Produces assignments (essays, problem sheets, etc.) and sits collections with the regularity required by the Tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the Tutor(s) concerned;

- v) Produces work of an appropriate standard, given the student's particular level of ability.

Those failing the First Public Examination are allowed to resit, but the College will normally terminate the course of a student who fails the First Public Examination at the second attempt. In other cases, the following three-stage procedure for academic discipline is to be followed:

1) Informal warning. A student who fails to meet all of the criteria for good academic standing should be warned orally by the relevant subject tutor. A note should be passed to the Senior Tutor specifying the cause of dissatisfaction and recording that the warning has been given, and the note should be placed on the student's file. A subject tutor who considers that the student's work is not of an appropriate standard should inform the student what constitutes an appropriate standard. It is desirable that the warning should be accompanied by a full discussion with the student, so that the latter can put his or her case and make the College aware of any mitigating or complicating circumstances. If such factors do come to light, they should (with the permission of the student) be noted on the file and the tutor should be prepared to give advice, which may include reference to an agency such as the College Doctor or the Counselling Service. After being warned, and after being specifically told that this constitutes an informal warning, the student should be allowed a reasonable period of time to improve his or her performance. The Senior Tutor, when informed that an informal warning has been given, should send the student in question an email confirming that an informal warning has been given, enclosing a copy of the disciplinary procedures, and inviting the student to bring to his attention any factors that the student thinks should be taken into account at this stage.

2) Formal warning. If a student who has received an informal warning fails to improve his or her performance in a reasonable period of time, or after improving temporarily then again fails to meet all of the criteria for good academic standing, the relevant tutors should raise the matter with the Senior Tutor, either directly or through the next meeting of the Tutorial Board. The Senior Tutor should interview the student, to make sure that the latter understands the situation and has the opportunity to make known all the material circumstances. The student must be told clearly what is expected of him or her in the future, and how much time is available for compliance. This information should be embodied in a formal letter, which should also contain the relevant part of the *Information and Regulations for Members of the College* on academic discipline. The letter should indicate explicitly that a formal warning is being given. The likely consequences of failure to comply within the time specified should be clearly spelled out. The letter will specify that the student is required to remain in good academic standing from that point onwards. A copy of the letter should be placed on the student's file. Where appropriate, the Senior Tutor may summon the student to appear before the Cases Committee for a preliminary discussion. The Committee may decide to issue a formal warning.

3) Formal disciplinary hearing. If a student who has received a formal warning fails to improve his or her performance in a reasonable period of time, or after improving temporarily then again fails to meet all of the criteria for good academic

standing, the student should be summoned to appear before the next meeting of the Cases Committee. This meeting will constitute a formal disciplinary hearing. It will follow the procedure described in TB minute 1c of 12.3.92. The Committee should proceed in such a way as to ensure that the hearing is as fair and impartial as possible. In advance of the hearing, the student should be given a clear statement of the grounds for action and a copy of supporting evidence such as tutors' reports. He or she should be given the opportunity to bring forward material considerations and mitigating circumstances. These may include, but should not be confined to, medical evidence. The student should be allowed to take advice in advance of the hearing and may be accompanied by a friend (if desired) at the hearing itself.

Along with the student and his or her representative, the subject tutor(s) and any officer involved in the presentation of the case against the student should withdraw before a decision is made.

The Senior Tutor should take responsibility for ensuring that a careful record is made of the proceedings, clearly setting out the grounds for action, the factors that were taken into account, the final decision and the means whereby that decision was reached.

If the issue is failure to reach an appropriate level of performance, taking account of the student's ability and aptitude, the Cases Committee may recommend that compliance be tested by means of one or more penal collections. The subject tutors should advise before or at the Committee meeting on an appropriate level of attainment. The recommended level of attainment should be communicated in writing by the Senior Tutor to the student after the meeting of the Committee. The student will have the opportunity to make representations to Tutorial Board if he or she thinks that the level demanded is unreasonable. Enough time must be allowed to enable the student to prepare adequately for the examination. Penal collections should be set and marked by two external assessors (i.e. from outside Magdalen) appointed by the Senior Tutor (after taking advice from the relevant tutors). Assessors will be instructed to set a paper that is, in terms of level and content, appropriate for the candidate in question. As far as possible, the assessors should not be informed of the identity of the candidate and of the circumstances of the case; however, they should be told of the stage in the course that the student has reached and instructed to take this into account when deciding on an appropriate mark. Double blind marking will be used if possible. If the marks are discrepant, the College will accept the mark more favourable to the student. The examination should be sat in appropriate circumstances, with due safeguards against noise and disruption, and should be properly invigilated.

The Cases Committee may wish to employ a preliminary test in the form of 'internal' collections. These will be marked internally and in other respects will be less formal than penal collections. If the student fails to reach an appropriate level in 'internal' collections, the Cases Committee may then proceed to set penal collections.

Where there is a recommendation from the Cases Committee that a student be sent down, the student must be invited by the Senior Tutor to appear before the Tutorial Board. The student and his or her representative, the subject tutor(s), any officer involved in the presentation of the case against the student, and any member of the Tutorial Board who was present at the meeting of the Cases Committee which made the recommendation that the student be sent

down should withdraw before a decision is made. A careful record of proceedings at the meeting should be kept.

A student who has been required to go out of residence by the Tutorial Board may appeal to the Conference of Colleges Appeal Tribunal. Once the University's internal procedures have been completed, a complaint may be made to the Office of the Independent Adjudicator. Details of the complaint scheme are available at www.oiahe.org.uk.

DEADLINES

See above (section 1) for junior members' responsibility to be aware of their Examination Entry Dates and to check that they are entered correctly for their examinations. Application forms for Vacation Study Grants, Travel and/or Research Grants, etc. are available from the ground-floor window-sill of Grammar Hall, and junior members must comply with the specified deadlines. Essays and other written work for Tutors and practical work for laboratory classes should be submitted by the required times.

4. AWARDS AND PRIZES

The College recognises the academic achievements of its undergraduates by awarding Demyships, Scholarships, Exhibitions, Tutorial Prizes and Commendations. This note is a brief explanation of the system of awards.

When the College was founded, Bishop William of Waynflete provided for **Demyships** (*demi-socii*, i.e. half-fellows). Though they have over the centuries been reduced from a full stipend to a relatively token sum, the College Statutes still provide for financial support for the academically outstanding members of the College. Also, over the years, **Scholarships** (which are equal in status and value to Demyships) have been established from various endowed funds, and **Exhibitions** (which are of a lower status and value, but are still distinctions for those who have shown academic excellence) have been created. Demies and Scholars receive £200 and Exhibitioners £100 per year, credited to batells termly in arrears.

Demyships, Scholarships and Exhibitions are awarded at the beginning of each academic year on the basis of undergraduates' academic work in the previous year. The criterion for election is exceptionally good academic work, taking into account both tutorials and examination performance. A Demyship may be awarded if the junior member is, in the judgement of the Tutors responsible, highly likely to obtain a First in Schools, and an Exhibition may similarly be awarded if the junior member is judged to have a reasonable chance of obtaining a First in Schools. Each election will be strictly subject to annual review.

Anyone obtaining a First in Finals who is not a Demy, Scholar, or Exhibitioner will receive a prize of £200, as will those obtaining a Distinction in the BCL or (in the case of graduate-entry Medical students) the Preliminary Examination in Medicine Part II. Exhibitioners obtaining a First will receive £100.

Tutorial Prizes, many of them from endowed funds, may be given each year in Michaelmas Term, normally to those in their final year, on the recommendation of Tutors. The prizes are of £100 and are given for outstanding achievement. **Commendations**, to the value of £40, may be given at the same time, as rewards for good effort.

Undergraduates who are intending to continue at Magdalen to take a graduate degree may be eligible for an academic award from the Student Support Fund (see Sections 22, 26 and 27).

See below for information about **Music Scholarships**.

5. THE CHORAL FOUNDATION

The College maintains a Choir that was established by the Founder as part of the original Statutes. It sings seven services each week during Full Term, as well as additional concerts and services both within and outside the College. It consists of 16 boy Choristers (educated at Magdalen College School) and 12 Academical Clerks, who are normally junior members of the College.

The majority of **Academical Clerks** are appointed by the Tutorial Board, at the time of their admission to the College as a result of the special auditions for Choral Awards, and successful performance in the academic Admissions Examination. Some are appointed when in residence; occasionally there are additional Clerks who are junior members of other Colleges.

The appointment of all Academical Clerks is reviewed by the **Chapel and Choir Committee** annually, but Clerks normally hold office for three years. Clerks normally reside in College accommodation and receive a stipend that consists of two elements, the value of a College award (currently £200) and an allowance (reviewed annually) for residence out of Full Term. The College meets the cost of approved singing tuition. All Academical Clerks have a keyboard instrument in their rooms and headphones may be borrowed from the Home Bursary.

The Choir is directed by the Organist and *Informator Choristarum*, who is also a Fellow and Tutor in Music. He is aided by two **Organ Scholars**.

Organ Scholars are auditioned and examined before the beginning of Michaelmas Term. Each normally holds the scholarship for three years, but this is subject to annual review by the Chapel and Choir Committee. Organ Scholars are required to be in residence for substantial periods outside Full Term. They normally reside in College and receive a stipend which consists of two elements, the value of a College award (£200) and an allowance for residence out of Full Term (reviewed annually). The College meets the cost of approved organ and singing tuition.

In 2005 the College adopted a Child Protection Policy which makes admission to Academical Clerkships and Organ Scholarships conditional upon the possession of a satisfactory CRB Enhanced Disclosure, and the receipt of two references which satisfactorily address the question of the candidate's suitability for work with children.

All members of the Choral Foundation are entitled to receive *per capita* fees paid by outside bodies for broadcasts, concerts and recordings.

Music Scholarships

In addition to the academic Music awards, the College awards up to two **Music Scholarships** each year, should suitable candidates present themselves. Undergraduates in their first year of study may apply (with no restriction on subject). Successful candidates will be entitled to wear the Scholar's gown and to receive an annual award of £200, and will have a status comparable to that of Demies or Academical Clerks. Academical Clerks and Organ Scholars who are presenting themselves in an area of musical performance beyond that connected to their duties as chapel singers and organists are eligible to apply. Music Scholars will be required to offer to the College an annual concert recital during the tenure of the Scholarship. The Scholarship will be reviewed annually.

An annual award is also made from the Domingos Vasconcellos Fund to assist in the cost of music performance tuition for students who are not receiving such tuition in respect of the degree course for which they are studying.

6. VACATION STUDY GRANTS

From 1 October 2009 grants have been available to all Magdalen undergraduates for essential academic work in Oxford during the vacations, primarily for University examinations, courses, or reading that cannot be done at home, with the approval of their Tutors. Application forms should be completed and handed in to the Tutorial Office by the end of Sixth Week of the Term preceding the vacation, and a claim form submitted to the Tutorial Office after the residence is completed and in any event by the end of Second Week of the Term after the vacation concerned. A letter (enclosing a claim form) will be sent to you by the Tutorial Secretary which will confirm the number of nights of residence for which you are entitled to claim in that application (see section 33 for details on booking College accommodation for vacation residence).

7. TRAVEL AND/OR RESEARCH GRANTS

Through the generosity of Old Members of the College who have contributed to the Annual Fund, the College is currently able to offer up to £1,050 per student over the course of their time as an undergraduate or graduate student of the College for travel for purposes approved by the Tutorial Board or for certain expenses incurred in pursuit of course-related research (these expenses may include travel, accommodation and conference fees, but exclude books, stationery, computer equipment and photocopying). This is an amalgamation of the previous system of Travel Grants and the Research Fund for Undergraduates and Graduates, and previous awards made under either of those schemes will count against the total of £1,050.

The Cases Committee considers applications and makes recommendations to the Tutorial Board at its three meetings each Term. Application forms are available from the ground-floor window-sill of Grammar Hall, and must be returned by noon on the Wednesday of Noughth, Third, or Sixth Week to be considered at the next meeting of the Cases Committee. In the case of graduates attending conferences during term-time, applications should be made by one of these deadlines in the term in question. Retrospective applications for support of travel and/or research undertaken in the previous vacation (but no further back) can also be considered.

Junior members are strongly advised to take out adequate insurance when making their travel plans and should take steps to obtain up-to-date information (especially from the Foreign and Commonwealth Office, <http://www.fco.gov.uk>) on any precautions to be taken in particular regions. The College cannot accept liability for injury, loss, or damages incurred by junior members when travelling.

8. RESEARCH FUND FOR UNDERGRADUATES AND GRADUATES

See 7.

9. NOTICES

From time to time the Senior Tutor, the Deans, and other College officers post notices in the Lodge and on the Senior Tutor's notice board in St Swithun's Tower about various matters. It is the responsibility of junior members to watch out for these. It is also important to check in the Post Room each day for any mail addressed to you, as this frequently contains important messages from Tutors. Many important messages are sent by email, and Tutors will expect you to check your email at least once a day as a matter of course.

10. ACADEMIC DRESS

Academic dress is obligatory at the Matriculation ceremony, when sitting University examinations, and when taking a degree. Academic dress consists of 'subfusc' clothing (i.e. for men: a dark suit, dark socks and dark boots or shoes, a white shirt, white collar and white bow tie; for women: a white blouse, black tie, dark skirt or trousers, dark stockings, dark boots or shoes and, if desired, a dark coat), together with the appropriate cap and gown.

Gowns should be worn on formal occasions in College, and are required at President's Collections. They are also worn at Formal Hall on Wednesday, Friday, and Sunday evenings in term. Undergraduates wear Commoners' gowns or, if they are elected Demies or Scholars, Scholars' gowns. Graduates may wear either the gowns of their previous university or the Oxford Advanced Students' gowns if they are doing graduate courses and not a second BA. Second BA students wear Commoners' gowns, unless they have an Oxford undergraduate degree or a BA by incorporation, in which case they may wear either the gowns of their previous universities or Oxford Advanced Students' gowns. Second BA students elected to Demyships or Scholarships wear Scholars' gowns.

11. RESIDENCE

All Oxford degrees have residence requirements, and degrees cannot be awarded unless the College certifies that the required number of Terms have been kept as members of the College. In order for a particular Term to count as a Term of residence for undergraduates, no fewer than 42 nights of the eight-week Term must be spent in College. The College therefore needs to know of periods of absence during term-time.

Junior members who wish to be away overnight for any occasion during Term should inform the Deans of Arts and the College Lodge. This is also an important security and fire precaution so that the College has a record of people who are not in residence at a particular time.

Junior members must return to Oxford by 5.00 p.m. on the last Thursday of the vacation (i.e. Thursday of Noughth Week), unless required to return earlier by their Tutors or by University Decrees appropriate to their courses.

Junior members must remain in Oxford until the last Saturday of Term (Saturday of Eighth Week). See also sections 31 and 33.

Students who are permitted or required to go out of residence, whether on grounds of health or for disciplinary reasons, may not enter the College or any College premises, other than for a pre-arranged meeting with a College tutor or with the written permission of the Senior Tutor or one of the Deans of Arts.

THE JCR AND MCR

12. CODE OF PRACTICE

- i) The JCR is an association open to all undergraduate and graduate members of the College (although it is concerned primarily with undergraduate students). The MCR is a similar association open to all graduate students. Their main objects are to promote the interests and welfare of, and social activities among, their members, and to represent the interests of students to the Governing Body of the College.
- ii) The JCR and MCR have written constitutions, elect officers, and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the President of the JCR or MCR (as the case may be) not later than the end of the Fifth Week of Michaelmas Term.
- iii) Membership is free of charge.
- iv) Withdrawal from membership will disqualify students from standing for office, and voting at or attending meetings of the JCR or MCR.
- v) The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, the formation of policy, financial management and reporting, affiliation to external organisations (including OUSU), and the handling of complaints. The implementation of financial arrangements is supervised on behalf of the Governing Body of the College by the JCR and MCR advisers.
- vi) The College provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms and the bar. It allows the JCR and MCR as associations to participate in the management and provision of these services and provides the JCR and MCR with funds to enable them to maintain some of these services on behalf of the College and to offer their own. The services provided by the College are available to all undergraduate or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.

vii) Complaints about the management of the JCR or MCR should in the first place be made to the President of the Common Room in question. If you are dissatisfied with the handling of any complaint, it may be referred to the Deans of Arts.

viii) A copy of the constitution of the JCR may be inspected in the JCR Office, on the JCR web pages or in the Deans' Office. A copy of the constitution of the MCR may be inspected in the Deans' Office and on the MCR web pages.

13. PERSONAL TUTORS

Personal Tutors are members of the SCR who have volunteered to take part in this scheme. They offer a further point of contact with the SCR and a further source of confidential help and advice for junior members.

There will be between six and eight Personal Tutors available to be approached by members of the JCR, with a particular emphasis on the academic issues that students feel uncomfortable speaking to their subject Tutors about. These Tutors will be introduced to the new first-year students early in the year.

The group of Tutors will represent a broad range of subjects and ages, with roughly equal numbers of men and women. Students may choose one of the Tutors themselves, or may be referred to the most appropriate Tutor for any given matter by the JCR President or the Deans' Secretary.

CHAPEL

14. DEAN OF DIVINITY

The Dean of Divinity is pastoral Chaplain to the College. His responsibility extends to all members of the College, not just to those who attend Chapel. He lives in the College grounds, and may be called on in Cloisters IV.2 for advice or help without appointment. His telephone numbers are (2)76027 and 07979 762792 (mobile, for pastoral and welfare matters only, please). He and the Organist and *Informator Choristarum* use the Chapel and Choir Office in Cloisters II. The Chapel and Choir PA is Jacky Barrett.

15. COLLEGE CHAPEL

The Chapel is intended to be used by all members of the College, and all are welcome at Chapel services. Every Sunday in Term there is a sung celebration of the Eucharist, and Morning and Evening Prayers are said or sung daily. The times of services appear on the Chapel card which is distributed to all members of the College at the start of each Term. A termly booklet is also published giving details of music at choral services.

The Choir of Academical Clerks and Choristers on the Foundation of the College sings the main services each day of Term except Monday and Saturday. On Saturdays, Evensong is sung by the Consort of Voices.

Gowns are normally worn, but are not required, at Choral Evensong.

Enquiries about the Chapel and the general life of the Church in College should be made to the Dean of Divinity.

DECANAL MATTERS

16. THE DEANS OF ARTS

The two Deans of Arts will advise junior members generally on College and University matters. They are also responsible for College discipline and for enforcing College rules. Junior members are reminded that living in College premises is a privilege which can be removed with immediate effect as a consequence of uncivilised and/or anti-social activity. The Deans may consider fines or community service a sufficient response, but in cases where students have proved themselves to be disruptive members of the College community, the Deans are empowered to recommend to the College that they be asked to leave College premises and/or that they be sent down. Under certain circumstances, a complaint about a College decision may be made to the Office of the Independent Adjudicator. Details of the complaint scheme are available at www.oiahe.org.uk.

For the year 2011-12 the Senior Dean of Arts will be Dr Alfonso Moreno and the Junior Dean of Arts will be Dr Jennifer Castle.

SUB-DEAN

The College may appoint a Sub-Dean with responsibility for welfare and disciplinary matters in the evenings, at weekends, and at other times when neither of the Deans of Arts is available. In 2011-12 the Sub-Dean will be Mr Benjamin Spagnolo, tel. (2)86726. The Sub-Dean operates with full decanal authority in the absence of the Deans of Arts.

The Deans are assisted by their secretary, Susan Burton, and their offices are on the ground floor of the Grammar Hall. She is there from 9.30 a.m. to 5.30 p.m. and welcomes any students who may have queries or need assistance in any way. Her telephone number is (2)76021, email address susan.burton@magd.ox.ac.uk. The Deans will be available in the Deans' Office between 3.00 and 4.00 p.m. on Mondays and Thursdays in Full Term (Weeks 1 to 8) for permissions and for consultation. There are additional sessions at the same times on the Thursday of Noughth Week and the Monday of Ninth Week.

For urgent matters appointments can be arranged at other times through the Deans' Secretary. The Deans will be very glad to help any undergraduates with personal, domestic or academic problems, though subject Tutors, the Senior Tutor or the Home Bursar (and Personal Tutors, where appropriate) should normally be consulted about matters which concern them. There is also an Adviser to Women Students and the Waynflete Dean who lives in the Waynflete Building. The Deans can be contacted by email at deans@magd.ox.ac.uk and in an emergency they can also be contacted via their own telephone numbers (Al Moreno on (2)76014; Jennifer Castle on (2)76027 or 07720 722601) or via the Porters' Lodge. Full details of the College's welfare provision can be found in the next section.

Junior members should also read and note carefully the University *Proctors' Memorandum*, a copy of which is given to every member of the College at the beginning of each academic year. You may be tempted not to take the Proctors' rules seriously, but be assured that the Deans of Arts do.

Junior members are reminded that there are certain occasions at which attendance is obligatory, unless express permission has been otherwise granted. These include all tutorials and classes, all Collections (including President's Collections at the end of Term), and summonses from the Deans to attend Deans' Hours. Junior members, living in or out of College, are expected to check their pigeon-holes and emails daily and, if invited to College functions, to reply as a courtesy as soon as possible.

17. WELFARE

There are several different kinds of help available to any student who is experiencing personal difficulties, and who would like to talk in confidence to someone willing to offer advice, support or just a sympathetic ear. The choice at Magdalen can seem bewilderingly large, but whoever you choose to talk to will treat everything you say in confidence and will do everything they can to help.

The **Deans of Arts** are always happy to offer informal guidance on a range of issues; if you are not sure who would be the best person to approach with a particular question or worry, then the **Deans' Secretary** (Susan Burton) will know who to refer you to: you can talk to her in confidence in her office on the ground floor of the Grammar Hall. See section 16, above.

Within the SCR, you may wish to approach your **Tutor** or a **Personal Tutor** in the first instance, or if you would like to discuss things with another Senior Member of College then the **Dean of Divinity** (Fr Michael Piret) is very experienced at helping students through difficult times, whatever your faith (or lack thereof). Female students may choose instead to approach the **Women's Officer** (Dr Christine Ferdinand), who can offer practical advice and more general support, and any issues of harassment – see Appendix A – can be discussed with the College's **Harassment Officers** (Dr Katharine Grevling and Dr Robert Douglas-Fairhurst).

Many students find that they prefer discussing certain issues – questions over their sexuality, doubts over their course, and so on – with other students in the first instance, and if you would rather not approach a friend or SCR member there are two options available to you within College. The **JCR Welfare Reps** are chosen by their peers to offer confidential and sympathetic help, and are often the first form of support to which fellow students turn.

If you would rather discuss personal problems with a counsellor outside the College, then you can make an appointment with the University Counselling Service. This service is free; you can make appointments by phone or online (01865 270300, email address: reception@counserv.ox.ac.uk), and will normally be seen for an initial consultation within two weeks. The Counselling Service never discloses information about the students it is seeing.

Professional help for any medical problems, including depression, eating disorders, and sexual matters can be sought through the College Doctors (01865 311500). Outside normal

surgery hours you should ask the Porters to call a taxi to take you to the hospital, and for an emergency at any time you should ask the Porters to call an ambulance.

18. FINANCIAL ASSISTANCE

Junior members who are experiencing, or suspect they will experience, financial hardship, are urged to contact the Deans' Secretary or the Deans directly, informally and confidentially, to discuss their needs.

For junior members who are experiencing, or expect to face, financial hardship, assistance is available from the College's **Student Support Fund**, the College's **Hardship Funds** (administered by the Deans), the University's **Committee on Student Hardship**, and the Government's **Access to Learning Fund** (administered by the University's Student Information and Financial Support Office). In addition, **Oxford Opportunity Bursaries** are available for first-, second-, third-, and fourth-year UK undergraduates.

Student Support Fund (SSF). The College is concerned to ensure that all its students are adequately funded during their time here and to help undergraduates and graduates who are in financial need by means of the **SSF**. 2002 saw the start of the **Student Support Fund Committee** within the College, whose purpose is to administer this fund. Graduate members should refer to Section 26 (**Financial Help for Graduates**) for more information. For undergraduates, information about the purpose of these funds will be published separately.

The College's **Hardship Funds** include the **Junior Members Fund** and **Rent Relief Fund**. The Junior Members and Rent Relief Funds are designed to enable junior members (graduate and undergraduate) to meet short-term financial needs. Applications to the Deans can be made at any point. All applicants will be asked to fill out a form detailing their current financial situation and to make an appointment to discuss their application with the Deans. The precise amount given will vary according to the extent of the student's need. Unforeseen circumstances are the condition of most applications, although there may be exceptions to this rule, for example in the case of students applying for help with the costs of sporting or other College or University commitments they would not be able to undertake without some financial assistance. All applications are assessed according to the student's particular circumstances. Please note that students are expected to have their own insurance for personal items, including computers and mobile telephones, covering loss, damage, theft and necessary repairs. The Hardship Funds will not help students with such items other than in exceptional circumstances.

Money is distributed from the Junior Members and Rent Relief Funds in the form of both grants and interest-free loans, depending on circumstances, and from the Sports Hardship Fund in the form of grants only. Students who are experiencing delays in the arrival of local authority financial assistance of any sort are encouraged to contact the Deans. Graduate members who have difficulty in paying the College's Graduate Continuation Charge will be expected to attempt to finance the payment but if they are unable to obtain the required amount can seek waiver of the charge through application to the Deans. In addition, although it should be stressed that the Hardship Funds are for short-term needs (while the Student Support Fund addresses long-term ones), any student anticipating or experiencing chronic financial need during his or her time at Magdalen should contact the Deans as soon as possible in order to discuss his or her particular situation.

The University's **Committee on Student Hardship** provides financial aid to students who experience unforeseen and/or exceptional losses of expected income beyond their control. The Committee meets in Sixth Week of Michaelmas and Hilary Terms and Fourth Week of Trinity Term. All parts of the completed application form must reach the Student Funding and International Office, University Offices, Wellington Square by Monday of Fourth Week of Michaelmas and Hilary Terms and Friday of Second Week of Trinity Term. If you wish to apply for such a grant, you can collect a form from the Deans' Secretary. However, as applications must receive the endorsement of the College, the Deans require completed forms to be returned to them at least one week before these deadlines.

The **Access to Learning Fund** provides discretionary financial assistance for students to help them access and remain in higher education, particularly those students who need financial help to meet extra costs that cannot be met from other sources of support. The Fund also helps to alleviate unexpected financial hardship. Students who may be considering leaving higher education because of financial problems are particularly encouraged to apply. You can apply to the Fund at any point during the academic year, including the long vacation. Students must fulfil the eligibility criteria that are provided on the application form, and any help received from the Fund is usually non-repayable. Application forms are available from the Deans' Secretary, but the fund is administered by the Student Information and Financial Support Office.

Oxford Opportunity Bursaries are available for first-, second-, third-, and fourth-year Home undergraduates with at least partial tuition fee remission. Detailed information on eligibility is available at:

http://www.ox.ac.uk/admissions/undergraduate_courses/student_funding/oxford_opportunity_bursaries/index.html.

No additional applications are necessary for the Oxford Opportunity Bursaries; your eligibility for support will be assessed centrally by the University.

Please note that all debts to the College and the University, including any hardship or student support loans, must be paid in full before the College can permit a student to take his or her degree.

19. OTHER DECANAL MATTERS

Music hours. The use of musical instruments and stereo equipment or radios in College should be restricted to times between 1 p.m. and 5 p.m. and between 7 p.m. and 11.30 p.m. in order to avoid disturbing tutorials, study and sleep. You should take care during music hours that you do not disturb anyone in neighbouring rooms. The playing of radios or any other musical device out of doors in the College is forbidden at all times. Any abuse of these rules may result in disciplinary action by the Deans.

The Old Bursary Practice Room (accessed via Chaplain's Quad) may normally be used by members of the College between 8 a.m. and 9 p.m. and bookings should be made with the College Porters. It may also be possible to arrange rehearsal space for bands. Guidance should be sought from the Deans in the first instance. The bottom of the Tower may also be

used for music practice but again permission should be sought from the Deans and bookings should be made with the Porters.

Meetings and parties. The permission of the Deans of Arts must be obtained in advance for all meetings and for parties involving more than ten people. This applies to those held in private rooms as well as to those held in other places (indoors or out of doors). Rooms available for booking for parties include the Oscar Wilde Room and JCR Dining Room. Meetings can be held in these two places and also in the Old Law Library, Lecture Room A, Grove Seminar Room, Daubeny Laboratory, Archway Meeting Room and the base of the Great Tower. Enquiries about the availability of all these rooms may be made through the Deans' Secretary. Charges may be made for use of the rooms according to whether the function is College, University or private. Where rooms are left in an unacceptably messy state the students responsible may be fined.

The Deans of Arts also enforce a moratorium on all entertainment in College (except Schools Dinners) from Fifth to Eighth Weeks inclusive in Trinity Term to accommodate the needs of Finalists preparing for and taking University examinations. No bookings for the Oscar Wilde Room or the JCR Dining Room will be accepted for this period, nor will parties held in private rooms be permitted. The Deans of Arts may impose restrictions on entertainments, parties and meetings in College at other times to accommodate the needs of students preparing for and taking University examinations.

During Trinity Term, Bat Willow Meadow is available for booking in addition to the rooms listed above, using the same procedures. Very occasionally it may also be possible to hold a party in New Buildings Colonnade finishing no later than 7.30 p.m. Permission may only be obtained from the President, the event must be discussed with the Deans, and all living-in Fellows with rooms in New Buildings must be given the opportunity to object.

Those who hold parties are personally responsible for making sure that everything is cleared up when the party is over. This is particularly important in the case of parties held out of doors, in the New Buildings Colonnade, or in Bat Willow Meadow, which must not be left untidy. Rubbish should be collected and placed in the large bins situated in the Kitchen Yard, at Holywell Ford and by the Longwall Gate. Barbecues may only be used with the prior permission of the Deans and the Home Bursar.

Music must end at 11.30 p.m. and all parties must be finished by midnight. Please note that the Porters and Deans regularly check that the College is quiet after midnight. Any excessive noise after this time interferes with study and sleep and will not be tolerated. Failure to observe this deadline may result in disciplinary action by the Deans.

The gate crashing of balls or equivalent social occasions at this or any other College is a serious College offence.

The attention of junior members is drawn to the College's Code of Practice on Freedom of Speech (see Appendix B), the provisions of which must be complied with. In particular, it is not permitted to disrupt or to attempt to disrupt the lawful exercise of freedom of speech by members of the College or visiting speakers on College premises. The Deans should be informed immediately in the event of such disruption occurring or being threatened.

Lawns. The taking of short cuts across all lawns is forbidden, in order to prevent undue wear to the grass; infractions of this rule may lead to fines. Sitting on the lawns **during daylight hours only** may be permitted between Easter and the end of September, subject to notices by the Home Bursar. No litter or belongings are to be left on the lawns and in particular no mess is to be made following examinations (see below).

Croquet and bowls may only be played in Trinity Term and only on the New Buildings Lawn between 1 p.m. and 10 p.m. Frisbees may be used only in Trinity Term and only on St. Swithun's Lawn between the same times. No other games may be played on the lawns – the College sports ground should be used instead.

Disorderly behaviour. Members of College are asked not to create any loud disturbances out of doors, particularly after dark: singing, screaming, or even loud conversations on the lawns in summer often disturb both junior and senior members resident in College. Disturbances of this sort will be regarded as violations of the rules on music hours and will be treated accordingly.

Post-examination celebrations. The University is very concerned about behaviour outside exam venues such as Schools and Ewert House. You should not throw or spray foods or fluids (e.g. champagne/fizzy drink, flour, eggs, shaving foam, silly string) because they create a major hazard (the pavements become extremely slippery) and doing so is viewed very negatively by the Proctors, the City Council and the Police. Other forms of litter which are not hazardous are also not allowed (e.g. confetti, glitter).

The City Council and Police mount a significant presence outside exam venues, including their litter enforcement officers. They and the Proctors' Officers have imposed spot fines of up to £80 in recent years. Furthermore, the Police will arrest anyone who continues to consume alcohol in public when they have been asked to stop.

You are very welcome to meet friends finishing exams, and to take flowers and balloons if you wish. You are also allowed to take along champagne/fizzy drink as long as the bottle remains unopened – for example to consume back in College or at a pub. The Deans are very keen that you enjoy the end of your own exams and congratulate your friends when they finish, but it needs to be done in a way that does not endanger or inconvenience others or place yourselves at risk.

If you are celebrating in College you must make sure that you don't create a mess or make undue noise. Other students are likely still to be preparing for or taking exams and upkeep of the College grounds is important. The same rules about the need to refrain from throwing food, spraying champagne, etc. apply inside the College as much as outside it, and will be strictly enforced. If mess is left on the lawns then they will be shut.

Roofs. Walking or climbing on roofs and in or out of windows, or entering any construction site, is extremely dangerous and is absolutely forbidden. The Deans view climbing on roofs with the greatest seriousness and will take substantial disciplinary action against anyone caught doing so.

20. CODES OF PRACTICE ON HARASSMENT AND ON FREEDOM OF SPEECH

The College has adopted Codes of Practice on Harassment and on Freedom of Speech, which can be found at the end of this booklet (Appendix A and Appendix B respectively).

GRADUATE MATTERS

21. THE TUTOR FOR GRADUATES

The Senior Tutor, as Tutor for Graduates in Residence (TfG), has a general responsibility for graduate students of the College. S/he monitors their academic progress by means of the termly reports which come to the College from their supervisors, oversees College advisers, organizes collections for graduates in the Hilary Term, issues and reviews the results of a questionnaire that is distributed at the end of the Hilary Term, and will also ensure that quality assurance processes in College function satisfactorily (see **FEEDBACK AND RECORDS** below). If any problems emerge, s/he will ask the individual's College adviser to discuss these with the individual concerned and report back. S/he is also available to discuss any matters – academic or non-academic – with graduates and can be reached via the Tutorial Office. See also **FINANCIAL HELP FOR GRADUATES** below.

It is the Tutor for Graduate Admissions, and not the Tutor for Graduates, who has the operational responsibility for the admission of graduate students to the College.

22. ADMISSION OF GRADUATES TO MAGDALEN

The College does not accept graduates for certain subjects: these are detailed on the College web site.

Applicants for graduate admission to Magdalen should be aware of the following points:

- i) They must be able to provide satisfactory assurances that they can pay for their proposed course of study (please give as much information as possible about your funding sources on the University's Application Form).
- ii) Magdalen operates a flexible system of subject targets spread about equally across the areas of the Humanities, Law, Medicine and the Natural Sciences.
- iii) Because of our system of targets and the strength of the competition for graduate places at Magdalen, many well-qualified candidates will not be offered places at the College. In deciding between candidates, within the constraints imposed by our system of targets, Magdalen will take account of proven and potential academic excellence, academic ability and commitment, and the fit between particular research projects and the interests of Magdalen's tutors.
- iv) Because Magdalen is a popular college, well-qualified candidates who apply late in the admissions cycle (i.e. after we have filled our places) may not be offered a place at Magdalen.

Applications from members of Magdalen will be considered in relation to the points set out above.

23. COLLEGE ADVISERS: PRINCIPAL RESPONSIBILITIES

The College Adviser should be in a position to discuss the student's academic work. This does not mean that the student and adviser must be members of the same Department or Faculty. The College Adviser is not in any way intended to replace the University supervisor, or to act in his or her stead and should, therefore, not be expected to give the same detailed academic guidance and direction. Thus, a College Adviser to a student should *not* also be the student's University supervisor. Rather, the intention is to provide a focal point for an individual student's relationship with the College, which nevertheless includes an academic component.

The College Adviser is expected to monitor a student's progress, to discuss the University supervisor's reports, and to be available for regular consultation on academic or other matters, including those issues that students may feel unable to raise with their supervisors. Advisers should, as appropriate, comment positively on students' progress, and achievements; they are not only there to monitor students' progress and pick up problems. The Adviser may wish to consult with the Senior Tutor/Tutor for Graduates about any students who appear to be experiencing difficulties in their academic work, or direct students to other appropriate persons for assistance with non-academic related difficulties.

Every graduate on a taught course should have a **formal or informal** meeting with his/her College adviser at least once a Term. Other graduates should have such a meeting at least once a year.

24. COLLEGE ADVISEES: PRINCIPAL RESPONSIBILITIES

College Advisees should respond to invitations from their Advisers to meet them; if the proposed time is not suitable, they should contact their Adviser to arrange an alternative time to meet. They should not hesitate to contact their College Advisers outside their regular meetings (or feel in any way inhibited from doing so) and should feel free to consult other College officers as necessary, including the Senior Tutor/Tutor for Graduates or the College Secretary/Academic Administrator. College Advisees should be aware that the College Adviser is *not* expected to perform the academic role of the University supervisor. However, depending on their College Adviser's field of expertise and intellectual interests, advisees may seek academic advice from the Adviser. In addition, Advisees should feel free to seek advice from the College Adviser on academic-related matters including applications for research funding, conferences and seminar attendance, publication and career plans, etc. It is particularly important that Advisees should consult their College Adviser if they experience any difficulty with their University supervisor. Any matters concerning examination procedures may be discussed with the College Adviser; if students wish to raise them formally, they should do so with the Senior Tutor/Tutor for Graduates.

25. FEEDBACK AND RECORDS

Graduates are given the opportunity to comment on their progress during the term by submitting a report on the University's Graduate Supervision System (GSS). College Advisers see graduates' termly supervision reports, plus any comments graduates have themselves submitted. If a report raises problems, the TFG will either take action him- or

herself or ask the Adviser to do so. Copies of the report and any relevant correspondence will be held by the relevant Adviser and in the Tutorial Office.

When, in the Hilary Term, the TfG writes to graduate students about hardship grants (see below), s/he will also invite any graduates who wish to do so to participate in a Collection with the President and the TfG. This will take place during Seventh Week and provide a forum where the graduate's progress can be discussed. Replies must reach the President's Secretary by the end of Fifth Week.

A questionnaire will be issued annually in the Seventh Week of Hilary Term so that graduates can, if they wish, provide feedback on their experience of the University and College. The questionnaires must be returned to the TfG by the end of Ninth Week of Hilary Term. The TfG will review them, report the results to the College's Policy Committee and Tutorial Board at the start of Trinity Term, and store the returned questionnaires in the Tutorial Office. If any problems are identified, they will be dealt with by the TfG or the Tutorial Board.

26. FINANCIAL HELP FOR GRADUATES

For Travel Grants and Grants from the Research Fund, see sections 7-8 above.

If you experience financial difficulties during your course of studies because of problems which were not foreseeable when you gave your original financial assurances to the College, there are various possible sources of help.

The University's **Committee on Student Hardship** makes awards to graduates only on the grounds of **unforeseeable hardship**, and may provide help in the form of a grant or loan, depending on the circumstances. Awards do not generally exceed £1,500. The Committee meets in Sixth Week of Michaelmas and Hilary Terms and Fourth Week of Trinity Term. All parts of the completed application form must reach the International Office, University Offices, Wellington Square by Monday of Fourth Week of Michaelmas and Hilary Terms and Friday of Second Week of Trinity Term. If you wish to apply for such a grant, you can collect a form from the Deans' Secretary. However, as applications must receive the endorsement of the College, the Deans require completed forms to be returned to them at least one week before these deadlines.

The University's **Vice-Chancellor's Fund** makes awards to academically outstanding D.Phil. students who are in the last stages of their work and need extra funding to complete it. Candidates for such an award must be expecting to submit their thesis within twelve months of the closing date for applications. In previous years, selection has taken place during Fourth Week of Trinity Term and the closing date for applications has been Friday of First Week of Trinity Term. Information for this academic year and the relevant forms are available from the Deans' Secretary or the University's Student Funding and International Office.

Rhodes Scholars who need funding for a third year in order to complete a graduate course must, in the first place, approach the Rhodes Trust. The Trust does not provide fourth-year funding.

Medical students who need funding of any kind can apply to a wide range of medical charities. The TfG has a list of these and will be happy to give advice on how to apply to them. Medical students who find themselves in a situation of hardship should therefore approach the TfG before making any application to the Student Support Fund Committee.

German citizens who are currently reading for a postgraduate degree and who do not already hold any other scholarship or public funding to support their study are eligible for a Michael Wills Scholarship, two of which are awarded every other year. They should normally be between 21 and 25 years of age. The Scholarships cover both University and College fees and offer a maintenance grant, worth approximately £7,500 p.a. For more information, please contact the University's International Office early in the Michaelmas Term: when the Scholarships are awarded, the closing date for applications is **normally** around the end of November. In the years that Michael Wills Scholarships are not awarded, the DAAD and the University offer a Michael Foster Scholarship, currently worth approximately £8,500 p.a. Further details are also available from the University's International Office.

Student Support Fund (SSF). The College is concerned to ensure that all its students are adequately funded during their time here and to help undergraduates and graduates who are in financial need by means of the SSF. The Committee which administers this Fund (SSFC) meets four times a year: once in Third Week of Michaelmas Term and once in Third Week of Hilary Term to consider emergencies and sift applications for relatively small sums of money (up to c. £5,000); once in Third Week of Trinity Term to make decisions concerning such applications; and once in early September to consider both subsequent emergencies and also requests for larger sums of money from applicants who have failed to get adequate funding from other sources. As the SSF is finite, the SSFC has evolved procedures for administering its fund. Although these procedures are complex, they are not meant to be off-putting and the TfG will also be happy to explain them in person to anyone who thinks that s/he is in a situation of hardship. The TfG will also be happy to help you to make the best possible case to the SSFC in the light of your situation.

In the First Week of Hilary Term, the TfG writes to all graduates inviting applications for stop-gap or emergency hardship awards. S/he will expect eligible applicants to have applied or be applying to all other sources of funding available to them (including the ones detailed above, as appropriate). If you wish to apply for a hardship award, you need to obtain an application form from the Deans' Secretary, on which you will be asked to address **all** the following issues: why the financial assurances which you provided with your initial application to do post-graduate work at Magdalen **no longer hold good**; whether you have applied for a commercial loan; whether you have asked your family or other sources for financial assistance and been in receipt of such assistance (this includes any scholarship funds); whether you have a partner who is in any kind of employment (and if so, how much s/he earns); whether and to what extent you are already in debt; when you expect to finish the degree for which you are registered; precisely how much you are asking for (broken down as far as possible); what your career intentions are once you have completed your degree; whether you have a job lined up once you have completed your degree and if so what your starting salary will be. Once the TfG has received your application and checked that all the necessary information is there, s/he will write to your supervisor to enquire about your academic progress, and will interview you in advance of the meeting of the SSFC. If the Committee accepts the request for funding, it may make either a grant or a loan.

About half-way through the Trinity Term, the TfG writes to all graduates for the second time and to finalists who have applied to do post-graduate work at Magdalen inviting applications for consideration at the September meeting. Once your application has been received, giving the kind of information detailed in the above paragraph, the TfG will ask your supervisor, potential supervisor, or a Fellow of the College who knows you for a supporting reference. If you apply to the SSFC during the Trinity Term and subsequently get an award (e.g. from the AHRC or ESRC), you **must** inform the Deans' Secretary immediately so that your application to the SSFC can be disregarded. **Failure to do so will cause hardship to other applicants.**

If you are a graduate who failed to get an AHRC, ESRC or similar state-funded award in previous years and are **either** self-supporting **or** in receipt of a College scholarship, loan, or any other kind of College funding, you **must** re-apply to the relevant body for support in the coming academic year. This should anticipate or happen in tandem with any requests for assistance from the SSFC. If you fall into this category, you should make it clear to the TfG on the form on which you make your application to the SSFC that you are following the above procedure. You must also address all the other issues detailed in the seventh paragraph above ('In the First Week of Hilary Term...') on that form.

Graduates who originally applied for and/or supplied financial assurances for a one- or two-year course and subsequently decide that they wish to change to a longer course or do a further postgraduate course **will not be considered as hardship cases** and should **not** apply to the SSFC during the Hilary Term. Rather, they should notify the TfG of their wish as soon as possible – and in any case **not later than Friday of Second Week of Trinity Term** – and either provide hard financial assurances for the extra time they wish to spend at Magdalen or explain how they intend to finance that time (e.g. by application for a Clarendon Scholarship or an Overseas Research Scholarship – the competition date for these is announced in the *University Gazette*). If your financial assurances are satisfactory, the TfG will, after consulting your supervisor and the relevant Tutors in College about your academic progress, and the College's Tutorial Board, communicate to you the College's decision about your proposed change of plan. If you apply to an outside body for further funding but the award is not large enough to cover the total costs of studying and living in Oxford, you should fill in an application form (as detailed above) and ask for your case to be considered at the SSFC's September meeting. **Please note that incomplete application forms and the lack of contact numbers and other contact information will almost certainly jeopardize your chances of receiving help from the SSFC.**

The SSFC will distribute funds at its September meeting in accordance with the following guide-lines:

- i) Unless there are exceptional reasons, it will not give any funding for first post-graduate degrees to applicants whose grade average at finals is 66% or less.
- ii) Unless there are exceptional reasons, it will not give any funding for higher post-graduate degrees unless an applicant has proven research ability. This could mean, for example, that s/he has submitted a dissertation at Finals that has attracted a mark of 72% or more or has achieved a distinction in his or her first post-graduate degree with a grade of at least 72% overall and at least 72% for any dissertation component.

- iii) Unless there are exceptional reasons, applicants in their fifth year of graduate study will be eligible only for loans.
- iv) Unless there are exceptional reasons, graduates past their fifth year of graduate study will not be eligible for any financial help from College.

Please note that all debts to the College and the University, including any hardship or student support loans, must be paid in full before the College can permit a student to take his or her degree.

27. TAVELLA STEWART AND SENIOR MACKINNON SCHOLARSHIPS

If you did your first degree at Magdalen and are applying for public funding (e.g. from the AHRC or ESRC), you can also apply to the College for a Tavella Stewart or Senior Mackinnon Scholarship in case your application for public funding is unsuccessful. People reading for higher degrees who did their first degree at Magdalen but are currently self-funding are also eligible to apply for one of these Scholarships. The number of these Scholarships varies from year to year and the College awards them for a year at a time. Although there are years when the College does not have the funds to award any, normally it gives out three or four per year. Competition for these scholarships is very fierce and they are awarded according to the criteria by which the SSFC makes hardship awards. As decisions about Tavella Stewart and Senior Mackinnon Scholarships are made at the September meeting of the SSFC, those who apply for one of these Scholarships as a back-up measure must inform the Deans' Secretary if, during the course of the summer, their application for public funding is successful.

HOME BURSARIAL MATTERS

28. HOME BURSAR

The Home Bursar has a general responsibility for the internal administration of the College. For junior members he deals with the catering services, housekeeping matters, grounds, IT facilities, Lodge, works services, the allocation of rooms and flats, and sports facilities management. The Home Bursar's Secretary handles bookings for College guest rooms and matters concerning the student telephone service. The Home Bursar's Assistant deals with student rooms and public room bookings. Representatives of the JCR and MCR are members of the **House Committee**. (The Home Bursary is part of the Bursary located on the ground floor of Longwall Quad I.)

29. MEALS SERVICE

Meals are available in both the Hall and the Old Kitchen. In Hall there are self-service/staff-served meals through the Buttery, and Formal Hall on Wednesdays, Fridays, and Sundays in term. The Old Kitchen serves snack and bistro-style food in term. Both the Hall Buttery and the Old Kitchen offer a wide range of hot and cold food and soft drinks. Vegetarian dishes are offered and those with special dietary requirements should discuss their needs with the Catering Manager.

Monday to Saturday Meal times are as follows:

Hall:

Breakfast	8.00 a.m. – 9.30 a.m.
Lunch	12.00 noon – 1.30 p.m.
Dinner	6.00 p.m. – 7.15 p.m.

On Sundays there is only Dinner in Hall from 6.15 p.m. – 6.45 p.m.

Formal Hall:

7.15 p.m. on Wednesdays, Fridays, and Sundays. A gown is required, and smart dress is needed on Sundays, when Black Tie may be worn if desired.

Old Kitchen:

Open from 10.00 a.m. to 5.30 p.m. Monday to Saturday for light meals, snacks, coffee, and soft drinks.

No prior booking is necessary for Buttery and Old Kitchen meals. Meals may be paid for in cash or through pre-payment on the University Card (see EPOS arrangements in CHARGES section below (47)). Formal Hall must be booked in advance through the web-based booking system which charges the cost to batells. Accompanied guests may use the facilities, for which there is a guest surcharge payable.

Out of term-time a schedule of meals services, times and locations is published. All students in residence are eligible to use the service out of term, at the same prices as those that apply in term.

Requests for rooms for private catering should be addressed to the Home Bursar's Assistant. The JCR Dining Room is available for self-catering private functions (see section 19) and, like the Oscar Wilde Room, is booked via the Deans' Secretary. Any use of such rooms requires a Decanal permit.

30. OLD KITCHEN BAR

The Old Kitchen Bar offers a full range of beverages which may be bought with cash or by pre-payment on the University Card (see above). Items bought by card attract a discounted price.

The Bar is open as follows:

8.00 p.m. to 11.30 p.m. every day in term time; out of full term the bar may close at 11.00 p.m. and is subject to a published timetable.

Out-of-term opening hours may vary and these are published on the same notice as the vacation meals service.

There is a fifteen-minute drinking-up time and the bar must be empty and shut within twenty minutes of the last orders time above.

No one under the age of 18 may purchase or consume alcohol in the Old Kitchen Bar or anywhere else in the College that falls within the scope of the College's Premises Licence.

Pursuant to the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010, no drinking games are allowed where there is a time-limit or a requirement to drink as much alcohol as possible (whether limited by time or not). The provision of free or discounted alcohol as a prize or reward is also not allowed. Alcohol may not be dispensed directly by one person into the mouth of another (other than for reasons of disability).

31. COLLEGE-OWNED ROOMS

The College maintains over 500 rooms which are used to accommodate junior members. All rooms are located either within the College bounds or just a short distance outside the College walls. The rooms vary in standard and size; undergraduate rooms are of identical charge, those for graduates reflect these variances. All junior members are required to enter into an Accommodation Licence Agreement [see Appendix C] before they will be allowed to occupy their room. All charges are calculated on a daily basis and include an element to cover utility costs. A limited cleaning and linen service is provided in all rooms, but not to graduate partnered flats. Junior members are batted for these charges at the beginning of each Term. Undergraduates are guaranteed accommodation throughout their course, while graduates whose applications, including satisfactory financial assurances, have been approved by 1st June in the year of entry are guaranteed accommodation for their first two years (with two exceptions: 2nd BM students are guaranteed accommodation for their first and third years, and Graduate-Entry ('Fast-Track') medical students are housed in their first, second and fourth years). Occupation of College rooms by junior members who have completed their entitlement is often possible but is not guaranteed. Applications are invited in Hilary Term each year and the Deans of Arts decide the priority which should be applied to applicants seeking the few spare rooms which may be available.

Rooms for undergraduates in their second, third and fourth years are chosen by means of a ballot system, which is created by the JCR and operated by the Home Bursar's Assistant. A list of available rooms is prepared and undergraduates must apply to go in the ballot for allocation of their room.

New undergraduates are housed in the Waynflete Building (the other side of Magdalen Bridge from the College) or in High Street or Longwall Street properties. They will be given the opportunity to apply for rooms "inside the Walls" in their second, third and fourth years.

The terms of use of College accommodation are set out in the Accommodation Licence Agreement (see Appendix C); the notes that follow are to provide more information on those terms. Note that the relationship between student and College is governed by the Accommodation Licence Agreement and nothing in this Information and Regulations booklet should be taken as affecting the terms of the Agreement.

Rooms for graduates are for a fixed nine-month period from 1st October to 30th June for which the charge is divided into three termly instalments. Graduates may also apply to stay in the Long Vacation period. Details of the charges are on the College web site and posted at the Bursary. For charging purposes graduate rooms are graded primarily according to size and amenity. Graduate partnered flats are let for a ten-month period from 1st October to 31st

July and the charges for these flats do not include the provision of a cleaning service or bed linen.

2nd BM Students and Graduate-Entry Medical Students who are not in Oxford during their elective period and/or during their district hospital placement may be able to obtain rent relief on their college accommodation. Students must submit a request to the Home Bursar's Assistant at least one month in advance of the period in question giving exact dates. This is essential, as the basis of the rebate is to allow the College the opportunity (which may or may not be taken) to let the room to someone else over that period. Under no circumstances will retrospective rebate be given. There is a reduction of 56% of the standard rent if no personal belongings are left in the room and of 40% if personal property is left. Storage may be available in College and on application to the Steward but there is no guarantee of this and its non-availability does not oblige the College to give a higher rebate. For the elective period the maximum number of weeks in which the reduction may be claimed is 12 and for the district hospital placement it is 6.

Rooms must be cleared of personal belongings at the end of Trinity Term. The College may provide limited storage for overseas students or those who have special difficulties in removing their belongings. At Christmas and Easter limited amounts may be left in rooms provided space is available for candidates' and conference visitors' belongings. Items left remain the responsibility of the owner for insurance purposes. Storage charges may apply in the Long Vacation.

Flats are for use of graduate members of College only and the licence agreement is made between the College and the member of College. The College will not enter into any formal agreement with any partners of members of College who wishes to occupy a flat with the member of College and if anyone other than a member of College occupy the flat it will be as a licensee and no tenancy will be created. The partner/licensee will have to vacate the premises when the member of College does so.

Where a student is unwell and unable to complete his/her course or needs to take time away from College, the decision as to whether the student must leave his/her College room will be made by the Tutorial Board or Governing Body in consultation with the Home Bursar. The Tutorial Board or Governing Body, in consultation with the Home Bursar, will decide whether a student is entitled to a refund of all or part of the licensing fee paid in advance for the College room on the basis that it can no longer be used.

If a student goes out of residence at the instance of or with the approval of the appropriate College officer, that officer in consultation with the Tutorial Board or Governing Body will decide whether the student must vacate his/her room and when he/she must vacate his/her room, and it will be at the discretion of the appropriate College officer whether any part of the licensing fee paid in advance for use of the room is refundable.

32. SECURITY

Members of the College should always lock their doors when they go out, even for short periods and at night. Doors at the bottom of staircases should never be left open, nor should any of the various security gates fitted with the Late Gate lock. THE COLLEGE CANNOT ACCEPT LIABILITY FOR THEFT, OR DAMAGE TO, MEMBERS'

PROPERTY, INCLUDING BICYCLES (see also below, under 41. ‘CARS, MOTORCYCLES AND BICYCLES’), AND STRONGLY ADVISES THAT AN ALL-RISKS INSURANCE POLICY BE TAKEN OUT TO COVER THE FULL VALUE OF THEIR PROPERTY. Leaflets from different companies may be available in the Bursary lobby, Longwall Quad I, or the Grammar Hall, and insurance cover should be arranged as soon as possible after arrival in Oxford.

Junior members have a key role to play in fighting crime within the College. The dispersed nature of the College buildings, and the size of the grounds, makes Magdalen particularly vulnerable to those with criminal intent, and the vigilance of junior members is therefore of vital importance. Any suspicious persons should be challenged and/or reported to the Porters. Concerns regarding security should be reported immediately to the Porters, who will liaise directly with the Home Bursar.

Some areas of the grounds, most notably Addison’s Walk, are particularly hard to police. Members are therefore advised to exercise caution if they use such areas when few other people are about.

CCTV covers much of the College precincts and is recorded for the purpose of security monitoring, crime prevention and safety. Such recordings may be used in evidence at any proceedings brought for a breach of College regulations or a criminal act, committed by members or non-members of College alike.

33. VACATION RESIDENCE

Undergraduates who live in termly rented College accommodation and who want to remain in residence after the last Saturday night of Full Term, or to come up before the Saturday of Minus-1st Week of the following term, should apply on the appropriate form to the Home Bursary by the end of Sixth Week. Approval will not normally be given to stay up at the end of Michaelmas Term because of the Admissions Interview period. Each application is judged on its merits by the Deans of Arts since there are relatively severe constraints on the availability of accommodation especially over the Easter and Long Vacation periods due to the use of many rooms for Conference and Summer School purposes and the need to maintain a regular refurbishment and redecoration programme. If the room is required for any of these reasons, an alternative will be provided for successful applicants. Authorization for vacation residence will be given through the Deans’ List. The listed daily charge will continue to apply in vacation periods. Staying up without permission is a serious offence and the daily room charge for the time spent without permission will be doubled, in addition to any further sanctions which the Deans in consultation with the Home Bursar choose to impose. Late Vacation Residence forms attract a £10 administration charge.

Graduate students who live in termly rented College accommodation and who want to remain in residence after 30 June must apply on the appropriate form.

34. FURNITURE, DECORATION AND MAINTENANCE

Rooms are fully furnished by the College. College furniture may not be removed from rooms, nor may furniture be added without the approval of the Home Bursar or Steward. A room inventory will be issued to each junior member at the commencement of a licence

agreement, and this will be used as the basis for assessing claims for damage or loss at the conclusion of the licence. All student rooms contain a mini-fridge. No other fridges or freezers are permitted in rooms or communal areas.

Repairs and renewals are the College's responsibility, but the Home Bursar reserves the right to levy a charge against an occupant in any case where damage has been caused through the fault or negligence of that occupant or his or her guests. Students are asked to report defects and repairs needed direct to the Maintenance Department (maintenance@magd.ox.ac.uk) where they will be dealt with as promptly as priorities allow. Charges will automatically be levied for damage to paintwork and walls by adhesives such as Blu-Tack. **Candles must not be used.**

The display of advertising material or posters, including political material, relating to non-College business is not permitted in the windows of College rooms both inside and outside the walls; notice boards are available in College for such material.

The College and its staff reserves the right to enter and inspect College rooms and to allow scouts, employees or workmen into the room to clean the room, leave linen, carry out work to the room or to gain access to enable work to be carried out to other parts of the buildings of the College in accordance with the notice periods (and emergency provisions) in the Accommodation Licence Agreement (para 1.5). Occasionally it may be necessary for a student to relocate rooms, for example in the event of work being required to be done to the room or a neighbouring part of the building which cannot wait until the end of a term or period.

35. LIGHTING, HEATING & ELECTRICAL SAFETY

Members must not interfere with, or attempt to adjust, any electrical or gas fitting or safety equipment in the College. Each junior member occupying a room in College-owned accommodation is responsible for ensuring the safety of any electrical equipment (including small portable items) s/he introduces into the College: this is best done through Portable Appliance Testing (PAT). If any junior member is uncertain about the safety of any item of personal electrical apparatus, they are to contact the Maintenance Department Administrator, who will assign a qualified electrician to check the safety of the apparatus (through PAT testing) without charge.

Turn off lights when rooms are unoccupied and do not leave on unattended appliances. The College is concerned to reduce and mitigate its use of gas, water and electricity in accordance with best practice and with regard to the safety and security of its members.

The College's appliance servicing records are available for inspection by prior arrangement with the Home Bursar during normal office hours.

The College is bound by the Carbon Reduction Commitment Energy Efficiency legislation and therefore is obliged to submit its usage data and to pay for allowances for its carbon output. This is so arranged as to make it costly to fail to reduce our energy consumption year by year. Members of College are expected to assist in this effort by ensuring energy is not wasted by, for example, leaving lights and electrical

equipment on when not in use and when rooms are unoccupied, or by leaving radiators on and windows open.

36. BEDDING

Blankets or duvets, and a pillow, sheets and pillowcase are provided in rooms, but not in flats. Charges will be levied for damaged or missing items of bedding. Junior members are expected to provide their own towels. Scouts will leave clean bed linen each week and students must change their bed and leave the dirty linen outside their room for collection, in accordance with the notice on the staircase.

37. ANIMALS

The keeping of pets is not permitted and no animals may be brought into the College grounds. The Deer Park is strictly out of bounds to students. It is a serious offence for any unauthorized person to enter the Deer Park or to feed the deer.

38. LAUNDRY

There are card-operated washing and drying machines at several locations in the accommodation areas. These are not owned or operated by the College and queries on their operation or problems with cards should be reported to PHS Laundryserve on 0121 565 6262. Cards may be obtained and charged up in the Lodge. The initial card will cost £5 and have £3 credit on it. These cards are not refundable. Students with special needs may arrange service washing in the College laundry: arrangements should be made through the Steward and a small charge is payable by batells.

39. COLLEGE GATES

Resident junior members of the College are issued with Late Gate keys for their personal use only. Junior members occupying termly rented rooms must return their Late Gate key, together with their room key, to the Lodge at the end of each term. Late Gate keys open most outer doors of staircases and certain doors in the perimeter of the College. Other doors/gates are operated by coded University cards – the New Library, Computer Rooms, JCR, MCR and post room.

Gate keys are issued and collected through the Porters' Lodge. For reasons of security, great care must be taken with these keys. If any gate key is lost or not returned at the published time, a substantial charge will be incurred. It is absolutely forbidden to make duplicate copies of any College key.

The College main gate is locked at 11.00 p.m. Thereafter the Late Gates must be used. For reasons of security all junior members must ensure that gates and doors are relocked once they have passed through them. Lost University cards should be reported as soon as possible.

40. GUESTS

- i) Overnight guests may be accommodated in an official College guest room booked through the Home Bursar's Secretary, during office hours (9.00 a.m. to 12.30 p.m.,

and 2.00 to 5.00 p.m.). Overnight guests are not permitted to stay in College rooms other than college guest rooms.

- ii) Guests may not stay in College for more than three consecutive nights.
- iii) Guests not staying overnight are expected to be out of College by midnight.
- iv) Members of the College are personally responsible for the conduct of their guests in College; after midnight they should take particular care not to make any noise, and should personally accompany their guests within the College.

41. CARS, MOTOR-CYCLES AND BICYCLES

Parking in central Oxford is exceedingly limited, and the City and University authorities do not encourage the bringing in of cars. Members of the College keeping a car, motor-cycle, or motor-scooter in Oxford must notify the registration number to the Deans of Arts. The College allots a small number of parking places for use by nominated graduates and a charge is made. The Home Bursar administers the allocation process for such permits which run for the academic year. No parking is available for undergraduates' cars or motor-cycles within the College grounds.

Access for loading and unloading vehicles near to College owned or administered rooms is very limited. Traffic wardens are very active although temporary exemptions can be arranged at the beginning and end of each Term through use of an approved windscreen display available from the Head Porter. Fresher undergraduates will not need access "within walls" for loading and unloading cars until their second year.

No vehicle may otherwise be brought into College, except by special permission. This may, in appropriate circumstances, be obtained from the Home Bursar only. Unauthorized vehicles may be clamped without further notice.

No loading or unloading in the Kitchen yard is allowed.

All bicycles belonging to members of the College and kept in College must be labelled with the special label which can be obtained from the Lodge. This label has been approved by the police and has been a significant aid in recovering a number of lost or stolen bicycles. Changes of ownership should also be notified to the Lodge.

Bicycles are to be left in racks provided in Longwall Quad, beside the Auditorium, beside the Daubeny Building, beside Longwall Cottage, at Holywell Ford, at Cowley Place, and behind the Waynflete Building. In no circumstances are they to be left anywhere else in College, nor may they be brought into College premises. Infractions of this rule will lead to their removal by College staff and may result in a fine being levied by the Deans. Bicycles should be locked against theft at all times when not in use. On 1st August each year those bicycles within College that are not bearing a special label (as above) may be removed, and they will be disposed of in October; the College will not be liable for the cost of the lock or bicycle under such circumstances. Notices and reminders will bring this procedure to your attention each year.

Secure Bicycle Storage. As stated above, no bicycle may be stored inside College buildings. Those with valuable cycles may wish to use one of the secure cycle stores. There are twenty individual units that may be rented for a small annual charge. Adjacent to the 15 storage units in the garden of 62 High Street is a small shed for working on bicycles. No cycle may be left in this shed unattended. There are five further secure units at Holywell Ford. Applications for a secure storage unit should be made to the Home Bursar and they are allocated on a first-come, first-served basis.

42. SMOKING

Smoking is not allowed anywhere inside the College buildings. This includes the Cloisters, Colonnade and archways between quads. The Health Act 2006 makes it illegal to smoke in the indoor public areas and partially enclosed spaces; it is College policy that smoking is not permitted in residential accommodation.

43. FIRE

Junior members must make themselves acquainted with the fire regulations, and with the positions of the break-glass fire alarms in the buildings in which they live and work. Any abuse of fire equipment will be regarded as a very serious offence. The fine for discharging a fire extinguisher, except in emergency, will be not less than £50.

Cooking in rooms is not allowed. Toasters, microwave ovens and other cooking devices may only be used in the kitchens to be found in most staircases. Each kitchen has a microwave oven as well as a cooker. These kitchens are provided with the correct type of detection device for warning of fire or potential fire. Most of the fire detection systems in the College provide an automatic alert to the fire brigade on activation. Tampering with any detector is regarded as a serious offence (and is also a criminal offence). The setting off of fire alarms through negligence (including smoking, unsupervised cookers or toasters) or, in particular, through malice is also treated seriously by the Deans, and fines may be imposed or other disciplinary action taken. Toasters must not be used in rooms, only in kitchens. **The College will pass on to students any charge levied by the Fire Brigade for attending false alarms.**

On no account will fireworks be allowed in the College.

The College's Fire Risk Assessment and Disaster Recovery Plan are held in the Home Bursary and may be inspected by prior arrangement during normal office hours.

44. FIREARMS AND ILLEGAL DRUGS

The College forbids the presence of firearms (or imitation firearms, or other offensive weapons) or illegal drugs on the College premises, and their use. The College will report any breach of the law to the Police. Anyone proven to be in possession of a firearm or illegal substance will be subject to Disciplinary proceedings.

45. POST

Your postal address when you are at Magdalen is:

Name
Magdalen College
Oxford
OX1 4AU

You are strongly advised to use this address even if you live in College accommodation outside the walls: Royal Mail deliveries to houses can be unreliable.

Mail arriving at this address is sorted at the main Lodge. The Porters place mail into alphabetically arranged individual pigeon holes in a room adjoining the Lodge. Junior members collect it from there. Mail is not delivered to any of the junior members' accommodation areas of the College. **It is important to check in the Post Room each day for mail addressed to you. The same applies to email.**

The main College telephone number is (01865) 276000.

The internal Messenger Service may be used without charge. This service collects and delivers twice a day in Term (and once on Saturdays and outside Term) and operates within the central area of the city. Details and posting box are in the Lodge.

46. TELEPHONES

Every student room has a telephone point connected to the University's student telephone network. Information on use of the line (including outgoing call arrangements using a University Telephone card) is left in each room at the start of the new academic year. Calls within the university network are free from any student telephone. The Home Bursar's Secretary oversees the telephone service and can help with queries.

47. CHARGES

Batells bills are due for payment by the end of First Week of each term. Failure to pay will result in a substantial fine, levied on a weekly basis until payment is made. Any junior member who is unable to pay his or her batells should see the Deans before the due date.

IN CASES OF GENUINE FINANCIAL HARDSHIP, MEMBERS OF THE COLLEGE CAN APPLY, THROUGH THE DEANS OF ARTS, FOR A GRANT OR LOAN. Applicants must expect to provide a full statement of the nature of their difficulties.

At the beginning of the first term of study a pre-payment of £100 is required. This amount is refunded after the last term of study once all debts to the College have been paid.

Postgraduate student members living within 25 miles of the College and whose course extends beyond the period of fee liability will be charged a fee of £100 per term. Students with research council awards should approach their funding body in the first instance for help with this fee. Those in financial difficulty as a result of the charge should apply through the Deans for assistance.

The JCR also levies charges, some of which are optional. Details of these charges are available from the JCR Treasurer.

Electronic Point of Sale Facility (EPOS)

An EPOS facility, using the University Card, is available to pay for transactions in Hall and in the Old Kitchen Bar. Its use is conditional on the payment of a deposit (£100 is recommended), which reduces on each transaction involving the use of the card. Cash payments and EPOS “top-ups” may be made at these points.

48. MEDICAL ARRANGEMENTS

Junior members are required to be registered with a doctor in Oxford. The **College Doctors** are Dr Hugo Hammersley and Dr Catharine Benson, 27 Beaumont Street, Oxford (telephone 311500). It is also possible to register with any other doctor in the same practice. Those registering with any other doctor in Oxford must inform the Tutorial Office by the end of the second week of their first term of the name and address of that doctor.

Students from abroad who are registered for courses of more than six months’ duration are eligible for medical care under the National Health Service, as are members of their families who intend to spend more than six months in this country.

Leaflets from organisations offering insurance schemes for private medical care are available in the JCR and MCR.

A nurse, known as the **College Nurse** (Mrs Sue Salmon), is engaged by the College to act as a recommended source of medical advice for junior members. The College Nurse is in attendance in College on Monday to Friday from 9.00 to 10.00 a.m. during the ten weeks of each academic term. The Nurse’s consulting room is in St Swithun’s, Staircase VI. The Duty Porter and the College Nurse (when she is in the College) are able to provide the details of alternative sources of medical help when asked. The College Nurse may, depending on her professional assessment of the needs of an individual, offer limited treatment, including attention to minor ailments and injuries during the times she is in attendance in the College. A sick room is also located in St Swithun’s VI adjacent to the College Nurse’s consulting room. This can be made available for temporary use by junior members who have difficulty in moving up and down stairs.

Any junior member of College confined to his or her room by ill health should ring or send a message to the College Lodge. The Duty Porter will inform either the College Nurse or other source of medical help depending on the time and situation. The College Nurse will, if necessary, put the junior member on the *aeger* list. Please note that it is essential to inform tutors if an appointment such as a tutorial is liable to be missed on grounds of ill health. Junior members who are ill in private accommodation are expected to make their own medical arrangements through their doctor. They should, however, advise the College Lodge so that a notice of sickness can be sent to tutors.

The College has an arrangement with a **Dental Practice** to see undergraduates under the NHS for emergencies and for other treatment. The arrangement is designed to provide prompt consultation for emergencies; regular work would be subject to the normal appointment availability. Please note that any student using the service would be liable for the normal NHS fee for the treatment concerned, payable at the time by the undergraduate concerned. This is not a free service – we have bought access for undergraduates who are not registered with the practice.

The Practice below is willing to see graduate students, Fellows and staff for emergencies and for other treatment but both will be on a private fees basis. These are payable by the person at the time.

Practice Details: Mr John Coulter, BDS 3 George Street Tel: (01865) 244304 – out of hours this number will give a message on a number to call for emergency treatment.

It is also possible to receive dental treatment at the Oxford Brookes Clinic (Headington Hill Campus) 8.30 a.m. to 4.00 p.m. Monday to Friday (3.00 p.m. on Fridays) in Brookes' term time. Closed 12.30 p.m. to 1.30 p.m. daily. This is a chargeable service and no special arrangements have been made for members of College. There is no emergency service. Tel: (01865) 484608.

49. NATIONAL AND PERSONAL INSURANCE

Students should be aware of their position concerning National Insurance. Leaflet FB23 – *Young People's Guide to Social Security* – issued by the Department of Social Security, gives particulars of contributions and benefits, and other information.

Students in doubt about their position under the National Insurance scheme should consult their local office of the Department of Social Security, whose address can be obtained from their local Post Office. Oxford enquiries should be addressed to: The Contributions Agency, Frances House, 21 Lower Mounts, Northampton, NN1 3LY, (tel. 01604 446100, 10.00 a.m. to 4.00 p.m.).

The College cannot accept liability for theft, or damage to, members' property, including bicycles, and strongly advises that an all-risks insurance policy be taken out to cover the full value of their property. Leaflets from different companies may be available in the Bursary lobby, Longwall Quad I, or the Grammar Hall and insurance cover should be arranged as soon as possible after arrival in Oxford.

50. HEALTH AND SAFETY

The College Governing Body has published its policy with regard to maintaining the highest standards of Health and Safety for all persons living in, working in and visiting the College and its grounds. This policy may be inspected in the Home Bursary during normal office hours. Each junior member has a duty to behave in a safe manner and bring to the notice of the College authorities any hazard which they identify. The Home Bursar or Maintenance Foreman are the College authorities who may most easily be contacted.

51. COMPUTER ARRANGEMENTS

All junior members' rooms have an ethernet connection point and there is no charge for this provision.

There are a number of computer rooms around the College. Those located at the top of St Swithun's Tower and in Cloisters both have print facility and are accessible only by swipe card. There is a further computer room for graduate students in Holywell Ford V. **All**

students are reminded of the requirement (see sections 9, 16, and 45) to check their email daily.

Both the MCR and JCR elect Computer Representatives and oversee their own web sites. The College's two computer officers are located in St Swithun's I.1 and run the network within College, assist with the main College web site and provide assistance on IT matters.

Strict University regulations govern the use of computers. Any breach of these may lead to sanctions by the University and/or the College, including the withdrawal of services (see <http://www.ox.ac.uk/it/rules/>). The College will adhere to the University's guide-lines for Handling Illegal Material. These guide-lines are intended to help and protect computer support staff who may be requested to respond to reports of the presence of illegal images on computers at the University. Allegations of the presence of illegal material on systems connected to the University network must be reported to and dealt with by authorized staff as soon as possible. As soon as the likely presence of such material is confirmed, the matter must be handed to the Police with the minimum delay, with the evidence in the best condition that can be achieved. These guide-lines must be followed, or any departure from them documented with reasons for doing so, to demonstrate that staff have acted responsibly and professionally. For this purpose the Home Bursar is the Authorizer to the College's IT staff. Details of the guide-lines and procedures can be found at: <http://www.ict.ox.ac.uk/oxford/rules/soaguidelines.xml>.

52. SPORTS FACILITIES

The Sports & Societies Committee oversees the interests of sporting activities. The Home Bursar runs the day-to-day management of the facilities including the squash courts and sportsground. The Groundsman (Mr Martin Shirley) can provide information on the use of the grounds. Use of the sportsground is shared with Magdalen College School. The boathouse is run by the Boatman (Mr Steve Gaisford) and the Captain of Boats.

Members of College may also use the University Gym and Swimming Pool at the Iffley Road Sports Centre. A 10p piece is required to operate the lockers at the centre; this is returned when the key is inserted. Opening times are displayed at the entrance and at: <http://www.sport.ox.ac.uk/facilities-opening-hours>.

Members of College must register their University Card at the Centre Reception on their first visit.

The Waynflete Gym contains equipment belonging to the Boat Club and may be used only by those who have been authorized by the Captain of Boats and have had appropriate induction training. Non-rowers should contact the Captain of Boats if they have a particular reason to use this gym rather than Iffley Road.

Students who are awarded a Blue or Half-Blue are eligible for a College Blues Award of £200. To claim this award they should notify the Treasurer of the Combined Clubs Fund who is also the Home Bursar.

53. WASTE MANAGEMENT

The College must dispose of waste in an efficient and legal manner. Waste divides into three broad headings: general waste, recyclable materials (paper, glass, tin, plastic bottles and cardboard) and hazardous waste. All rooms have two waste bins: one for general waste and the other (red) for paper. Students must use the correct bin and leave it for collection in accordance with the notice on each staircase.

Glass may be left beside the general waste bin but it is of considerable help if students would take large amounts of glass direct to any of the recycling bin locations (Longwall St entrance opposite the Auditorium, Kitchen Yard, Daubeny Building, Holywell Ford by Squash Courts, Waynflete Building by cycle ramp, or at 2-4 Cowley Place). Bulk amounts of paper can also be placed straight into the correct bins at any of these locations. Tin and Cardboard are collected only from the Kitchen Yard and Holywell Ford and should be placed in the marked bins. Do not put carrier bags or boxes into recycling bins.

The City Council empties the bulk General Waste bins each weekday, and recycling materials are collected once a week.

Never put anything hazardous down a drain – many of the College’s drains are to carry storm water and lead straight to the river.

Hazardous waste must be disposed of in a controlled manner and anyone who thinks they may have something needing proper handling should contact the Maintenance Administrator.

54. WEATHER RESPONSE

When there is ice and snow, staff will clear a path on the principal routes around the main College site. When this occurs overnight, the porters will make some initial provision (salt etc.) in St John’s Quad and at the entrance to the Lodge.

55. TELEVISION LICENSING

Students are responsible for obtaining a licence for any television or receiving equipment they have in their accommodation. Such sets are not covered by the College’s own licences for the common rooms. Leaflets are available from the Grammar Hall or Home Bursar’s Secretary. Further information can also be found at www.tvlicensing.co.uk/students or call 0870 600 1236.

56. ELECTORAL REGISTER

The College is required by law to provide annually (in early October) to the Oxford City Council Electoral Registration Officer the full names and College address of all members resident in College accommodation unless they are citizens of countries outside the EU or Commonwealth. This includes the partners of graduates occupying a College-owned graduate partnered flat.

Voting rights

British, Commonwealth or Irish citizens – full voting

EU (not British or Irish) – local elections and EU Parliamentary elections only

Those with dual nationality should inform the College (if not already on their application form) to ensure that they receive the benefit of the broader franchise if applicable.

Those who are also registered at their home address may only vote there or in Oxford.

By local arrangement designed to avoid problems with deliveries, polling cards are sent via the Porters' Lodge and will be placed in pigeonholes. Some College buildings are in different wards or constituencies and thus have different polling stations.

Those on the electoral register are liable to be called for Jury Service. Any student who receives such a notification should immediately contact the College Secretary/Academic Administrator who will advise on seeking a deferment if the service call is for term time.

MEMBERS OF THE TUTORIAL BOARD 2011 - 12

PRESIDENT – Prof. D.C. Clary
VICE-PRESIDENT – Dr J.S.T. Garfitt
DEAN OF DIVINITY – Rev. Dr M.J. Piret
SENIOR TUTOR AND TUTOR FOR GRADUATES IN RESIDENCE – Dr M.P. Pobjoy
TUTOR FOR UNDERGRADUATE ADMISSIONS – Dr A. Ardavan
TUTOR FOR GRADUATE ADMISSIONS – Dr K.D. Grevling
SENIOR DEAN OF ARTS – Dr A. Moreno
JUNIOR DEAN OF ARTS – Dr J.L. Castle
INVESTMENT BURSAR – Mr C.G. Young
FINANCE BURSAR – Miss H. Rossotti
HOME BURSAR – Mr M.R. Blandford-Baker
FELLOW LIBRARIAN – Dr C.Y. Ferdinand
ADVISER TO WOMEN STUDENTS – Dr C.Y. Ferdinand
PROFESSORIAL MEMBER – Prof. C. Holes

ANCIENT HISTORY	Dr A. Moreno
ARCHAEOLOGY & ANTHROPOLOGY	Dr C.E. Harris
BIOCHEMISTRY	Dr R.J.C. Gilbert
BIOLOGY	Prof. J.A.C. Smith Prof. K. Foster
CHEMISTRY	Prof. T.J. Donohoe Prof. A.S. Weller Dr S.R. Mackenzie
CLASSICS	Dr F.J. Budelmann
COMPUTATION	Prof. O. De Moor
ECONOMICS	Dr T.W.L. Norman Dr J.L. Castle
ENGINEERING	Dr Z. You Prof. R. Cleveland
ENGLISH	Prof. L.E. Maguire Dr R.J. Douglas-Fairhurst Dr S.C.P. Horobin
HISTORY	Prof. L.W.B. Brockliss

	Dr J.B.W. Nightingale Dr E.N.R. Stargardt Dr M. Houlbrook
LAW	Mr R.J. Smith Dr K.D. Grevling (Tutor for Graduate Admissions) Mr R.M. Bagshaw
MATHEMATICS	Prof. A.M. Etheridge Dr J. Kristensen
MEDICINE	Prof. Q.J. Sattentau Prof. C.J. Garland Dr S.F. Goodwin
MODERN LANGUAGES	Dr J.S.T. Garfitt (French) Dr R. Due (European Cinema) Dr J.C. Conde (Spanish)
MUSIC	Prof. L. Dreyfus Mr D.S. Hyde (Organist and <i>Informator Choristarum</i>)
PHILOSOPHY	Dr E.M. Fricker Mr J. Russell
PHYSICS	Prof. J.F. Gregg (Clerk to the College) Dr G.D. Barr Dr A. Ardavan
POLITICS	Prof. S.L.R. Caney
PSYCHOLOGY	Dr J.Y.F. Lau

ADMINISTRATIVE STAFF

PRESIDENT'S LODGINGS: P.A. TO THE PRESIDENT – Mrs Carolyn Tucker

GRAMMAR HALL:

TUTORIAL OFFICE (top floor)	COLLEGE SECRETARY/ACADEMIC ADMINISTRATOR – Mrs Nancy Cowell TUTORIAL SECRETARY – Mrs Louise Robson (mornings)
ADMISSIONS OFFICE (middle floor)	ADMISSIONS SECRETARY – Miss Elizabeth Howdill
COLLEGE OFFICE (middle floor)	ADMINISTRATIVE SECRETARY – Mrs Celia Brown
DEANS' OFFICE (ground floor)	DEANS' SECRETARY – Miss Susan Burton

BURSARY (Longwall Quad I – ground floor):

INVESTMENT BURSAR – Mr Charles Young
P.A. TO THE BURSAR – Ms Susy Bohrer
HOME BURSAR – Mr Mark Blandford-Baker
HOME BURSAR'S SECRETARY – Miss Marilyn Evans
HOME BURSAR'S ASSISTANT – Mrs Catherine Hughes
FINANCE BURSAR – Miss Heather Rossotti, ACA
ACCOUNTS OFFICE SUPERVISOR/PAYROLL
– Ms Sue Davies
BATELLS CLERK/STUDENT LOAN ADMINISTRATOR
– Miss Janet Aries
CASHIER/PURCHASE LEDGER CLERK
– Mrs Sarah Fegan (Mon.-Wed.)
MANAGEMENT ACCOUNTS ASSISTANT
– Mrs Hilary Daly

LIBRARY:

ASSISTANT LIBRARIAN – Ms Hilary Pattison
ASSISTANT LIBRARIAN – Dr Tabitha Tuckett
LIBRARY ASSISTANT – Mrs Maggie Wainwright

COMPUTER OFFICER – Mr John Veness (St. Swithun's I.1)

ASSISTANT COMPUTER OFFICER – Mr Paul Cooley (St. Swithun's I.1)

ARCHIVIST – Dr Robin Darwall-Smith (McFarlane Library)

P.A. TO DEAN OF DIVINITY AND INFORMATOR CHORISTARUM –
Mrs Jacky Barratt (Cloisters II)

WAYNFLETE DEAN – Ms Laura Hilly (Waynflete Building)

SUB-DEAN – Mr Benjamin Spagnolo (St Swithun's VII.10)

HEAD PORTER – Mr Bill Brimblecombe (College Lodge)

DEPUTY HEAD PORTER – Mr Robert Posarsek (College Lodge)

CATERING MANAGER – Mr Roy Bing (Kitchen Yard)

STEWARD – Ms Linda Norton (Ground floor, Cloisters VI)

MAINTENANCE ADMINISTRATOR – Mrs Jenny Bigg (Kitchen Yard)

HEAD GARDENER – Mrs Claire Shepherd

GROUNDSMAN – Mr Martin Shirley (Pavilion)

BOATMAN – Mr Steve Gaisford (Boathouse)

MAGDALEN COLLEGE

CODE OF PRACTICE ON HARASSMENT

Principles and Definition

1. The College regards harassment of its members or employees as demeaning and damaging, not only to its victim but also to the College. The College is committed to protecting members or employees from any form of harassment which might inhibit them from pursuing their work or studies, or from making proper use of College facilities. Complaints of such conduct will be taken seriously and may lead to disciplinary proceedings. All members of College and employees have a personal responsibility to ensure that their behaviour is not contrary to this code and are encouraged to ensure the maintenance of an environment in the College which is free from harassment.

2. For the purposes of this code, harassment may be broadly understood to consist of unwarranted behaviour towards another person, so as to disrupt the work or reduce the quality of life of that person by such means as single or successive acts of bullying, verbally or physically abusing, or ill-treating him or her, or otherwise creating or maintaining an intimidating, hostile or offensive studying, working, living or social environment. Forms of harassment covered by this code include harassment relating to another's sex (including gender reassignment), sexual orientation, religion, race, or disability.

Unacceptable forms of behaviour may include unwelcome sexual advances, unwelcome requests for sexual favours, offensive physical contact or verbal behaviour, or other hostile or offensive acts or expressions relating to people's sex, sexual orientation, religion, race or disability. Harassment may be deliberate and conscious but also unintentional. The abuse of a position of authority or trust, as for example that of a student's Tutor or an employee's supervisor, is an aggravating feature of harassment. Even more so is the threat, express or implied, of reprisals if a complaint is made. Formal inequality of status is not a necessary condition for harassment; inappropriate behaviour can also constitute harassment in the context of student-student or staff-staff relationships. Behaviour which between equals might not be seen as harassment may become so where there is sufficient inequality between the persons concerned for the recipient reasonably to feel unable to put a stop to it easily.

Sexual harassment is unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of men and women at work. It covers a range of behaviour which is unwelcome, unsolicited, unreciprocated, or professionally inappropriate. It includes offensive physical contact or language; and unwelcome sexual advances or requests for sexual favours when: a) submission to or rejection of such conduct by an individual is used as the basis for academic or employment-related decisions affecting him or her; or b) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive studying, working, or living or social environment. Serious forms of sexual harassment may involve explicit demands for sexual activity and actual physical violence.

Harassment on grounds of race, colour, nationality, ethnic or national origin is inconsistent with the College's commitment to eliminating unlawful racial discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups. Racial harassment covers a wide range of unacceptable, and often unlawful, behaviour which could produce an intimidating or unpleasant atmosphere within the College and includes racist banter and abuse, racist literature, graffiti or the overt shunning of people from different racial groups.

3. Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature.

Advice

4. Advice may be sought or complaints pursued through any appropriate channel. Undergraduates may prefer to raise any concerns with their subject Tutor or Personal Tutor and graduates with their College adviser. Those approached will direct enquirers elsewhere, if that seems most likely to meet the enquirer's needs. In addition to other officers, the following people have been specially appointed as Harassment Advisers, to give advice in this connection and to answer questions (whether or not amounting to a complaint):

Dr Katharine Grevling (New Buildings III:7; telephone 276056)

Dr Robert Douglas-Fairhurst (St Swithuns VII:5; 276058)

Those protected by this code may appropriately seek advice in relation to harassment even if the conduct in question is not sufficiently serious to warrant the institution of disciplinary proceedings. Either of the Harassment Advisers listed above may be approached in the first instance.

5. Enquiries about harassment will be responded to promptly. Harassment Advisers will discuss the range of options available to enquirers and whenever possible assist them in resolving the problem informally in the first instance. The role of advisers is advisory and not disciplinary. All disciplinary matters lie in the hands of the relevant disciplinary bodies.

Confidentiality and Protection from Reprisal

6. It is essential that all those involved in a complaints procedure (including complainants) observe the strictest confidentiality consistent with operating that procedure; an accusation of harassment is potentially defamatory. Except as provided in clause 9 the College shall take steps to ensure that neither the complainant nor the respondent is subject to reprisals or discrimination of any kind by any person by reason of the making of the complaint.

Discipline

7. If a complaint is not resolved on an informal basis it may be referred to the President or Vice-President who will determine whether there is a prima facie case. If a prima facie case is established at this preliminary stage, the President (if the Vice-President established that there was a prima facie case) or Vice-President (if the President established that there was a prima facie case) will appoint a Committee to conduct the investigation of the complaint.

The Committee will not be appointed by, or include, a President or Vice-President who has determined the existence of a prima facie case.

The Committee shall normally consist of the President or Vice-President and four others. The Committee will not include either College Harassment Adviser, or any other person from whom the complainant has sought advice on the issue giving rise to the proceedings or to whom the complaint was initially made. In exceptional circumstances, the Committee may be appointed by the Senior Tutor.

In the case of a complaint of sexual harassment the Committee will include at least one member of each sex and in the case of a complaint of racial harassment the Committee will include, if possible, at least one fellow or College lecturer from an ethnic minority group. Where either the complainant or the respondent is a non-academic employee, at least one member of the Committee will be a non-academic employee of the College. Where either the complainant or the respondent is a student, at least one member of the Committee will be a member of the JCR or MCR. Where either the complainant or the respondent is an academic member of staff, at least one member of the Committee will be a fellow who is a member of the Tutorial Board. Where a complaint falls within Statute XIV or the College Bylaws made under it, the procedures employed will comply with that Statute and in particular the grievance procedures set out in part VI.

The respondent and the complainant will be informed of their right to make written and oral representations to the Committee, and to select one member of the College or a friend, adviser or trade union official from outside the College, to represent them and assist them if they so wish. In serious cases legal representation will be permitted insofar as this is necessary to meet the requirements of the rules of natural justice.

Disciplinary Action

8. The Committee shall report its findings as soon as practicable to the Tutorial Board, or if appropriate, to the College or the Bursarial Committee; provided that the Committee shall have the power to refrain from making any report if the matter has been otherwise resolved to the satisfaction of the complainant and the respondent. If the Committee finds the complaint to be well-grounded on the balance of the evidence, it shall make recommendations as to the appropriate disciplinary or remedial action to be taken; in the most serious cases this could involve dismissal or sending down. The Tutorial Board or College or Bursarial Committee, having considered the report and recommendations of the Committee, shall take appropriate action. If the Tutorial Board or the College, acting on the advice of the Committee, finds that the complaint was made maliciously or with the intention of abusing the procedures laid down in this Code, the complainant may be reprimanded or disciplined.

Jurisdiction

9. Nothing in this Code shall remove the power of the Deans of Arts to deal with examples of abusive, offensive or aggressive behaviour whether or not amounting to harassment. Attention is drawn to the relevant provisions of the *Information and Regulations for Members of the College*. Nothing in this code shall detract from the position and jurisdiction of the Proctors or the right of free access to them by all junior and senior members of the University.

MAGDALEN COLLEGE

CODE OF PRACTICE ON FREEDOM OF SPEECH

PART 1 - General Duties

PART 2 - Academic Activities

PART 3 - Meetings, Parties and Assemblies on Premises of the College of Clubs, Societies and other Organizations

PART 4 - Powers of the Deans in Relation to Threatened Meetings

PART 5 - College Premises made Available for Use by Outside Organizations

PART 6 - Miscellaneous

The following provisions constitute the Code of Practice adopted by Magdalen College to operate with effect from 1 September 1987 to facilitate the discharge of the duty imposed by Section 43 (1) of the Education (No. 2) Act 1986, in relation to the College and the University.

PART 1 – General Duties

1. General duty to uphold freedom of speech

Members, students, and employees of the College are bound at all times so to conduct themselves as to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers.

2. The freedom protected by paragraph 1 of this Code of Practice is confined to the exercise of freedom of speech within the law. Examples of statements which involve a breach of the criminal law are incitement to commit a crime, sedition, and stirring up racial hatred in contravention of statute. Statements may also be unlawful if they are defamatory or constitute a contempt of court.

3. General duty not to impede access to, or egress from, places at which the right of freedom of speech is exercised on premises of the College

Subject to such limitations on access as may lawfully be imposed by the competent College authorities, it shall be the duty of every member, student and employee of the College not to impede any person entitled to be present from entering or leaving a place where the right of freedom of speech is being or is to be exercised on premises of the College.

4. Right of peaceful protest

Nothing in this Code of Practice shall be taken to prohibit the legitimate exercise of the right to protest by peaceful means; provided always that nothing is done which contravenes the foregoing general principles or the other requirements of this Code.

PART 2 – Academic Activities

5. All persons concerned with the organization or conduct of an activity which forms part of the College's teaching, study, or research (such as a tutorial, lecture, seminar, class, conference, research work, or examination) shall immediately give notice to the Deans of any facts coming to their notice which indicate that such activity is likely to be delayed or disrupted by improper means.

6. The Deans shall be empowered to give such directions and to adopt such measures as seem appropriate to them to prevent or minimize the delay or disruption of an academic activity, and all persons concerned with the organization or conduct of the academic activity under threat shall co-operate in carrying out the Deans' directions and in facilitating the measures adopted.

7. In the event that any academic activity is delayed or disrupted by improper means a report shall forthwith be made to the Deans by the person or persons responsible for the conduct of such activity.

PART 3 – Meetings, Parties and Assemblies on Premises of the College of Clubs, Societies and other Organizations

8. The provisions in the College Rules concerning parties and meetings are as follows:

Permission for parties or meetings involving more than ten people held in public or private College rooms or elsewhere on its premises must be obtained in advance from the Deans in accordance with the College's Information and Regulations booklet. Bookings for the Oscar Wilde Room, JCR Dining Room, New Buildings Colonnade and designated parts of the gardens and grounds are to be made with the Deans. Some other public rooms such as the Old Practice Room and Auditorium are to be booked through the Home Bursary.

9. Any member, student, or employee of the College who, whether alone or in collaboration with other persons, makes arrangements for the holding on premises of the College of a meeting or the assembly of persons (including any meeting of any club, society or other organization and whether with or without a restriction to College membership), and who becomes aware of facts indicating that such meeting or assembly is likely to be delayed or disrupted by improper means, shall immediately report such facts to the Deans.

10. In relation to any such meeting or assembly which they believe to be threatened, the Deans shall be empowered to give such directions and to adopt such measures (subject to paragraph 12 below) as seem to them to be appropriate and practicable in the circumstances to prevent or minimize the improper delay or disruption of the meeting or assembly.

PART 4 – Powers of the Deans in Relation to Threatened Meetings

11. Directions and measures to be adopted:

In relation to any academic activity, or any meeting or assembly of persons which the Deans believe to be threatened by disruption, the Deans may give directions and require measures to be adopted pursuant to paragraphs 6 and 10 of this Code on the following (amongst other) matters:

- (a) the number of persons to be admitted to the premises where the meeting is to be held;
- (b) the issue of tickets of admission;
- (c) the designation of one or more persons as the official organizers of the meeting with direct responsibility to the Deans for all the arrangements thereof;
- (d) the designation of a person as the chairman of the meeting with responsibility for the proper conduct of such meeting;
- (e) the admission (or non-admission, as the case may be) of members of the public;
- (f) the appointment of stewards to assist with the control of the meeting;
- (g) the employment of security staff to ensure the orderly conduct of the meeting and safe access to and egress from the meeting;
- (h) the carrying of banners, placards and similar objects into the meeting;
- (i) the place where the meeting is to be held.

12. Meetings where serious disruption is anticipated:

The Deans may as necessary consult with the Proctors and local police about forthcoming meetings and activities covered by this Code of Practice. In any case where serious disruption may be anticipated the Deans shall have power, having taken into consideration such advice from the Proctors and police as may be available, to order or, as may be appropriate, to advise the cancellation, postponement, or relocation of the meeting.

13. Expenses incurred in safeguarding academic activities and other meetings:

Where expenses are incurred (e.g. in the engagement of stewards or the employment of security staff) to safeguard an academic activity under Part 2 of this Code of Practice the cost thereof shall be borne by the College. In all other cases the cost shall be borne by the club, person or persons organizing the meeting, save that the Deans may (if so advised) make representations to the Governing Body of the College suggesting that the cost shall be borne in whole or in part by the College.

PART 5 – College Premises made Available for Use by Outside Organizations

14. In any case where the College is proposing to grant permission to an outside organization or group to hold meetings on College premises, the attention of such outside organization or group will be drawn to the contents of this Code of Practice and permission to use the premises may be refused unless the outside organization or group both undertakes to ensure that the principles embodied in this Code will be upheld and satisfies the College authorities of its ability to discharge its obligations in regard to upholding freedom of speech.

PART 6 – Miscellaneous

15. The Governing Body of the College is under a duty pursuant to Section 43 (3) of the Education (No. 2) Act 1986 to keep this Code of Practice up to date. No revision of the Code will, however, take effect until after due notice has been given.

16. Failure to comply with the provisions of this Code of Practice may render the offender liable to disciplinary proceedings. Nothing in this Code of Practice affects the normal operation of the criminal law.

APPENDIX C

THIS ACCOMMODATION LICENCE AGREEMENT together with the College's Information and Regulations booklet create legally binding obligations between the College and the Student, so please read them and make sure you understand and agree to them before you sign the summary sheet in the Porters' Lodge when you collect your keys. Non-signature does not remove you from its obligations. This licence agreement is governed by English law, which international students may find quite different to the law which applies in their own country. You may wish to take advice before signing.

Student	Your name and home address
College	Magdalen College Oxford OX1 4AU
Accommodation	A single College room to be allocated to the Student by the College [partnered graduate flat where applicable]
Accommodation Contents	the fixtures fittings and equipment in the Accommodation as listed on the inventory provided in the room or flat
College Contents	the fixtures fittings and equipment at the College which are for students' use but which are not allocated to any student's room
Contents	the Accommodation Contents and the College Contents
Common Parts	any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the College's property which are necessary for the purpose of gaining access to the Accommodation
Payment Dates	Friday of 1 st Week of each of Michaelmas, Hilary and Trinity Terms; payments overdue at the start of 3 rd Week attract a charge and interest
Charge	The charge, expressed per day, is payable in advance on or before the Payment Dates. This sum includes the price of the Services. The prevailing amount is available on the College's website and on notices at the Bursary or on request to the Home Bursary
Rights	(a) to occupy the Accommodation during the Licence Period (b) to use the Contents (c) to use the Common Parts (d) to use the Services (e) to use the College's catering facilities (additional charges apply)
Services	(a) repair of the College (b) lighting and heating of the College (c) providing hot and cold running water to the Accommodation (d) providing an electricity supply to the Accommodation (e) disposal of rubbish deposited in proper receptacles (f) provision and laundering of bed linen ¹ (g) cleaning of the Accommodation ¹ and the Common Parts
Licence Period	Undergraduates: starting on Thursday 0 th Week and ending on Saturday 8 th Week each term Graduates: a continuous period starting on 1 st October and ending on 30 th June (payable in three instalments as above)

¹ Except in partnered graduate flats

Graduate Partnered Flats: a continuous period starting on 1st October and ending on 31st July (payable monthly)

Vacation Residence Any period of occupation of accommodation outside the Licence Period

In this licence agreement “College” includes all buildings belonging to the College for use as student residences and not just the main College building whose address is given on the first page of this licence agreement.

The College agrees to grant and the Student agrees to take a licence of the Accommodation for the Licence Period on the conditions set out in this licence agreement and in the College’s Information and Regulations booklet

1.0 Student’s Obligations

- 1.1 To pay the Charge to the College in advance on or before the Payment Dates
- 1.2 To check the inventory and report any discrepancy to the College Steward within 7 days of the start of the Licence Period
- 1.3 To keep the Accommodation, the Accommodation Contents and (jointly with other students) the College Contents and the Common Parts in a clean and tidy condition and not to damage them
- 1.4 At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the College the keys/passes/entry cards to the Accommodation
- 1.5 To allow the College, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the designated days, or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the College will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes
- 1.6 To comply with all applicable legislation to avoid the Student’s actions or negligence having an adverse effect on the College or The University of Oxford or on the owners or occupiers of nearby property
- 1.7 To comply with The University of Oxford’s Regulations and with the College’s Regulations previously made available to the Student and available at www.magd.ox.ac.uk
- 1.8 To report to the College as directed in the College Information and Regulations www.magd.ox.ac.uk any damage or want of repair at the College or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it
- 1.9 To pay to the College all costs reasonably incurred in enforcing the Student’s obligations in this licence agreement or arising from a breach of them (including an administration and interest charge)
- 1.10 Where damage or loss occurs at the College and it is not possible for the College (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss including a £20 administration fee per student. The Student shall not be required to contribute to loss or damage which in the College’s reasonable opinion has been caused by an intruder provided that the Student has complied with his/her obligations in this licence agreement relating to College security
- 1.11 Promptly to send to the College a copy of any communication the Student receives which is likely to affect the College or the Accommodation
- 1.12 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the College or which may be a fire risk or in any other way put the health and safety or security of others or the College’s or other people’s property or the College’s block insurance statement at risk. Any portable electrical appliance should be tested in accordance with the College’s PAT statement (Information and Regulations

- 1.13 If the Accommodation is on the ground or first floor, not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave any Accommodation unoccupied without locking the door. Not to leave the College main gate unlocked after hours
- 1.14 To comply with the College's environmental statement (Information and Regulations booklet) and in particular (a) to take reasonable steps to avoid wasting fuel (eg by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the College and others
- 1.15 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains
- 1.16 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the College or the Contents
- 1.17 Not to bring additional furniture (including items such as upholstered items, fridges and cookers) into the College without the Home Bursar's prior written consent. Televisions (in accommodation), kettles and toasters (strictly in kitchens only) are permitted, subject to the College's Health & Safety Statement (Information and Regulations booklet) and the College's Information and Regulations
- 1.18 Not to use the Accommodation for any other purpose other than as a study bedroom
- 1.19 Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed, in guest rooms, on the conditions set out in the College's Information and Regulations. Children of any age may not be accommodated in College accommodation at any time.
- 1.20 Not to have any visitors in College who are not College members after midnight unless they have been booked into a guest room for that night.
- 1.21 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others; to observe music hours (Information and Regulations booklet)
- 1.22 Not to add to or change the telephone services to the Accommodation without the College's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation
- 1.23 Not to bring into the College any animal unless it is an aid for a person with a disability. The Student is requested to notify the College in advance if an assistance animal is needed at College, as adjustments may need to be made to accommodate it. Students will be responsible for the proper care and control of assistance animals and any damage or nuisance which an animal causes.
- 1.24 Not to keep any vehicle or vehicle parts in any part of College other than (a) cars bearing a valid College parking permit in the designated car park, (b) bicycles in the designated cycle bays; or (c) mobility assistance vehicles and not to ride or drive any vehicle in College unless it is a mobility assistance vehicle. Users of mobility assistance vehicles are requested to contact the College in advance as the College may need to make reasonable adjustments to accommodate it (without imposing any obligation on the College if the vehicle cannot reasonably be accommodated). All bicycles in any part of the College must bear a College security/identity sticker and be removed at the end the academic year unless prior arrangements have been made for storage.
- 1.25 Not to cause any obstruction of the Common Parts
- 1.26 Not to smoke, or allow personal visitors to smoke anywhere inside the College buildings including the Cloisters, New Buildings Colonnade, Grove Colonnade, Lodge Outer Lobby or archways between quads.

1.27 Where the Student becomes aware of damage to the College caused by an intruder, to report the incident to the College's Porters' Lodge as soon as reasonably practicable (and in any event within 48 hours)

2.0 College's Obligations

2.1 To provide the Services, subject to the College's Information and Regulations (www.magd.ox.ac.uk) which include reporting procedures and response times for repairs, details of arrangements for refuse collection and expected clearance times for ice, snow and leaves from College grounds

2.2 At reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the designated days, or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the College will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes

2.3 Not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary, particularly during examination periods

2.4 Not to disclose personal information obtained from the Student except as permitted by clause 3.2 of this licence agreement or where there is serious risk of harm to the Student to others or the College's property

2.5 To make available to the Student for inspection by prior arrangement the College's:

- (a) Risk register for critical risks such as fire, outbreak of disease, or major disrepair and the College's procedures for dealing with such risks;
- (b) Portable Appliance Testing (PAT) statement;
- (c) Fault reporting and emergency procedures for use of the College laundry;
- (d) The Universities UK Code of Practice for the Management of Student Housing
- (e) The College's security statement
- (f) The College's service level statement on reporting and rectification of building defects

2.6 Before the end of the first week of the licence period in Michaelmas Term the College will provide the Student with information and advice on:

- (a) action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect;
- (b) health & safety matters such as how to avoid common fire risks; safe cooking in the designated areas of College and why cooking in the Accommodation is a safety risk and in breach of this licence agreement; electrical safety and voltage differences; the dangers of using candles or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for mis-use of fire precautions equipment;
- (c) how to get access to the Accommodation in the event of the Student losing their keys;
- (d) cleaning schedules and students' responsibilities for cleaning (where applicable);
- (e) the respective roles and responsibilities of the College and its resident students;
- (f) health, welfare, and guidance on communal living
- (g) where to get advice on financial difficulties
- (h) where to get counselling
- (i) how to register with a local health service
- (j) the management structure for the College and contact details of the Porter, and main College officers, with out-of-hours emergency contact details
- (k) any special arrangements made to help with any disability the Student may have disclosed to the College

2.7 To give a receipt for any of the Student's property which is confiscated under the terms of this licence agreement.

- 2.8 To ensure security staff are clearly identified, and that any staff or contractors requiring access to the Accommodation carries and allows the Student to inspect appropriate identification documents
- 2.9 Maintain any kitchen facilities in the College Common Parts in good order and repair, and keep any equipment there in proper working order
- 2.10 To ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the College

3.0 Other Conditions

- 3.1 The Student is responsible for the conduct of any invited visitor(s)
- 3.2 The Student hereby authorises the College to use his/her personal data for all lawful purposes in connection with this licence agreement (including debt recovery, crime prevention, the College's insurance policy, allocating rooms or where there is a serious risk of harm to the Student or to others or to the College's property) and all matters arising from the Student's membership of the College and The University of Oxford
- 3.3 The College's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the College's negligence or breach of its obligations in this licence agreement and personal belongings left at the College are at the Student's own risk.
- 3.4 Any Vacation Residence applied for and approved by the College will be subject to all the provisions of this Agreement. The College will provide an opportunity each term for students to apply for Vacation Residence without obligation to house them in the same accommodation as they do during the Licence Period. Late applications for Vacation Residence will be subject to a £10 charge. Unauthorised Vacation Residence and the non-return of keys to the Lodge upon departure will attract a charge at twice the daily Charge
- 3.5 The College is not liable to repair any damage caused by the Student unless the cost is met by the Student. This clause shall not apply where the College has an overriding statutory obligation to make the College safe.
- 3.6 The College may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them
- 3.7 This licence agreement does not affect the disciplinary powers of the College
- 3.8 The College is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the termination of this licence agreement and may make a reasonable charge for its storage
- 3.9 Notices under this licence agreement must be in writing (which includes email) and the College's address for service is given on the first page of this licence agreement
- 3.10 This licence agreement is not intended to confer any benefit to anyone who is not party to it
- 3.11 This licence agreement and the policies referred to in it (together with the College Information and Regulations), contains all the terms agreed to by the College and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the College's Home Bursar. The College will confirm any agreed variation to the Student in writing at the time the variation is made

4.0 Termination of this Licence agreement

4.1 Unless the Student has made arrangements with the College for late arrival this licence agreement will automatically terminate if the Student has not taken up residence by Tuesday of 1st Week but the Student will be liable for the Charge unless waived at the discretion of the Home Bursar

4.2 The College may terminate this licence agreement at any time by serving notice on the Student if:

- (a) Any payment is overdue by 21 days or more or
- (b) The Student is in serious or persistent breach of any of the Student's obligations or
- (c) The Student does not have status as a member of the College or of the University of Oxford
- (d) In the reasonable opinion of the College the health or behaviour of the Student constitutes a serious risk to him/herself or others or the College's or other people's property

4.3 The Student may only terminate this licence agreement in accordance with this clause, and will remain liable for the Charge until:

- (a) the Student has given notice to the Home Bursar that s/he wishes to leave; **and**
- (b) the Student makes payment for, or puts right, to the College's reasonable satisfaction any breach of the Student's obligations in this licence agreement; **and**
- (c) a replacement student or College member who is reasonably satisfactory to the College as a tenant and who is not already a tenant of the College enters into a licence agreement with the College (the College will seek a replacement, but does not guarantee it will be able to find one); **and**
- (d) the Student pays a fee (£50 where the College finds a replacement student or £25 where the Student finds a replacement student) towards the College's costs of administration and cleaning the Accommodation

Conditions (b) to (d) in this clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the College's obligations in this licence agreement. For the avoidance of doubt, the College will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Charge will only be given where the void in the College caused by the Student's early departure has been filled and there is no loss to the College. The College shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation.

Or:

Graduate students and 2nd BM students may invoke the provisions set out in Section 31 of the Information and Regulations booklet for early departure and absence during elective periods and / or their district hospital placement

- 4.4 (a) The College reserves the right to relocate the Student to comparable alternative accommodation during the Period of Residence where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence agreement the Student will have the right to terminate this licence agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating
- (b) Where the College relocates the Student because the Student is in breach of one or more of their obligations in this licence agreement or where the relocation is made at the Student's request the Student shall pay the College an administration fee of £35

4.5 The College's acceptance of the keys at any time shall not in itself be effective to terminate this licence agreement while any part of the Licence Period remains unexpired

INDEX

	Page
Academic Matters	1
Academic Dress	11
Academic Policy of the College (undergraduate studies)	3
Awards and Prizes	8
Academic Discipline and the Cases Committee	5
Choral Foundation	9
Collections and Penal Collections	3
College Contract	2
Deadlines	8
First Public Examination	3
Music Scholarships	10
Notices	11
Plagiarism	5
President's Collections	4
Research Fund	11
Residence	11
Selection Policy (undergraduates)	3
Study Skills	5
Travel and/or Research Grants	10
Tutor-Student Relationship	4
Vacation Study Grants	10
Administrative Staff	42
Animals	31
Batells (see Charges)	34
Bedding	31
Cars, Motor-cycles and Bicycles	32
Chapel	13
Charges	34
Codes of Practice on Harassment and on Freedom of Speech	20
College Gates	31
College-Owned Rooms	27
Computer Arrangements	36
Dean of Divinity	13
Deans of Arts	14
Disorderly Behaviour	19
Electoral Register	38
Electronic Point of Sale Facility (EPOS)	35
Financial Assistance	16
Financial Help for Graduates	22
Fire	33
Firearms and Illegal Drugs	33
Furniture, Decoration and Maintenance	29
Graduate Matters	20
Admission of Graduates to Magdalen	20
College Advisees	21
College Advisers	21
Feedback and Records	21
Financial Help for Graduates	22
Tavella Stewart and Senior Mackinnon Scholarships	25
Guests	31
Health and Safety	36
Home Bursar	25
Insurance, National and Personal	36
JCR Code of Practice	12
Laundry	31
Lawns	19
Lighting, Heating & Electrical Safety	30
MCR Code of Practice	12
Meals Service	25
Medical Arrangements	35

Meetings and Parties	18
Music Hours	17
Old Kitchen Bar	26
Personal Tutors	13
Post	33
Post-examination Celebrations	19
Roofs	19
Security	28
Smoking	33
Sports Facilities	37
Sub-Dean	14
Telephones	34
Television Licensing	38
Tutor for Graduates	20
Tutorial Board 2011-12, Members of	40
Vacation Residence	29
Waste Management	38
Weather Response	38
Welfare	15

CONTACT LIST

See Table of Contents for further details. Telephone numbers should be prefixed with a '2' if calling from outside the university network

Porters' Lodge (24 hours) 76000

Maintenance (non-emergency repairs etc.) 76039 or maintenance@magd.ox.ac.uk

Maintenance Emergencies (i.e. which cannot wait until 8am on next weekday) – contact via the Lodge

Housekeeping (inc. furniture requests) 76006 or housekeeping@magd.ox.ac.uk

Guest Room bookings marilyn.evans@magd.ox.ac.uk

Seminar Rooms bookings – Porters' Lodge

JCR Dining Room, Oscar Wilde Room, Seminar Room, Daubeny Laboratory (during term time) and Bat Willow Meadow bookings – 76021 or susan.burton@magd.ox.ac.uk

Auditorium and Public Room (during vacation time) bookings 76051 or catherine.hughes@magd.ox.ac.uk

Catering enquiries 76049 or roy.bing@magd.ox.ac.uk

College Secretary 76113 or nancy.cowell@magd.ox.ac.uk

Deans' Secretary 76021 or susan.burton@magd.ox.ac.uk or deans@magd.ox.ac.uk

Computer Office 76112 or computer.office@magd.ox.ac.uk

College Nurse 76081 or susan.salmon@magd.ox.ac.uk

Dean of Divinity 76027 or michael.piret@magd.ox.ac.uk

FIRE, POLICE OR AMBULANCE EMERGENCY – 999 from any phone