

MAGDALEN COLLEGE

OXFORD



INFORMATION AND REGULATIONS

FOR MEMBERS OF THE COLLEGE

2016 – 17

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 and Related Matters	1
General	1
College Contract	2
Student Complaints Procedure	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>	4
<i>President's Collections</i>	4
<i>Tutor-Student Relationship</i>	4
<i>Study Skills</i>	5
<i>Plagiarism</i>	5
<i>Academic Discipline</i>	5
<i>Deadlines</i>	5
Awards and Prizes	6
The Choral Foundation	6
<i>Music Scholarships</i>	7
Vacation Study Grants	7
Travel and/or Research Grants	8
Research Fund	8
Notices	8
Academic Dress	8
Residence	9
The JCR & MCR	9
Code of Practice	9
Personal Tutors	10
Chapel	10
Dean of Divinity	10
College Chapel	11
Decanal Matters	11
The Deans of Arts	11
<i>Sub-Dean and Waynflete Dean</i>	11
Welfare	12
<i>College Counsellor</i>	13
<i>Guidance on Confidentiality in Student Health and Welfare</i>	13
<i>PREVENT Duty</i>	14
Financial Assistance	15
Other Decanal Matters	16
<i>Music Hours</i>	16
<i>Meetings & Parties</i>	17
<i>Lawns</i>	18
<i>Disorderly Behaviour</i>	18
<i>Social Media</i>	18
<i>Post-examination Celebrations</i>	18
<i>Roofs</i>	19
Codes of Practice on Harassment and on Freedom of Speech	19
Graduate Matters	19
The Tutor for Graduates	19
Admission of Graduates to Magdalen	19
College Advisers	20
College Advisees	21
Feedback and Records	22
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	29
Vacation Residence	29
Furniture, Decoration and Maintenance	30
Lighting, Heating & Electrical Safety	30
Bedding	31
Animals	31
Laundry	31
College Gates	31
Guests	32
Cars, Motor-cycles and Bicycles	32
Smoking	33
Fire	33
Firearms and Illegal Drugs	34
Post	34
Charges	35
<i>Electronic Point of Sale Facility (EPOS)</i>	35
Medical Arrangements	35
National and Personal Insurance	37
Health and Safety	37
Computer Arrangements	37
Sports Facilities	38
Waste Management	38
Weather Response	39
Television Licensing	39
Electoral Register	39
<i>Voting Rights</i>	39
Members of the Tutorial Board 2016-17	41
Administrative Staff	43
Appendix A: Student Complaints Procedure	45
Appendix B: Academic Disciplinary Procedure	54
Appendix C: Non-Academic Disciplinary Procedure	73
Appendix D: Accommodation Licence Agreement	90

INDEX

	Page
Academic Matters	1
Academic Dress	8
Academic Policy of the College (undergraduate studies)	3
Awards and Prizes	6
Academic Discipline	5 and Appendix B (54)
Choral Foundation	6
Collections and Penal Collections	4
College Contract	2
Deadlines	5
First Public Examination	3
Music Scholarships	7
Notices	8
Plagiarism	5
President's Collections	4
Research Fund	8
Residence	9
Selection Policy (undergraduates)	3
Student Complaints Procedure	2 and Appendix A (45)
Study Skills	5
Travel and/or Research Grants	8
Tutor-Student Relationship	4
Vacation Study Grants	7
Accommodation Licence Agreement	90 (Appendix D)
Administrative Staff	43
Animals	31
Batells (see Charges)	35
Bedding	31
Cars, Motor-cycles and Bicycles	32
Chapel	11
Charges	35
Codes of Practice on Harassment and on Freedom of Speech	19
College Gates	31
College-Owned Rooms	27
Computer Arrangements	37
Confidentiality in Student Health and Welfare	13
Counselling	13
Dean of Divinity	10
Deans of Arts	11
Disciplinary Procedure, Academic	5 and Appendix B (54)
Disciplinary Procedure, Non-Academic	73 (Appendix C)
Disorderly Behaviour	18
Electoral Register	39
Electronic Point of Sale Facility (EPOS)	35
Financial Assistance	15
Financial Help for Graduates	22
Fire	33
Firearms and Illegal Drugs	34
Furniture, Decoration, and Maintenance	30
Graduate Matters	19
Admission of Graduates to Magdalen	19
College Advisees	21
College Advisers	20
Feedback and Records	22
Financial Help for Graduates	22
Tavella Stewart and Senior Mackinnon Scholarships	25
Guests	32
Health and Safety	37
Home Bursar	25
Insurance, National and Personal	37
JCR Code of Practice	9

Laundry	31
Lawns	18
Lighting, Heating, and Electrical Safety	30
MCR Code of Practice	9
Meals Service	25
Medical Arrangements	35
Meetings and Parties	17
Music Hours	16
Old Kitchen Bar	26
Personal Tutors	10
Post	34
Post-examination Celebrations	18
PREVENT Duty	14
Roofs	19
Security	29
Smoking	33
Social Media	18
Sports Facilities	38
Sub-Dean	11
Television Licensing	39
Tutor for Graduates	19
Tutorial Board 2016-17, Members of	41
Vacation Residence	29
Voting Rights	39
Waste Management	38
Waynflete Dean	11
Weather Response	39
Welfare	12

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 celia.brown@magd.ox.ac.uk

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

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

Catering enquiries 76049 or catering@magd.ox.ac.uk

Academic Administrator 76113 or liz.howdill@magd.ox.ac.uk

Student Support Administrator 76021 or katie.oconnor@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 jonathan.arnold@magd.ox.ac.uk

FIRE, POLICE OR AMBULANCE EMERGENCY – 999 from any phone