

MAGDALEN COLLEGE

OXFORD



INFORMATION AND REGULATIONS

FOR MEMBERS OF THE COLLEGE

2021 – 22

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.

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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 posts of President, Senior Tutor, Bursar, Home Bursar, Dean of Divinity, and Development Director are full-time; other College Offices are held in rotation by College Fellows who continue to teach and do research.

ACADEMIC AND RELATED 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, travel grants, the election of Demies, Scholars, and Exhibitioners, and the award of prizes and commendations.

Undergraduates 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 (intermission) is only granted in special cases and requires the express permission of the Tutorial Board: see Appendix E for details of the relevant procedure. 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*, available online at: <http://www.admin.ox.ac.uk/examregs/>. Junior members (undergraduate and graduate) will be sent an email by the University's Student Administration providing them with a link to the relevant information on Examination Entry Dates and Provisional Start Dates. In the case of examinations which contain only compulsory core assessment units, they will be automatically entered for those examinations, but where students are required to select the options they wish to take, they will be invited by email to enter for their examinations when the relevant examination entry window opens. The email invitation will ask them to log in to Student Self Service to complete their optional examination entry assessment selections by a given 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 ACADEMIC ADMINISTRATOR VIA liz.howdill@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 (section 3) and on awards and prizes (section 4).

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 College 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 email the Academic Administrator (liz.howdill@magd.ox.ac.uk) to arrange a meeting or (if necessary) an online call.

2. COLLEGE CONTRACT AND STUDENT COMPLAINTS PROCEDURE

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, both academic and non-academic issues, including the Student Responsibility Agreement ('SRA') setting out standards of behaviour required of you during any pandemic (including Covid-19), epidemic, or local health emergency, which you are required to comply with as a condition of being permitted access to in-person teaching and facilities. The term 'SRA' includes any University code of behaviour or similar requirement, as updated from time to time, which sets out behaviour required of students during any pandemic, epidemic, or local health emergency (see section 9c of the Magdalen Student Contract with the College).

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

In respect of College charges, which are referred to in the contract, there is consultation with representatives of students through the House Committee, which is attended by representatives of the JCR and MCR. Among the responsibilities of the House Committee, under College Bylaw 155 (iii), is ‘recommendation to the Bursarial Committee for room charges’, and, under Bylaw 155 (vi), ‘catering, including recommendation to the Bursarial Committee on food pricing’.

The College is concerned to maintain a good relationship with its students, and has adopted a detailed Student Complaints Procedure to enable Magdalen undergraduate and graduate students to bring matters of concern about the College to its attention, and to enable those matters to be investigated and responded to, with the aim of reaching a resolution satisfactory to all within a reasonable timescale and having due regard to the principles of procedural fairness. The full Student Complaints Procedure is detailed in Appendix A.

3. ACADEMIC POLICY OF THE COLLEGE concerning undergraduate studies

The academic policy of the College concerning undergraduate studies has been approved by the Tutorial Board. It is kept under constant review.

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 current regulations (General Regulations for the First and Second Public Examination, Part 3 (First Public Examination), 3.16) on failure in the First Public Examination are as follows:

‘(1) A candidate who fails to satisfy the examiners in his or her initial examination for the First Public Examination shall be permitted to re-enter for the examination on one further occasion in accordance with the special regulations governing re-sits in the programme concerned. This resit attempt shall normally be taken at the next opportunity, but may be deferred once, i.e. it must be taken at one of the next two opportunities. Candidates shall be required to resit the same papers for which they were examined at the first attempt.

(2) A further exceptional opportunity to re-sit the examination shall require application to and approval on behalf of the Education Committee. If granted, this exceptional resit attempt shall normally be taken at the next opportunity, but may be deferred once, i.e. it must be taken at one of the next two opportunities. Candidates shall be required to resit the same papers for which they were examined at the previous attempts.

(3) A candidate who passes the First Public Examination whether at the first attempt or after re-sitting the examination shall be deemed to have reached the University's threshold standard for embarking on the Final Honour School.'

At Magdalen, those failing the First Public Examination at the first attempt are allowed to re-sit, but it is no longer within the College's power to permit a second re-sit. 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.

Wednesday of 4th Week is the time by which, under normal circumstances, undergraduates can expect their beginning-of-term collections to have been marked and returned.

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 in Appendix B ('Academic Disciplinary Procedure').

In deciding to sit any Collection, including a Penal Collection, undergraduates are deemed to be 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, the Senior Tutor, or one of the Student Support Administrators. Such consultations will be kept confidential.

Undergraduates are required to obtain written permission from their subject tutors before taking on or applying to take 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, outreach activities, 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 (who must be a Tutorial Fellow or Stipendiary Lecturer of the College), are available on the Internal Pages of the College website.

TUTORIAL FEEDBACK SCHEME

The College has an established system of termly tutorial feedback for undergraduates. Members of the JCR are encouraged to comment on their previous term's academic experience via an online form, the anonymized results of which are reported to the College's Academic Affairs Committee for consideration. Issues of general concern may then be considered further by the College's Tutorial Board.

STUDY SKILLS

Tutors constantly provide guidance of various sorts about study skills, and these will develop in the course of tutorial work. The College has also appointed a College Mentor for Students, who can help with study skills (see below, section 17 'Welfare'). For initial written guidance about study skills, undergraduates should consult the relevant course handbook and the guide on Academic Good Practice available from the following page on the University website: <http://www.ox.ac.uk/students/academic/guidance/skills>.

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 following page of the University website:
<http://www.ox.ac.uk/students/academic/guidance/skills>.

ACADEMIC DISCIPLINE

The College has adopted a detailed policy on academic discipline. This is set out in full in Appendix B.

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 on the Internal Pages of the College website, 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 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 process. Some are appointed when in residence; occasionally, there are additional Clerks who are junior members of other Colleges or **Stipendiary Clerks** who are appointed to one-year contracts by the Informator Choristarum and paid a monthly stipend.

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 £420) 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 piano or clavichord in their rooms and headphones are available for use with electric instruments.

The Choir is directed by the Organist and *Informator Choristarum*, who is also a Fellow and Tutor in Music. He is normally aided by an **Assistant Organist** (who also acts as Tutor to the Choristers at Magdalen College School) and an **Organ Scholar**.

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 (£420) and an allowance for residence out of Full Term (reviewed annually). The College meets the cost of approved organ tuition.

There is a Child Safeguarding Policy for the College Choir which makes admission to Academical Clerkships and Organ Scholarships conditional upon the possession of a satisfactory DBS (formerly CRB) check at the Enhanced level, 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

Grants are available to all Magdalen undergraduates currently in residence for essential academic work in Oxford during the vacations, primarily for University Examinations, compulsory courses or submissions, and study that cannot be undertaken at home. Details of the grant and how to apply can be found on the Vacation Study Grant Application form available electronically on the Internal Pages of the College website. Applying for a grant is a two-step process, involving an initial application submitted before the vacation in question, and a subsequent claim form submitted following the vacation. N.B. Residence during the vacation also requires submission of a separate vacation residence application which can be obtained from, and should be submitted to, the Conference and Accommodation Office in the Home Bursary.

7. TRAVEL AND/OR RESEARCH GRANTS and SUMMER INTERNSHIP GRANTS

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: a separate **BOOK GRANT** is available for books and photocopies – see section 8).

Through the generosity of Old Members of the College who have contributed to the Student Support Fund, from 2019-20 the College has also been able to offer a one-off grant of up to £1,050 per undergraduate or graduate over the course of their time as a Magdalen student towards the cost of a Summer Internship, which may be in the private sector, with a charitable organization, with a think-tank, or involve English language teaching abroad.

In the case of both sorts of grant, the Cases Committee considers applications and makes recommendations to the Tutorial Board at its three meetings each Term. Application forms are available on the Internal Pages of the College website, 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 or an internship 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. Any grant awarded is for the purpose specified and does not facilitate in any way any further financial call on the College directly or indirectly.

8. BOOK GRANTS

The College has instituted a book grant scheme whereby junior members of Magdalen, both undergraduates and graduates, may receive grants against the purchase of approved new or second-hand books relevant to their courses of study. Photocopies for which receipted bills have been obtained may also be counted against the book grant. The grant to each applicant will be 75% of expenditure up to a maximum of £100 p.a., approved by the Tutor or Supervisor. Applications for book grants must be received in the Accounts Office during Michaelmas, Hilary, or Trinity Full Term and by noon on Friday of 8th week of Trinity Term at the latest. For details, see the relevant form available on the Internal Pages of the College website, which should be consulted before incurring any expenditure. Each student may submit only one form per term.

In addition to the above scheme, from 2019-20 the College has instituted a second book grant scheme for fresher undergraduates and graduates in their first term, who will be issued with a Blackwell's Gift e-Card for use on academic books relevant to their courses of study during that term. Further details will be provided to freshers at induction.

9. NOTICES

It is important that you check in the Post Room each day for any mail addressed to you, as this frequently contains important messages from Tutors or College Officers. Many important messages are sent by email, and you are expected to check your email at least once a day as a matter of course. Emails from announcements@magd.ox.ac.uk are official notices from the College and should always be read.

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 which consists of: (1) one of the following: (a) a dark suit with dark socks or (b) a dark skirt with black tights or stockings or (c) dark trousers with dark socks; plus (2) dark coat if required; (3) black shoes; (4) plain white collared shirt or blouse; and (5) a white bow tie or a black bow tie

or a full-length black tie or a black ribbon, together with the appropriate gown and a mortar board or soft-cap.

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, Thursday, Friday, and Sunday evenings in term. Undergraduates wear Commoners' gowns or, if they are elected Demies or Scholars, Scholars' gowns. Graduates wear 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 the Oxford Advanced Students' gown. Second BA students elected to Demyships or Scholarships wear Scholars' gowns.

11. RESIDENCE AND INTERMISSION (SUSPENSION OF STATUS)

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 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 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.

For the College's procedure for intermission (suspension of status), see Appendix E.

Please note that Magdalen students who are permitted or required to go out of residence (i.e. suspend status) may not during this period 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 Oxford SU), 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 on the JCR webpages or in the Deans' Office. A copy of the constitution of the MCR may be inspected on the MCR webpages or in the Deans' Office.

13. PERSONAL TUTORS

Since the academic year 2016-17, the College has run a Personal Tutors scheme, whereby first-year undergraduates can request to be assigned to a Personal Tutor in a different subject from their own, to provide additional pastoral support throughout the undergraduate's course. Further information about this is supplied separately on the College website in a section about the various aspects of the College's welfare provision.

CHAPEL

14. DEAN OF DIVINITY

The Dean of Divinity is pastoral Chaplain to the College. His responsibility for welfare and spiritual care extends to all members of the College, not just to those who attend Chapel. He may be called on in Cloisters IV.2 for assistance or conversation without appointment, or

contacted on (2)76027 or andrew.bowyer@magd.ox.ac.uk. He and the Organist and *Informator Choristarum* use the Chapel and Choir Office in Cloisters II. The Chapel and Choir PA is Melanie Bennette.

15. COLLEGE CHAPEL

The Chapel is intended to be used by all members of the College, and all are welcome at Chapel services. A celebration of the Eucharist occurs on Sunday mornings and major feast days, and Evensong or Evening Prayer is sung each night (with the exception of Monday). The times of services appear on the College website and 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 in Term time. On some Saturdays, Evensong is sung by the Consort of Voices and Academical Clerks.

Gowns are normally worn, but are not compulsory, 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 AND WELFARE MATTERS

16. THE DEANS OF ARTS

Magdalen has three Deans of Arts: a **Senior Dean**, a **Dean for Welfare**, and a **Dean for Discipline**. In the academic year 2021-22 these roles will be held by Prof. Robert Douglas-Fairhurst (Senior Dean), Rev'd Prof. Rob Gilbert (Dean for Welfare) and Prof. Roderick Bagshaw (Dean for Discipline).

The Senior Dean and Dean for Welfare share an office on the ground floor of the Grammar Hall, where they are assisted by the Student Support Administrators, Katie Taylor-O'Connor (Monday-Wednesday) and Holly Finn (Wednesday-Friday), whose office is also on the ground floor of the Grammar Hall. At least one of the Student Support Administrators is available during office hours to answer queries and help students who need assistance; they can be contacted by telephone on (2)76021 or via email on studentsupport@magd.ox.ac.uk.

The **Senior Dean** maintains oversight of Magdalen's decanal system as a whole, and offers general advice to junior members on non-academic College and University matters. He is also responsible for helping junior members who require financial assistance, working alongside the Dean for Welfare to offer pastoral support and advice, and giving permission for junior members to hold parties and other large social gatherings. In the academic year 2021-22 he plans to hold regular drop-in sessions (known as Deans' Hour) in the Deans' office on Tuesdays 8.00 am – 9.00 am and Fridays 1.00 pm – 2.00 pm during Full Term. No appointments are necessary. At other times he can be reached on senior.dean@magd.ox.ac.uk.

