

MANSFIELD COLLEGE

MEMORANDUM

Rules and Information

2011 - 2012

Table of contents

1.	INTRODUCTION	1
1.1.	Introduction	1
1.2.	Contact details.....	2
1.3.	Map.....	2
1.4.	Important College Contacts	3
2.	ACADEMIC AND ADMINISTRATIVE STAFF 2011/2012 AND COMMITTEES	4
2.1.	Principal.....	4
2.2.	Fellows and Lecturers	4
2.3.	Administrative and Domestic Staff.....	5
2.4.	Senior College Officers.....	5
2.4.1.	The Principal	5
2.4.2.	The Bursar	5
2.4.3.	The Senior Tutor.....	5
2.4.4.	The Tutor for Graduates	5
2.4.5.	The Dean	6
2.4.6.	The Fellow Librarian	6
2.4.7.	The Dean of Degrees.....	6
2.4.8.	The IT Fellow	6
2.5.	Committees.....	6
2.5.1.	Mansfield College Governing Body.....	6
2.5.2.	Joint Consultative Committee	6
2.5.3.	Academic Policy Committee.....	6
2.5.4.	Academic Review Committee.....	6
3.	RESIDENCY REQUIREMENTS	7
3.1.	Keeping terms	7
3.2.	Leave of Absence.....	7
4.	STUDENTS' CONTACT DETAILS	8
4.1.	Address details	8
4.2.	Email account.....	8
5.	WELFARE	9
5.1.	Internal	9
5.1.1.	The Tutor for Welfare	9
5.1.2.	The Junior Dean and Assistant Junior Dean	9
5.1.3.	The Chaplain	9
5.1.4.	The Tutor for Women	9
5.1.5.	The Harassment Officers.....	9
5.1.6.	The Disability Officer	9
5.1.7.	College Advisory Panel	9
5.1.8.	JCR and MCR Bench	10
5.2.	External.....	10
5.2.1.	University Counselling Services	10
5.2.2.	University Disability Office	10
5.2.3.	Nightline.....	10

5.2.4.	Samaritans	10
5.3.	Medical Services	10
5.3.1.	College doctor	10
5.3.2.	Procedure in Case of Illness or Medical Emergency	11
5.3.3.	First Aiders	11
5.4.	Drugs	11
5.5.	Alcohol	11
6.	DISCIPLINARY PROCEDURES	12
7.	CODES OF PRACTICE	13
7.1.	Freedom of Speech	13
7.2.	Equal Opportunities Policy Statement	13
7.3.	Harassment.....	13
7.4.	Complaints.....	13
8.	ACCOMMODATION AT MANSFIELD	14
8.1.	Availability and allocation.....	14
8.1.1.	Undergraduates.....	14
8.1.2.	Graduates.....	14
8.1.3.	Students with special accommodation requirements.....	14
8.1.4.	Room Charges.....	14
8.1.5.	Vacation residence.....	14
8.1.6.	Vacation residence for university exams in the vacation.....	14
8.1.7.	Christmas vacation	14
8.1.8.	Easter vacation.....	14
8.2.	Rules and conditions of living in College.....	15
8.2.1.	Care, maintenance and damage.....	15
8.2.2.	Scouts.....	15
8.2.3.	Cleaning of rooms.....	15
8.2.4.	'Do Not Disturb' notices	15
8.2.5.	Smoking	15
8.2.6.	Posters	15
8.2.7.	Room inspections.....	15
8.2.8.	Security.....	15
8.2.9.	Electrical equipment.....	16
9.	PERSONAL BELONGINGS	17
9.1.	Insurance	17
9.2.	Storage out of term.....	17
9.3.	Pets	17
9.4.	TVs	17
9.5.	Vehicles.....	17
10.	GUESTS.....	18
10.1.	Overnight guests	18
10.2.	Guest rooms.....	18
11.	MEALS.....	19

12.	COLLEGE LIBRARY FACILITIES.....	20
13.	COLLEGE COMPUTING FACILITIES	21
14.	COLLEGE ROOMS AND FACILITIES	22
14.1.	Chapel.....	22
14.2.	College Bar	22
14.2.1.	Opening hours.....	22
14.3.	Common Rooms	22
14.3.1.	Junior Common Room	22
14.3.2.	Middle Common Room.....	22
14.3.3.	Opting out of JCR/MCR Membership	22
14.4.	Public rooms and areas.....	22
14.4.1.	Public rooms for public meetings.....	22
14.4.2.	Social events in College-provided accommodation.....	23
14.4.3.	Public rooms for social events.....	23
14.4.4.	Open areas of College	24
14.4.5.	Noise.....	24
15.	SECURITY AND SAFETY.....	25
15.1.	College gates.....	25
15.2.	Keys.....	25
15.2.1.	Key issue	25
15.2.2.	Key returns.....	25
15.2.3.	Personal property	25
15.2.4.	Electrical appliances	25
15.3.	Health and safety.....	25
15.4.	Fire prevention and evacuation	26
16.	ACADEMIC MATTERS	27
16.1.	Annual registration.....	27
16.1.1.	New students & those returning to start a new programme of study	27
16.1.2.	Continuing students	27
16.2.	Academic obligations of students	27
16.2.1.	Course regulations	27
16.2.2.	Standing for major College or University Offices	27
16.2.3.	Collections	28
16.2.4.	Paid employment	28
16.2.5.	Feedback on tutorials and classes	28
16.3.	Plagiarism	28
16.4.	University Examinations.....	29
16.4.1.	Entries for University examinations	29
16.4.2.	Academic dress	29
16.4.3.	Residency and eligibility for University examinations	29
16.4.4.	Special requirements for university examinations.....	29
16.4.5.	Illness and other problems during examinations	29
16.4.6.	Changing course or status.....	30
16.4.7.	Submission of written Work.....	30
16.5.	Failure of First and Second Public Examination.....	30
16.6.	Scholarships, Exhibitions and other Prizes/Awards	30

16.6.1.	First Class or Distinction in First Public Examinations	30
16.6.2.	First Class honours degree	31
16.6.3.	College prizes	31
16.6.4.	College essay prize	31
16.6.5.	Collection prizes	31
16.6.6.	Principal's prize	31
16.7.	Travel Scholarships	31
16.7.1.	Proctor travel scholarships for study abroad	31
16.7.2.	Nathan Whitley travel scholarship	31
16.7.3.	Henty travel scholarship	31
16.7.4.	Geography dissertation travel fund	31
17.	FINANCIAL MATTERS.....	32
17.1.	Payment of fees and Charges	32
17.1.1.	Deadlines for payment of fees and/or charges	32
17.1.2.	Non-payment of fees	32
17.1.3.	Disciplinary procedures following non-payment of fees	33
17.2.	Support for students experiencing financial difficulties	33
17.2.1.	General	33
17.2.2.	Oxford Opportunity Bursaries	33
17.2.3.	Mansfield College Hardship Funds	34
17.2.4.	Sarah & Peter Harkness Bursary	34
17.2.5.	Geography Reading Week fund	34
17.2.6.	Access to Learning funds	34
17.2.7.	University-administered funds	34
17.2.8.	Maintenance grant	34
17.2.9.	Academic fund.....	35
18.	CONFERMENT OF DEGREE.....	36
19.	INFORMATION FOR GRADUATES	37
19.1.	MCR accommodation and other facilities	37
19.2.	Academic Information.....	37
19.2.1.	Annual registration.....	37
19.2.2.	Matriculation	37
19.2.3.	University Card.....	37
19.2.4.	Residency and eligibility for University examinations	37
19.2.5.	Research trips	38
19.2.6.	Examinations	38
19.2.7.	Failure of part or all of an examination	38
19.2.8.	Appeal.....	38
19.2.9.	Illness and other problems during examinations	38
19.2.10.	Tutor for Graduates.....	38
19.2.11.	College Advisors	38
19.2.12.	Principal's reviews.....	39
19.3.	Grants, Awards and Scholarships	39
19.3.1.	Elfan Rees Scholarship	39
19.3.2.	Von Trott Scholarship	39
19.3.3.	Sarah & Peter Harkness Bursary	39
19.3.4.	Travel grants.....	39
19.3.5.	Graduate book grant	39

19.4. Research Seminars.....	40
APPENDIX A.....	41
Academic Disciplinary Procedures	41
1. Discussion	41
2. First formal warning	41
3. Further formal warning	41
4. Penal collections	42
5. Formal disciplinary hearing	42
6. Appeal.....	43
7. Exceptional cases.....	43
8. Suspension from College.....	43
9. Suspension or expulsion from the University	43
APPENDIX B.....	44
College Library Rules.....	44
APPENDIX C.....	45
College IT Rules.....	45
Rules concerning College IT facilities	45
General Rules.....	45
Rules specific to College computer rooms.....	46
Rules specific to connecting a student’s own hardware to the College network	46
APPENDIX D	47
Statement of Policy Concerning Harassment.....	47
APPENDIX E.....	49
Statement of Policy Concerning Drugs	49
APPENDIX F	51
Fees and Charges	51
APPENDIX G	52
Glossary of Oxford Terminology	52

1. Introduction

1.1. Introduction

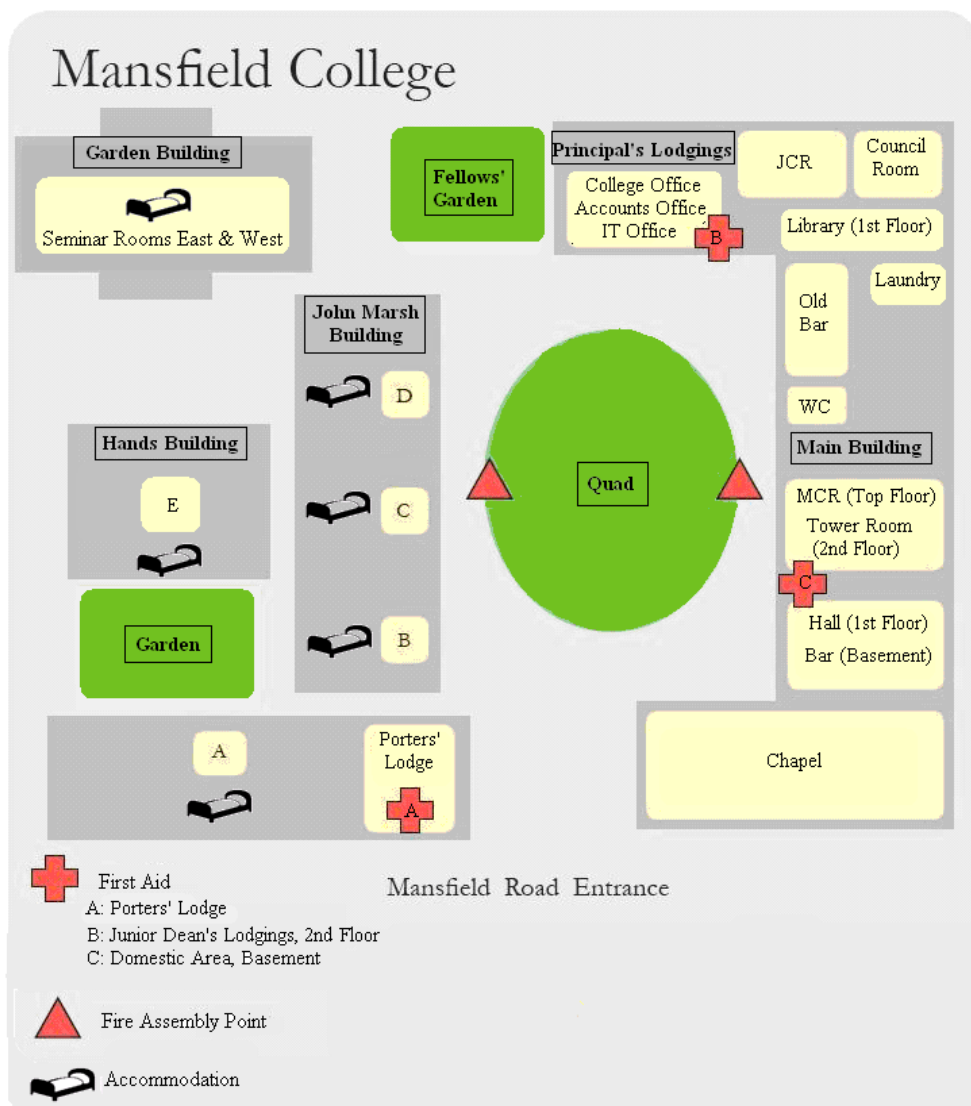
Mansfield College aims to provide a welcoming and supportive environment which fosters and promotes our shared core activities of learning, teaching and research. This Memorandum contains information and rules covering your day to day life as a student and member of this community. We believe that adhering to these rules, and following the guidance offered here, will ensure that we can all live and work together comfortably and co-operatively. It is your responsibility to read and understand this Memorandum.

The following rules and information apply to all undergraduate and graduate students unless otherwise indicated. Supplementary rules for students on the Visiting Student programme are published separately.

1.2. Contact details

College address:	Mansfield College Mansfield Road Oxford OX1 3TF
Telephone:	Porters' Lodge 01865 270999 (UK) +44 1865 270999 (International)
Email	lodge@mansfield.ox.ac.uk
Web	www.mansfield.ox.ac.uk

1.3. Map



1.4. Important College Contacts

Position	Name	Phone Number *	Email
Principal	Helena Kennedy	(2) 82894	helena.kennedy@mansfield.ox.ac.uk
Senior Tutor	Lucinda Rumsey	(2) 70982	lucinda.rumsey@mansfield.ox.ac.uk
Tutor for Graduates	Helen Lacey	(2) 70966	helen.lacey@mansfield.ox.ac.uk
Bursar	Steve Waterman	(2) 82894	stephen.waterman@mansfield.ox.ac.uk
Dean	Pavlos Eleftheriadis	(2) 82895	pavlos.eleftheriadis@mansfield.ox.ac.uk
Chaplain	Tanya Rasmussen	(2) 82922	tanya.rasmussen@mansfield.ox.ac.uk
Disability Officer	Pam Berry	(2) 82915	pam.berry@eci.ox.ac.uk
Harassment Officers	Derek McCormack Katherine Morris	(2) 82884 (2) 70985	derek.mccormack@mansfield.ox.ac.uk katherine.morris@mansfield.ox.ac.uk
Tutor for Welfare	Helen Lacey	(2) 70966	helen.lacey@mansfield.ox.ac.uk
Tutor for Women	Ros Ballaster	(2) 70986	ros.ballaster@mansfield.ox.ac.uk
Junior Dean (main site)	Maria Linheira	(2) 70979 07917 421845	maria.linheira@mansfield.ox.ac.uk
Junior Dean (off site)	Dana Mills	439315 07827 930629	dana.mills@mansfield.ox.ac.uk
Accommodation Manager	Amanda Ward	(2) 70973	amanda.ward@mansfield.ox.ac.uk
Librarian	Sally Jones	(2) 70975	sally.jones@mansfield.ox.ac.uk
Food & Beverage Manager	Lynn Partridge	(2) 70971	lynn.partridge@mansfield.ox.ac.uk
Operations Manager	Lynne Quiggin	(2) 82888	lynne.quiggin@mansfield.ox.ac.uk
Head Porter	Barry Mawby	(2) 70999	lodge@mansfield.ox.ac.uk
IT Manager	Lee Wootton	(2) 70983	lee.wootton@mansfield.ox.ac.uk
Academic Administrator	Helen Ety	(2) 70982	helen.etty@mansfield.ox.ac.uk
Access & Admissions Administrator	Jenny Medland	(2) 82920	jenny.medland@mansfield.ox.ac.uk
Accounts (fees & battels)	Zhi Shu Brown	(2) 70994	accounts@mansfield.ox.ac.uk
PA to Bursar & Principal	Jane Buswell	(2) 82894	jane.buswell@mansfield.ox.ac.uk

*when calling from within the University network, omit all (2) prefixes

JCR Bench	Name	Email
President	Maia Muir Wood	maia.muirwood@mansfield.ox.ac.uk
Vice President/Chair of JCR Welfare Committee	Rachel Freeman	rachel.freeman@mansfield.ox.ac.uk
Treasurer	Matthew Williams	matthew.williams@mansfield.ox.ac.uk
Secretary	Andrew Grey	andrew.grey@mansfield.ox.ac.uk
Social Secretaries/Entz	Matthew Irani John Morrison	matthew.irani@mansfield.ox.ac.uk john.morrison@mansfield.ox.ac.uk
Admissions & Academic Affairs	Benjamin Ball	benjamin.ball@mansfield.ox.ac.uk
Women's Officer	Emily Feltham	emily.feltham@mansfield.ox.ac.uk
LGBT Officer	Andrew Grey	andrew.grey@mansfield.ox.ac.uk
Male Welfare/Men's Officer	Andrew Seaton	andrew.seaton@mansfield.ox.ac.uk
Sports	Daniel Rey	daniel.rey@mansfield.ox.ac.uk
Charities/RAG Rep	Andrew Campbell Black	andrew.campbellblack@mansfield.ox.ac.uk

MCR Bench	Name	Email
President	Aled Davies	aled.davies@mansfield.ox.ac.uk
Secretary	Stephen Dimelow	stephen.dimelow@mansfield.ox.ac.uk
Treasurer	Paul Styman	paul.styman@mansfield.ox.ac.uk

2. Academic and Administrative Staff 2011/2012 and Committees

2.1. *Principal*

Baroness Helena Kennedy

2.2. *Fellows and Lecturers*

Robert Adams (Senior Research Fellow in Philosophy)
Rosalind M. Ballaster (Professorial Fellow in English, Tutor for Women)
Jocelyn Bell Burnell (Professorial Fellow in Physics)
Pamela Berry (Supernumerary Fellow in Physical Geography, Disability Officer)
Steven Biller (Professorial Fellow in Physics, IT Fellow)
Stephen J. Blundell (Professorial Fellow in Physics)
Jon Chapman (Professorial Fellow in Mathematics)
Antoni Chawluk (Tutorial Fellow in Economics)
Richard Coggins (Stipendiary Lecturer in Politics)
Dr Philip Dolan (Stipendiary Lecturer in Materials Science)
Janet Dyson (Tutorial Fellow in Mathematics)
Nancy Eisenhauer (Supernumerary Fellow in Law, Dean of Degrees)
Pavlos Eleftheriadis (Tutorial Fellow in Law, Dean)
Marcel F. Fafchamps (Professorial Fellow in African Economies)
Mads Frandsen (Junior Research Fellow in Physics)
Michael J. Freeman (Senior Research Fellow in Human Geography)
Marina Galano (Tutorial Fellow in Materials Science)
Kathryn Gleadle (Tutorial Fellow in Modern History)
Derek Goldrei (Supernumerary Fellow in Mathematics)
Andrew Gosler (Supernumerary Fellow in Human Sciences)
Vicente Grau (Junior Research Fellow in Engineering, RUCK Fellow)
Rebecca Hamer (Junior Research Fellow in Statistics)
Ian Jones (Lecturer in Management)
Philip Kennedy (Senior Research Fellow in Theology)
Helen Lacey (Supernumerary Fellow in History, Welfare Tutor, Tutor for Graduates)
Tom Lancaster (Supernumerary Fellow in Physics)
David Leopold (Tutorial Fellow in Politics, Fellow Librarian)
David Lincicum (Research Fellow in Theology)
Paul Lodge (Tutorial Fellow in Philosophy)
Derek McCormack (Tutorial Fellow in Human Geography)
Jonathan Marchini (Senior Research Fellow in Statistical Genomics)
Helen Margetts (Professorial Fellow in Society and the Internet)
James Marrow (Professorial Fellow in Materials Science)
Christopher M. Martin (Tutorial Fellow in Engineering)
Michèle Mendelssohn (Tutorial Fellow in English)
Cari Morningstar (Director of Visiting Student Programme)
Katherine J. Morris (Supernumerary Fellow in Philosophy)
John B. Muddiman (Tutorial Fellow in New Testament Studies, Associate Chaplain)
Richard Powell (Tutorial Fellow in Human Geography)
Joel Rasmussen (Tutorial Fellow in Theology)
Tanya Rasmussen (Chaplain)
Lucinda Rumsey (Supernumerary Fellow in English, Tutor for Admissions, Senior Tutor)
Ian L. Sargent (Professorial Fellow in Obstetrics and Gynaecology)
Alison Salvesen (Supernumerary Fellow in Oriental Studies)
Jason Smith (Hewlett Packard Fellow in Materials Science)
C. Sukumar (Stipendiary Lecturer in Physics)
Stephen Waterman (Bursar)

2.3. Administrative and Domestic Staff

Tony Berezny	Maintenance Supervisor
Sue Bradshaw	Scouts Supervisor
Zhi Shu Brown	Accounts Assistant
Lee Browning	Senior Chef
Jane Buswell	P.A. to Principal and Bursar
Karen Cowley	Assistant Conference Administrator
Monika Dziasek	Hall Manager
Helen ETTY	Academic Administrator
Thea Graham	Second Chef
Terry Greenwood	Deputy Head Porter
Justin Jacobs	Development Officer
Sally Jones	Librarian
Oliver Mahony	Assistant Librarian
Barry Mawby	Head Porter
Jenny Medland	Tutorial & Admissions Administrator
Dawn Oliver	College Accountant
Lynn Partridge	Food and Beverage Manager
Lynne Quiggin	Operations Manager
Alvero Riaro	Bar Manager
Amanda Ward	Accommodation Manager
Stephen Waterman	Bursar
Lee Wootton	IT Manager

2.4. Senior College Officers

Students seeking advice and guidance may contact the following members of College. All issues of a personal nature will be treated in confidence. Please see also Welfare (Section 5).

2.4.1. The Principal

Helena Kennedy is the Head of House and is always willing to see students on request (contact the Principal's PA Jane Buswell for an appointment).

2.4.2. The Bursar

Steve Waterman is responsible for the financial and domestic management of the College. He has overall responsibility for Fire Safety and general Health and Safety in the College. He is also the College's Data Protection Officer and Freedom of Information Officer. Students can approach the Bursar if they need guidance on financial issues.

2.4.3. The Senior Tutor

Lucinda Rumsey is responsible for overseeing the teaching and academic work of undergraduates. Students seeking guidance on academic matters usually approach their subject tutor in the first instance, but are also welcome to contact the Senior Tutor directly.

2.4.4. The Tutor for Graduates

Helen Lacey is responsible for overseeing the admission and academic progress of all Mansfield postgraduates.

2.4.5. The Dean

Pavlos Eleftheriadis, with the support of the Junior Dean, is responsible for discipline in College. Students seeking guidance on disciplinary issues and the arrangement of social events in College should contact the Dean.

2.4.6. The Fellow Librarian

David Leopold, together with the Librarian, is responsible for the care of the Library and all acquisition of books.

2.4.7. The Dean of Degrees

Nancy Eisenhower presents new graduates and undergraduates to the Vice-Chancellor for matriculation on Saturday of 1st Week of Michaelmas Term and presents graduates for the conferment of their degrees on stated degree days. Applications to be presented on a particular degree day should be addressed to the College Academic Administrator.

2.4.8. The IT Fellow

Steve Biller, together with the IT Manager, is responsible for the College computing facilities. For assistance and general queries contact the IT Manager (See Important College Contacts Section 1.4).

2.5. Committees

2.5.1. Mansfield College Governing Body

The Governing Body (GB), comprising the Principal and Fellows, is responsible for the academic, financial and domestic administration of the College. There is undergraduate and postgraduate representation on Governing Body.

2.5.2. Joint Consultative Committee

The Joint Consultative Committee (JCC) is the joint committee of staff and students that meets twice a term. This Committee provides an opportunity for any policy issues relating to the running of the College to be discussed by student representatives and relevant College staff.

2.5.3. Academic Policy Committee

The Academic Policy Committee (APC) is a sub-committee of Governing Body and deals with all academic issues relating to students.

2.5.4. Academic Review Committee

The Academic Review Committee (ARC) is a small sub-committee of APC which deals with academic-related matters concerning individual students where fuller discussion than would be appropriate in APC is necessary. ARC is also the appeal body for students subject to the College academic disciplinary procedures.

3. Residency Requirements

3.1. Keeping terms

Undergraduates must be in Oxford for the start of term by the preceding Thursday (Thursday of 0th Week). In Michaelmas term, new undergraduates (unless they have permission to arrive early) must arrive on Sunday 2 October 2011. At the end of term, undergraduates must not leave Oxford before they have had their end of term meeting with their subject tutor. Any student wishing to arrive later or leave earlier than these dates may only do so with the agreement of their subject tutor, and with prior permission from the Senior Tutor.

The dates of term for the next three academic years are as follows:

Academic year 2011-12

Michaelmas Term 2011	Sunday, 9 October – Saturday, 3 December
Hilary Term 2012	Sunday, 15 January – Saturday, 10 March
Trinity Term 2012	Sunday, 22 April - Saturday, 16 June

Academic year 2012-13

Michaelmas Term 2012	Sunday, 7 October – Saturday, 1 December
Hilary Term 2013	Sunday, 13 January – Saturday, 9 March
Trinity Term 2013	Sunday, 21 April - Saturday, 15 June

Academic year 2013-14

Michaelmas Term 2013	Sunday, 13 October – Saturday, 7 December
Hilary Term 2014	Sunday, 19 January – Saturday, 15 March
Trinity Term 2014	Sunday, 27 April - Saturday, 21 June

3.2. Leave of Absence

Those living on the College site must sign the Absence Book in the Porters' Lodge, and those living in the Ablethorpe or Rhodes-Wolfson buildings must also inform the Ablethorpe Assistant Junior Dean, if they intend to be absent from the College site for one or more nights. Staff have a duty to report unauthorised absence to the Dean since it may be due to illness or other emergency.

Those living in lodgings or College houses must sign the Absence Book if they are to be absent from Oxford for one or more nights.

All students who wish to be absent from Oxford for two or more consecutive nights must, in addition to signing the Absence Book, obtain an Exeat from their own Tutor or, in their absence, from the Senior Tutor. The College is required by the University to keep records of student absences.

4. Students' Contact Details

4.1. Address details

Students living in private accommodation must notify the Lodge of their Oxford address. All students **must** notify the Lodge of their mobile telephone number. Before each vacation students should supply the Lodge with a set of addressed labels so that mail can be forwarded. If there is a change to a student's home address, the student should notify the College Office and the Bursary. **It is important that the College is able to contact students at any time.**

4.2. Email account

All students are required to check their College pigeon holes and access their University email account on a daily basis during term. Email contact will only be made through university email accounts. This is the principal means by which official information on academic and other matters is disseminated by the University and the College. Emails from academic staff, College officers and College staff should be read and acted upon.

5. Welfare

There are internal and external welfare structures available for students.

5.1. *Internal*

Students seeking advice and guidance may contact their subject tutor, the Senior Tutor, or any of the following members of College. All issues of a personal nature will be treated in confidence.

5.1.1. **The Tutor for Welfare**

Helen Lacey may be approached by students seeking support and advice on any welfare issue.

5.1.2. **The Junior Deans**

Maria Lineira (Main Site) and Dana Mills (Ablethorpe/Rhodes Wolfson Building) support the Tutor for Welfare and the Dean in looking after student welfare, upholding discipline, and maintaining a comfortable and congenial working and living environment for students. They are available to students seeking support and advice at all times.

5.1.3. **The Chaplain**

Tanya Rasmussen is available to give support to all students, regardless of religious affiliation.

5.1.4. **The Tutor for Women**

Ros Ballaster can be approached by women students with concerns or issues they feel would best be communicated to a woman tutor. The Tutor for Women also organises social and academic events focussing on the achievements of Mansfield women.

5.1.5. **The Harassment Officers**

Derek McCormack and Katherine Morris are available to students who feel they have experienced harassment of any kind.

5.1.6. **The Disability Officer**

Pam Berry should be contacted on any matter relating to special educational needs or disability. Students should also inform the College Academic Administrator, Helen ETTY, about any special requirements they have for examinations and study.

5.1.7. **College Advisory Panel**

The following tutors are the members of the College Advisory Panel, any of whom may be approached by students seeking advice or support.

Ros Ballaster	Tutor in English, Tutor for Women	6 Mansfield Road (downstairs)
Pam Berry	Tutor in Geography, Disability Officer	Main Building 5 (b) (upstairs)
Helen Lacey	Tutor in History, Tutor for Welfare, Tutor for Graduates	Main Building 7 (upstairs)
Derek McCormack	Tutor in Geography, Harassment Officer	Principal's Lodgings (upstairs)
Joel Rasmussen	Tutor in Theology	6 Mansfield Road (upstairs)
Tanya Rasmussen	Chaplain	Main Building 5 (a) (downstairs)

5.1.8. JCR and MCR Bench

The Junior Common Room Bench and Middle Common Room Bench have designated officers who represent the whole student body on College committees and provide advice and support on academic, welfare and financial issues.

Contact details for all College officers are displayed on the locked College welfare notice board situated in the Lobby outside the Council Room, or are available from the College Lodge.

5.2. External

As well as College structures for advice and support, the following external services are provided for all students.

5.2.1. University Counselling Services

The College has a named Counsellor, Elsa Bell, who may be used as an introductory contact with the University Counselling Service. Information on the University Counselling Services is available at www.admin.ox.ac.uk/shw/counserv.shtml. Students may ask the Tutor for Welfare to arrange contact with the Counselling Service if they wish.

5.2.2. University Disability Office

Students with special educational needs or disability should make an appointment to see the University Disability Officer, University Offices, Wellington Square (tel: 01865 289840). They may do this through the College Disability Officer if they wish. Please keep the College Academic Administrator informed of all academic requirements relating to disability.

5.2.3. Nightline

Nightline is a listening service run by students for students. The Nightline Centre is at 16 Wellington Square (Oxford 270270), and is open from 8.00pm - 8.00am every night during term and during the weeks immediately before and after each term.

5.2.4. Samaritans

Samaritans are a group of volunteers who offer a 24-hour confidential listening service especially for those who are despairing or suicidal. Ring Oxford 722122 any time or call at 60 Magdalen Road, 8.00am - 10.00pm.

5.3. Medical Services

5.3.1. College doctor

Students are **required** to register with a General Practitioner in Oxford. The practice retained by the College is St Clement's Surgery, 39 Temple Street, Oxford, OX4 1JS (tel: 01865 248550).

Arrangements for making appointments are available on the College website: www.mansfield.ox.ac.uk/current/student-welfare.html. Students may consult a female doctor at the practice if they prefer. Students are also encouraged to consult the Practice Nurse (tel: 01865 248550) for common ailments or minor treatments. The Nurse may be consulted directly during morning surgery or by appointment in the afternoons. She will arrange an appointment with the doctor if necessary.

Students who register with any other doctor **must**, during the first two weeks of term, inform the College Academic Administrator of their doctor's name.

5.3.2. Procedure in Case of Illness or Medical Emergency

Students who need a visit in College from a doctor should ensure that the Lodge has been informed so the Porter can facilitate access. Arrangements can be made for meals to be brought to rooms for students confined to bed, and for transport to a hospital as necessary.

Students who need to stay in hospital overnight should make sure that the Lodge, or Junior Dean (College site) or Junior Dean (Ablethorpe/Rhodes Wolfson), is aware of where they are.

5.3.3. First Aiders

There are first aid boxes in the Accommodation Manager's Office, the Maintenance Department, the Food & Beverage Manager's office, the Lodge, and the Bursar's office. All accidents, whether requiring medical attention or not, should be reported to the Health & Safety Officer (Bursar). In the event of an accident requiring medical attention please see one of the first aiders named below:

Ablethorpe Building

Dana Mills	Junior Dean
Carlos Afonso	Graduate Assistant
Lucy Jackson	Assistant Junior Dean

College Main Site

Tony Berezny	Head of Maintenance
Lee Browning	Senior Chef
Monica Dziasek	Hall Manager
Maria Garcia-Linheira	Junior Dean
Paul Gillett	Maintenance Assistant
Anna Cairns	Graduate Assistant
Stephanie Yorke	Graduate Assistant
Lynne Quiggin	Operations Manager

5.4. Drugs

It is, amongst other things, a criminal offence to take, possess, manufacture, pass to others or sell illegal drugs, or to be knowingly concerned in the management of premises where any of these things is done. (Please see Appendix E for the College policy with regard to drugs.)

5.5. Alcohol

All students are expected to behave responsibly in the consumption of alcohol.

Please see the University policy on the misuse of alcohol at: www.admin.ox.ac.uk/shw/alcopol.shtml. Students who are concerned about alcohol problems might find the following organizations helpful: LIBRA, 01865 723500 (205 Cowley Road); AA Oxford 01865 242373 (24 Paradise Street, Oxford).

6. Disciplinary Procedures

The Junior Dean (College Main Site) will have, on behalf of the Dean, general responsibility for overseeing the observance of College rules, particularly when the Dean is not in College. The Offsite Junior Dean has the same authority for the Ablethorpe and Rhodes Wolfson buildings and College-provided accommodation in East Oxford.

The Junior Deans are authorised to refer to the Dean any infringements of College rules they deem worthy of further investigations, or the imposition of an authorised penalty.

All alleged breaches of College rules likely to result in a penalty will be dealt with in the first instance by the Dean. The Dean is vested with authority to impose fines and receive payment for damage and clean-up costs. Where a student is guilty of gross or repeated damage to fabric, nuisance to neighbours, or other infringements of related College rules, the Dean is vested with authority to exclude the student from part or all of the College premises (where a student is a resident, they may be required to move out of College-provided accommodation).

All fines imposed under the disciplinary procedures laid down in this Memorandum will be added to battels and paid into the College Hardship Fund.

Failure to attend an appointment with the Dean, Principal, Senior Tutor or Governing Body at a previously agreed time, or failure to respond to a written or electronic request for such an appointment without good cause, will automatically result in a fine.

Where a fine exceeds £50, or where a student is to be excluded from College premises, there is a right of appeal to the Governing Body, whose verdict shall be binding.

If, having considered any individual case (including any student's representations), the Dean deems the offence to be of such gravity as to merit consideration of a more severe penalty (e.g. suspension or sending down), the matter will be referred to a special meeting of the Governing Body.

In such cases, the alleged offender shall always have the right to state their case in person, and to be accompanied by another member of their Common Room.

If the Governing Body takes a decision to send a student down (terminate their course and expel from College), that student will be informed of their right of appeal against the decision to the Conference of Colleges Appeal Tribunal. The Principal will set out details of the appeal procedure when the Governing Body's decision to send down is communicated to the student.

N.B. No set of rules can cover every eventuality and it must be emphasised that the Dean retains the authority to deal with misdemeanours which may lie outside those covered explicitly by the rules in the Memorandum.

7. Codes of Practice

7.1. Freedom of Speech

All members of the College must conduct themselves so that freedom of speech exists for all members of and visitors to the College. This freedom of speech is confined to the exercise of freedom of speech within the law. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.

7.2. Equal Opportunities Policy Statement

The College welcomes diversity amongst its students, staff and visitors, recognising that particular contributions to the College's mission can be made by individuals from a wide range of backgrounds and experiences.

The College aims to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. It is committed to using its best endeavours to ensure that all its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training. A full version of the College's equal opportunities policies and procedures is available on the College website.

7.3. Harassment

The College affirms its commitment to ensuring a humane, fair and supportive environment in which the rights and freedoms of all persons and groups of persons are respected, for all its members, employees, and visitors. The College regards sexual harassment, or harassment on grounds of, for example, sexual orientation, race, religion or disability of or by its members (whether senior or junior), employees or visitors, as demeaning to the victim and damaging to that environment. It will not be tolerated. See Section 1.4 for contact details of the College Harassment Officers. (For the College's Statement of Policy Concerning Harassment please see Appendix D)

7.4. Complaints

Any student who wishes to complain about any aspect of College life should usually, in the first instance, discuss the matter informally with the relevant member of the College's academic, administrative or domestic staff, as listed in Sections 1.4 and 2.3, or with the relevant JCR or MCR representatives. Any issues of general concern can be raised with JCR and MCR representatives and these can then be discussed at Joint Consultative Committee meetings, or at Governing Body meetings, depending on the nature of the issue raised.

If a complaint cannot be resolved informally then a formal complaints procedure may be followed. In these circumstances the complainant should contact the Principal.

8. Accommodation at Mansfield

8.1. Availability and allocation

8.1.1. Undergraduates

All first years are accommodated on site in single rooms, some with en-suite facilities. Accommodation for first years is allocated by the Accommodation Manager. Finalists enter a ballot and are accommodated on site or in the Ablethorpe building or other College-provided housing nearby. All rooms are ethernetned. Second year students live out in private accommodation.

8.1.2. Graduates

Graduate freshers requiring accommodation are usually accommodated for their first year of study in the Ablethorpe/Rhodes Wolfson building or other college accommodation nearby. There is a room available for the MCR president on the main site and for graduates appointed as assistants to the Junior Dean on the main site and at Ablethorpe (two at each location).

8.1.3. Students with special accommodation requirements

Students with special accommodation requirements including disability should contact the Accommodation Manager, Amanda Ward (01865 270973), and (in cases of disability), the Disability Officer, Dr Pam Berry (01865 275882).

8.1.4. Room Charges

Rent and service charge will be payable from the day the room key is issued until the day the room key is returned to the Lodge. For more information please see Appendix F: Fees and Charges paper.

8.1.5. Vacation residence

All undergraduate students (except those living in private rented accommodation) must complete a vacation residence form if they have an academic or other good reason to stay up during vacations. Forms are available from the Accommodation Manager. The College will be open for undergraduate residence only at certain periods of any vacation (normally the weeks immediately before and after each term). Occasionally, a student wishing to stay in residence for part of the vacation may be required to move to another room if their room is required for conferences.

8.1.6. Vacation residence for university exams in the vacation

College rooms will always be available for students who are taking Public Examinations during the Easter and Long vacations. These students may stay in College until the night after the last examination and will not be charged for accommodation beyond of their termly rent charges. However, students must vacate their rooms by 10.00am on the day after their final examination.

8.1.7. Christmas vacation

Vacation residence in College is not available at the end of Michaelmas Term because all rooms are required for candidates attending Admissions interviews.

8.1.8. Easter vacation

During the Easter vacation, residence is not available for any student after the end of 9th week, apart from finalists who have completed a Vacation Residence application form and submitted it to the Accommodation Manager by Friday of 5th Week. When vacation arrangements have been agreed, students will not be able to change their return dates.

8.2. Rules and conditions of living in College

8.2.1. Care, maintenance and damage

In College-provided accommodation, students are required to take care of their room, furniture and fittings, and to be considerate to others in the use of communal facilities. Breakages or damage, however caused, must be reported as soon as possible. All rooms must be left in a clean and tidy state when vacated at the end of term.

8.2.2. Scouts

Students should show courtesy at all times to the scouts who clean their rooms.

8.2.3. Cleaning of rooms

Students are expected to be co-operative in allowing scouts access to their rooms and in keeping rooms tidy enough to permit cleaning. Cleaning of rooms takes place weekly. For security and safety reasons, scouts are asked to establish informally that all is well with the occupants of rooms for which they are responsible.

8.2.4. 'Do Not Disturb' notices

Such notices will be honoured by the scouts for a maximum of twice a week per room, except on the days scheduled for full cleaning. They will be ignored during room inspections (see below).

8.2.5. Smoking

Smoking is a criminal offence in the workplace. Smoking is forbidden in all College buildings including all accommodation, shared spaces such as communal kitchens, bathrooms, common rooms and bars. Anyone found smoking in College buildings will be reported to the Dean and subject to a fine of up to £50. Smoking is only permitted in open areas of the College and debris from smoking should be disposed of in the containers provided.

8.2.6. Posters

In rooms where a notice board is provided, notices, pictures, posters etc may only be fixed to one of the walls once the notice board is full. In rooms without a notice board, two walls may be used. Only Whitetak or a fixing approved by the Maintenance Supervisor may be used. All items and Whitetak must be removed before the end of each term. Do not use Sellotape, pins or nails. Nothing may be fixed to ceilings. Any damage where repair or re-decoration is needed will be charged to the student up to £50 per wall affected.

8.2.7. Room inspections

Room inspections are normally carried out at the beginning and end of each term by the Accommodation Manager and a JCR representative. Inspections may also be carried out at other times if necessary. Any damage must be paid for by the student responsible. Cases of gross carelessness or neglect will be reported to the Dean.

8.2.8. Security

Students must ensure that their own doors and staircase doors are kept locked at all times. The College gates must be kept locked when the Porters' Lodge is closed at night, between midnight - 7.00am Monday to Saturday and midnight - 9.00am on Sunday. Any conduct that may be damaging either to College security or fire precautions will be reported to the Dean.

8.2.9. Electrical equipment

Students are responsible for ensuring that any electrical appliances they bring into College are safe. In particular, trailing and/or frayed flexes and fairy lights are very dangerous and can lead to fire or electrocution. These are strictly prohibited. Multi-way adapter blocks which plug directly into wall sockets are not permitted. "Gang" sockets with a single wall plug should be used instead but must not be linked together. Any student needing extra power outlets must consult the Maintenance Supervisor. The College maintenance department can advise on the safety of any electrical appliance.

9. Personal Belongings

9.1. Insurance

Personal belongings are a student's responsibility and are not covered by College insurance; nor can the College accept responsibility for any loss or damage, including accidental damage by the College staff. Students should check whether they are covered by their parents' insurance and if not, are strongly advised to take out insurance. Some companies run special schemes for student insurance.

9.2. Storage out of term

All personal effects must be removed from College rooms on site when the room is vacated. The College will not accept responsibility for items left behind after a room has been vacated. The JCR and MCR have an arrangement with a local removals and storage company which provides boxes for off-site storage during the vacations. Details about these arrangements are provided towards the end of each term. Should any items remain (electrical items, non College furniture etc) there will be a disposal charge for each item according to the Landfill/Water electrical and Electronic Equipment Regulations Act 2005.

Specific 'house rules', in addition to those set out here, are displayed in the Ablethorpe Building and in College houses. These rules must be adhered to.

9.3. Pets

No pets are allowed in rooms.

9.4. TVs

Students using televisions in their rooms must be in possession of their own licence at the College address. This is a legal requirement. For more information on TV licences, see www.tvlicensing.co.uk or telephone 0870 241 6468.

9.5. Vehicles

Bicycles must be kept in the area provided for them, and not brought into the Quadrangle. Those not left in the spaces provided may be removed, and restored to owners only after application has been made to the Dean.

The College has a free cycle registration programme and all students are required to register their bikes if they are to be kept on College premises; details are available from the Porters' Lodge. This scheme provides bike identification which greatly increases the chance of recovery in the event of theft.

Cars belonging to students, their parents, friends or visitors are allowed on the College site for the loading and unloading of luggage at the beginning and end of term. Parking on site for other purposes must be approved on each occasion by the Porter on duty. Approval will only be given in exceptional circumstances. Any student who wishes to keep, drive, or share in the ownership of a vehicle which requires a Road Licence for their use in Oxford must notify the Dean. This applies to students in all lodgings as well as in College. Students who park on the College site without permission will be reported to the Dean and subject to a fine of up to £50.

10. Guests

10.1. Overnight guests

Occasional overnight or weekend guests are permitted in rooms in College-provided accommodation. For reasons of safety, College members must register the arrival and departure of their guests in the Visitors' Book kept in the Porters' Lodge. Those living in the Ablethorpe or Rhodes-Wolfson buildings must also inform the Offsite Junior Dean in Ablethorpe. Written permission from the Dean must be sought for guests staying more than two consecutive nights, and in such instances the Accommodation Manager must also be informed in advance. Students must ensure that their guests do not cause a nuisance to other residents or staff, or damage to College property. No guests may stay in any College-owned accommodation in the absence of their student hosts.

Any attempt to provide meals or accommodation for visitors without observing these rules will be reported to the Dean. It is prohibited to allow someone else (even a member of College) to stay in your room except in accordance with the conditions outlined above.

10.2. Guest rooms

Students are welcome to apply to book the College Guest Room from the Accommodation Manager for parents or other guests staying one or two nights; 48 hours' notice is required for a guest room booking, and all bookings are subject to availability. Meals for guests may be arranged at the usual charges, subject to the Food and Beverage Manager's authorisation in each case.

11. Meals

Meals are taken in Hall. Students should note that mobile phones should not be used in Hall, and hats should not be worn.

A continental breakfast is available between 8.00-8.30am on weekdays.
Lunch is served between 12.05pm – 1.45pm from Monday to Friday.
Dinner (Cafeteria) is from 6.00pm - 7.00pm (Monday, Tuesday, Thursday).
First Hall and Saturday (Cafeteria) is from 5.45-6.30pm.

Formal Hall (Wednesday & Friday) is served at 7.30 pm (doors open at 7.15pm). Dress code is smart casual and gowns must be worn. Students need to sign up for Formal Hall via the intranet (accessible from the Mansfield College website homepage).

Payment for all meals except Formal Hall will be charged to battels using the University Card. A £1.00 charge to cover administrative costs will be made if a University Card is not presented when purchasing a meal. For meal charges please refer to the Fees and Charges sheet (Appendix F).

Students with special dietary requirements should consult with the Food & Beverage Manager.

12. College Library Facilities

The College Libraries, comprising the Main Library, Theology Library and Law Library, are primarily for the members of Mansfield College. Members of Oxford University and other persons may be admitted following application by a letter of recommendation to the Fellow Librarian. Students studying Law and History have priority to use the Law Library. The Librarians are happy to advise and assist readers with particular access needs. (Please see Appendix B for College Library rules.)

13. College computing facilities

There are strict rules in place for the use of College IT facilities to ensure the smooth running of the facilities for the benefit of all users. IT facilities include both the network itself and any computer hardware owned by the College. If a student is connecting their own hardware to the network then the rules will also apply to that hardware whilst it is connected. (See Appendix C Rules for use of College IT Facilities.)

14. College rooms and facilities

14.1. Chapel

All members of the College and the general public are welcome to attend the services in the College Chapel.

A Chapel Card is printed each term with information about the services and Chaplaincy team.

The Chapel has been vulnerable to casual thefts. When it is locked, ask the Porter for a key.

There is a grand piano in the Chapel, the use of which is restricted to those qualified to Associated Board of Royal Schools of Music, piano grade V or equivalent. The key is held in the Porters' Lodge and application forms are available from the Operations Manager.

The Chaplain is the Revd. Tanya Rasmussen. She can be contacted by email: tanya.rasmussen@mansfield.ox.ac.uk, and her office is in the Chapel vestry.

14.2. College Bar

The College Bar is located in the basement of the Main Building and is operated by the College under the Licensing Act 2005.

14.2.1. Opening hours

Monday – Saturday 6.30pm-11.00pm
Sunday - Closed

Permission must be obtained from the Dean for any extension to bar hours.

14.3. Common Rooms

14.3.1. Junior Common Room

All undergraduate and graduate members of the College are members of the Junior Common Room (JCR). The JCR premises are available for use by members during term time and during vacations when not required for other purposes.

14.3.2. Middle Common Room

All graduates are members of the Middle Common Room (MCR), which arranges dinners and other social functions for its members. The MCR premises are available for all graduates and 4th year undergraduates.

Both Common Rooms elect their own committees (Bench) and officers.

14.3.3. Opting out of JCR/MCR Membership

In accordance with the provisions of the Education Act 1994, students have the right to opt out of membership of the Junior Common Room (or Middle Common Room in the case of graduate students) of the College. Any student wishing to exercise this right should notify the President of the relevant Common Room in writing.

14.4. Public rooms and areas

14.4.1. Public rooms for public meetings

Some College rooms may be booked for meetings of clubs, societies, or other organisations.

Leaflets regarding booking rooms and booking forms are available in the Porters' Lodge or from Lynne Quiggin, the Operations Manager. If a student wishes to book a room for a meeting they must first secure a provisional booking with the Operations Manager, and then consult with the Dean. Permission must be obtained in writing at least two weeks prior to the meeting. If permission is sought less than two weeks before, the Dean reserves the right to refuse permission.

All rooms should be restored to the original setting at the end of each meeting. The organiser will be held responsible for any damage caused during an event.

Please note: Students may not provide their own food for meetings without the express approval of the Food and Beverage Manager.

The College arrangements for the supply and sale of alcohol must comply with the provisions of the Licensing Act 2003. The Act requires that no alcohol should be supplied or sold within College premises without the authorisation of the designated premises supervisor (for supply) or the personal licence holder (for sale). This definition does not cover student rooms.

14.4.2. Social events in College-provided accommodation

The Dean's permission is required for holding social events in College-provided accommodation. The number of students attending a social event in a student room is limited for health and safety reasons. Anyone wishing to organise such an event must consult with the Junior Dean (College site) or Junior Dean (Ablethorpe/Rhodes Wolfson) at least three days in advance and will be required to complete a form outlining agreed parameters. The form will be passed to the Dean for final approval.

14.4.3. Public rooms for social events

Some College rooms may be booked by students for social events, including special dinners. Leaflets regarding booking rooms and booking forms are available in the Porters' Lodge or from Lynne Quiggin, the Operations Manager. If a student wishes to gain permission for an event he/she must first secure a provisional room booking with the Operations Manager, and then consult with the Dean.

For social events other than dinners, the Dean's permission must be sought as far in advance as possible. If permission is sought less than two weeks preceding the proposed event, the Dean reserves the right to refuse permission on that ground alone.

The Dean's permission for special dinners must be sought in the preceding term. Students wishing to organise a special dinner must complete a booking form (available from the Operations Manager) and discuss arrangements with both the Operations Manager and the Food and Beverage Manager. The form must then be sent to the Dean for permission to hold the event.

Any stipulations specified by the Dean when granting permission for a social event or dinner must be strictly adhered to. All rooms must be restored to the original setting at the end of each event. Any damage to College property at such events will be charged to the organisers.

Please note: for social events students may not provide their own food or drink for consumption in College rooms without the express approval of the Food and Beverage Manager.

The College arrangements for the supply and sale of alcohol must comply with the provisions of the Licensing Act 2003. The Act requires that no alcohol should be supplied or sold within College premises without the authorisation of the designated premises supervisor (for supply) or the personal licence holder (for sale). This definition does not cover informal gatherings in student rooms.

14.4.4. Open areas of College

Croquet is permitted on the lawn of the main Quadrangle in Trinity Term between 12.00 noon and dusk except when wet weather or drought makes it undesirable, and so long as it does not disrupt the work of the College. Spectators are not allowed on the lawn. No other games are permitted in the College grounds.

Students are not permitted to walk across or sit on the lawn of the main Quadrangle. The "upper level" of the Fellows' Garden and the lawn adjacent to the Chapel may be used for study or relaxation (provided that no unreasonable disturbance is caused).

Open areas of the College may not be used for gatherings, parties or dinners.

14.4.5. Noise

Musical instruments should, whenever possible, be practised in the Chapel. The key is available from the Lodge. In College-provided accommodation musical instruments may be played from 1.00pm - 8.30pm, and audio/visual equipment at any time up to 11.00pm, provided that no unreasonable disturbance is caused. It is the individual responsibility of students to ensure that anything they do in their rooms does not disrupt other College members, and they should turn the volume down if it disrupts tutors, College administration/work or another student's work. Audio/visual equipment is not to be used at any time in the open air on College property, or in corridors, libraries or computer rooms.

After 11.00pm it is the responsibility of all students not to disturb those who have rooms in College. After 11.00pm anyone using audio/visual equipment must use headphones.

15. Security and safety

15.1. College gates

The College main gate will be closed from 7.00pm - 7.00 am. There is pedestrian access via the pedestrian gate. All gates will be locked at midnight.

15.2. Keys

Particular care should be taken not to lose College keys or security tags. Unauthorised possession or copying of College keys or security tags is a very serious matter. Anyone discovered to be in possession of an unauthorised key will be reported to the Dean. All lost keys and tags will be chargeable via battels (£20 each).

15.2.1. Key issue

All keys and security tags are issued by the Porters' Lodge. Students are required to sign for keys and to note the date when they should be returned.

Students will be issued with a main pedestrian gate key and an electronic security tag, which will allow general access to staircases, the Main Building, JCR Computer Room and the three libraries. For A to E staircase and the Garden Building, the tag also allows access to the particular student's study bedroom.

15.2.2. Key returns

For undergraduate students on the College main site, keys and security tags must be returned to the Lodge by Saturday of 8th Week of each term.

All other students' keys should be returned by the due date (students are notified of this date when keys and tags are issued).

In the event of lost keys or tags, students must notify the Porter or Accommodation Manager at once. A charge of £20 applies for each key or security tag needing to be replaced or reprogrammed, or returned after the above dates. The fine will apply even if a lost key or tag is subsequently found and returned.

15.2.3. Personal property

Students should keep their rooms locked and windows closed when not in their rooms. If strangers are acting suspiciously, students should challenge them politely and inform the Lodge. Personal belongings such as coats or bags should not be left in public areas of the College. Personal belongings are not insured. Property of students or guests in College or College houses is not covered by insurance against theft or fire, so generally the College will accept no liability for losses. This also applies to bicycles. Students are strongly advised to make their own insurance arrangements in respect of their personal effects. Losses or thefts should be reported to the Bursar or Porters' Lodge.

15.2.4. Electrical appliances

Electric fires must not be used other than for room heating. The College may inspect electrical equipment belonging to students and prohibit its use if it is considered dangerous.

15.3. Health and safety

All students must take care to ensure a healthy and safe environment in which to live and study. The College will view particularly seriously any acts of recklessness or negligence which might endanger others.

Any occurrences, equipment or procedures that are a risk to safety should be reported to the Porters' Lodge or Junior Dean, or an Assistant Junior Dean, as soon as practicable.

15.4. Fire prevention and evacuation

In accordance with fire regulations, the Fire alarm will be tested weekly at approximately 3pm on Wednesday afternoons. The alarm will sound for 10 seconds.

All students must respond immediately on hearing the fire alarm (except during the weekly fire testing) by leaving their rooms and assembling at the notified points outside the building. Students are required to co-operate fully with fire practices and any fire training. Students resident in rooms with interconnecting fire doors should ensure that clear passage is kept at all times.

The College views interference with fire equipment such as extinguishers, detectors and alarms, and the propping open of fire doors, as an extremely serious matter that could pose danger to students. Please note that malicious interference with fire equipment may constitute a criminal offence and may lead to expulsion from College. Any accidental interference should be reported **immediately** to the Lodge, or to the Junior Dean on duty if the Lodge is unattended.

Candles or other open flame devices are forbidden in all rooms. College staff reserve the right to remove any appliances or restricted items from rooms if found, and will hold them until the end of term. If students wish to light candles for religious worship, they may do so in the Chapel, and should arrange this with the Chaplain Tanya Rasmussen.

No cooking equipment of any kind, including toasters, may be used in rooms.

Preparation and cooking of food by students must be undertaken only in the kitchens provided.

No cooking is allowed in the kitchens in College or the Ablethorpe, Rhodes Wolfson buildings between the hours of 12 midnight - 7.00am.

16. Academic matters

16.1. Annual registration

All students must register with the University at the beginning of each academic year.

16.1.1. New students & those returning to start a new programme of study

16.1.2. New students will be sent log-in details directly to their registered external email address. Students will be sent an email reminder when the registration window opens.

16.1.3. Continuing students

Students progressing to the next year, or repeating a year on the same programme of study, will be able to register by logging onto the Student Self Service site.

16.2. Academic obligations of students

A student shall be deemed to be of good academic standing if they:

- a) Keep the residence requirements laid down by the University;
- b) Pass the First Public Examination or other examinations laid down by the University as a necessary part of their course; (see Section 15.5).
- c) Attend on time all tutorials, classes and other required academic engagements, except where permission on adequate grounds is obtained, normally in advance, from the tutor(s) concerned. Attendance at tutorials, classes, lectures and College examinations must take precedence over sporting and other extra-curricular activities.
- d) Produce assignments (essays, problem sheets, etc.) and sit Collections (College examinations) with the regularity required by the tutor(s), except where permission on adequate grounds is obtained, normally in advance, from the tutor(s) concerned.
- e) Produce work of a standard appropriate to the student's level of academic ability. The College will wish to support students who make every effort to fulfil their academic obligations but run into academic difficulties.
- f) If a student is unable to fulfil any of these obligations due to illness they must provide a medical certificate.

These are academic criteria. The requirement to pay fees and charges is a separate issue, as are matters concerning misbehaviour of a non-academic nature. For full details on academic disciplinary procedures see Appendix A.

16.2.1. Course regulations

It is essential that all students familiarise themselves with the regulations of their courses, as described in the Examination Regulations (Grey Book) and the appropriate course handbook. All arrangements for the study of optional papers must be made in consultation with College subject tutors. The College cannot be held responsible where a student has, without consultation, studied an illegal combination of papers.

16.2.2. Standing for major College or University Offices

Students intending to stand for major College or University offices (e.g. JCR President, Vice President, Treasurer, Secretary, Social Secretary/Entz, or presidency of a University club) must be in good academic standing and must get signed

consent from the Senior Tutor (who will discuss their candidature with their subject tutor(s)) before a declaration of candidature. Should a student be elected to such an office without permission and signed consent, they will be asked to stand down and/or be subject to disciplinary procedures.

16.2.3. Collections

Failure to attend and attempt a Collection examination without good reason and prior agreement of tutors will attract a £15 administrative charge per missed Collection to cover the costs of setting, invigilating and marking a re-sit Collection for the student in question.

No student sitting a Collection will be permitted to withdraw during the first 30 minutes. Students who miss Collections due to illness are required to provide a medical certificate.

Tutors will try to ensure that Collections done at the start of each term are marked and returned by Friday of 4th Week.

16.2.4. Paid employment

If undergraduate students wish to take paid employment during term time, they must seek the permission of their College tutor.

16.2.5. Feedback on tutorials and classes

Every student will be assigned a College subject tutor or tutors at the beginning of their course, who will be responsible for overseeing the student's academic progress and welfare. At the end of each term, one or more of the tutors in a student's subject will usually meet with the student to read their tuition reports. Tutors' reports are one element of the formative assessment of a student's academic progress. At their end of term meeting students will be informed of the Collections they will be set at the start of the following term. In the absence of a meeting, tutors will ensure that the content of the report and the Collections to be set are conveyed to the students.

Each undergraduate is sent a feedback form at the end of every term (this is also available online: www.mansfield.ox.ac.uk/current/student-feedback-forms.html). Completed forms are read by the Senior Tutor and appropriate action taken.

Students may approach the Senior Tutor with concerns and complaints about their academic provision. Any complaint relating to the Senior Tutor should be made directly to the Principal.

16.3. Plagiarism

Plagiarism – dishonestly attempting to pass off another person's work as one's own – is repugnant to academic integrity and undermines the teaching process. It will not be tolerated by the College or the University (for a full definition see 'Plagiarism' at www.admin.ox.ac.uk/epsc/plagiarism/index.shtml). Students must never submit to their tutors work which wholly or partially reproduces the work of another student, or which reproduces without acknowledgement material derived from any published source, or from the internet. Any student suspected of committing plagiarism will be asked whether they admit responsibility. Following the student's declaration, the Senior Tutor (in consultation with subject tutors as appropriate) will make a judgement as to whether the student has committed plagiarism, and will take action accordingly. The student will usually be required to rewrite and resubmit the piece of work within a specified time period, and will be subject to Academic Disciplinary Procedures as described in Appendix A. Any student who collaborates in an act of cheating or plagiarism will also be subject to severe penalties. Any student whose work for a Public Examination is suspected of plagiarism can expect considerable

inconvenience and delayed progress in studies while the Proctors investigate. Severe penalties, including failure of a degree or expulsion from the University, may be incurred for plagiarism that is judged to be reckless and intentional.

16.4. University Examinations

16.4.1. Entries for University examinations

It is the responsibility of students to ensure that they are entered correctly, and at the correct date, for their examinations. Information on entry dates is available at www.admin.ox.ac.uk/schools/oxonly/entries/dates.pdf. Where appropriate the College Office will send out entry forms about two weeks in advance of each entry date. These must be completed and returned promptly to the College Office. The University makes a charge, currently £30, for late entries.

16.4.2. Academic dress

At University examinations, matriculation, and degree ceremonies students are required to wear academic dress (gown and cap) with *subfusc.* clothing, i.e. for men dark suit and socks, black boots or shoes, white bow tie, white shirt and collar, and for women a dark skirt or trousers, a white blouse, black tie, dark footwear and tights (and, if desired, a dark coat). Students are also required to display their University Card at each examination.

16.4.3. Residency and eligibility for University examinations

Students should note that, under the University's Examination Regulations, there is a residence requirement in order to be admitted to any examination or degree. For information on the regulations please refer to the University website: www.admin.ox.ac.uk/examregs/05-00_REGULATIONS_FOR_RESIDENCE_IN_THE_UNIVERSITY.shtml

16.4.4. Special requirements for university examinations

If special arrangements (such as extra time, use of computer) are required, candidates should notify the College Academic Administrator at the start of the academic year so that an application can be made to the Proctors by the entry date of the relevant University Examination. Please note that students may no longer apply for permission to use a bi-lingual dictionary. Students should bear in mind that examinations are often scheduled for Saturdays. Special arrangements may be made for the following:

Known medical condition

Physical disability

Dyslexia or dyspraxia

Religious observances preventing a candidate from sitting papers on Saturdays or other special days

If circumstances arise during a student's course of which the College was not aware before the student began their studies, but which mean that they may require special arrangements for examinations, they should contact the Senior Tutor or College Academic Administrator as soon as they become aware of the problem.

16.4.5. Illness and other problems during examinations

Any student who is ill or who experiences other problems just before or during an examination, should contact the Senior Tutor or College Academic Administrator as soon as possible for advice and assistance. If a student suffers unforeseen health problems of which the College was not aware before the student began their studies, but which may affect their performance in assessment for their studies, the student should obtain a medical certificate and the College will communicate with the University Proctors' office for the compensation recommended by a medical practitioner. The University seeks to make compensations BEFORE assessment

(regarding extra time, alternative venues, provision of necessary equipment) rather than adjusting marks subsequent to it.

16.4.6. Changing course or status

Any student wishing to change their course or status (especially between one graduate degree and another) should check whether this changes the University or College fees for which they are liable.

16.4.7. Submission of written Work

If a student needs to submit a dissertation or extended essay as part of their examination, and the work is typed on a computer, they must ensure that at least one back-up of the work is kept. In the case of computer failure, extensions of time are not granted by the Proctors. Students should keep their receipt for the dissertation in a safe place.

16.5. Failure of First and Second Public Examination

Any student who fails any paper or papers of their initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion only (in accordance with the regulations governing the re-sit in that subject). The sole exception to this shall be where College academic disciplinary procedures are already underway at the time of the first attempt, and the student has received a written warning which explicitly states, at least four weeks before the first examination (and subject to the 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. In the event of re-sits the student will not be entitled to additional tuition except where there is evidence of special circumstance of which the College was previously unaware.

If any student fails any part of the First Public Examination at the second attempt, unless there are exceptional mitigating circumstances, the Senior Tutor will normally recommend to Governing Body that the student's course should be terminated. There is no avenue of appeal against this decision.

If any student fails any staged part of the Second Public Examination, unless there are exceptional mitigating circumstances, the Senior Tutor will normally recommend to Governing Body that the student be sent down. If Governing Body agrees to send down a student for failing a public examination there is no avenue of appeal against this decision.

16.6. Scholarships, Exhibitions and other Prizes/Awards

The system of awards and prizes is intended to encourage and recognise academic excellence within the student community of the College.

16.6.1. First Class or Distinction in First Public Examinations

Achievement of a first class or distinction in the first public examinations will usually, and on the advice of tutors, result in the award of a College Scholarship (of £200 p.a.). Candidates whose performance is judged to be a 'near miss' will usually, and on the advice of tutors, be awarded a College Exhibition (£150 p.a.).

On the advice of tutors, scholarships and exhibitions may also be awarded in the second or later years, in recognition of sustained first class work or a near miss respectively. First class performance or a near miss in Part I finals examinations will be recognised in the same way. Failure to maintain first class academic performance is likely to result in the scholarship/exhibition being withdrawn.

16.6.2. First Class honours degree

College prizes of a £50 book token are awarded to students attaining a first class honours degree or distinction in a graduate Masters degree.

16.6.3. College prizes

The Henty Geography prize is awarded for the best performance in the second year. There are also prizes for the best progress in History during the second year (Mahony Prize, £50), the best English tutorial essay in the second year (Mason Lowance 2nd year Prize, £100), best first class performance in English Finals (Mason Lowance 3rd year Prize, £100), the most commendable performance by a second year theologian (Horton Davies Prize, £200), a prize for best distinction level performance in preliminary examinations by a student living and having completed 6th form studies in Yorkshire or the North East (Sarah and Peter Harkness Prize, £100) and a prize for the Law student who best combines a high level of academic performance with an outstanding contribution to the life of the College (Worsley Prize, £50).

16.6.4. College essay prize

The College essay prize to the value of £100 may be awarded for an outstanding essay either specially written for the prize on an approved title or written as part of University examination requirements. Titles must be approved by the Principal by Friday of Week 8 in Hilary term, with submission of the essay to the Academic Administrator by Friday of Week 5 of Trinity term.

16.6.5. Collection prizes

Collection prizes to the value of a £25 book token may be awarded, on the recommendation of tutors, in recognition of excellent performance in Collections.

16.6.6. Principal's prize

An undergraduate progress prize to the value of £40 is awarded annually by the Principal.

16.7. Travel Scholarships

Application procedures for the various scholarships and funds listed below will be posted annually on the main notice board in Main Building.

16.7.1. Proctor travel scholarships for study abroad

The Proctor travel scholarship is to enable members of the College to continue their studies abroad. Applications are to the Principal in the first instance; the deadline is Friday of Week 8 in Hilary term.

16.7.2. Nathan Whitley travel scholarship

The Nathan Whitley Travel Scholarships are intended to help members of the College to travel abroad in countries which have some connection with the roots of our culture. Applications are to the Principal in the first instance; the deadline is Friday of Week 8 in Hilary term.

16.7.3. Henty travel scholarship

The Henty travel scholarship is awarded to Geographers undertaking "ambitious or unusual travel".

16.7.4. Geography dissertation travel fund

The Geography dissertation travel fund is to support dissertations carried out overseas.

17. Financial matters

17.1. Payment of fees and Charges

The following procedure applies in respect of all fees and other charges owing to the College by junior members (students) of the College, with the exception of the University fee, to which a University procedure applies. (This University procedure is described in the Proctors' Memorandum and non-payment may involve suspension from access to University premises and facilities). Nothing in this procedure affects the right of the College to make financial charges as published for late payment, including interest payments, or the right of the Governing Body at any time to take legal action to recover debt.

17.1.1. Deadlines for payment of fees and/or charges

Payment of fees and/or charges shall be made following the issue of battels bills as follows:

- g) at the beginning of each academic term, by no later than the Friday of the first week of full term; and
- h) subsequently during full term, by no later than the Friday of the week following the issue of the bill; and
- i) during the long vacation, by no later than 30th September next following the issue of the bill.
- j) If a student has to remit or temporarily withdraw from their course they must clear all debts to the College before they leave. No student will be allowed to return to their course after remitting if they have outstanding debts to the College.

17.1.2. Non-payment of fees

The payment of fees and other charges is an important obligation and students are expected to have made proper budgetary provision for fees and charges to be paid on time.

If a student believes that a battels bill has been incorrectly calculated, it should be brought to the attention of the accounts staff before the date payment is due.

The College recognises that there may be occasions where unexpected financial hardship can arise due to delays in receiving grants, loans or other sources of funding. The Accountant must be informed if a payment to the College cannot be made by the due date.

Arrangements for applying for hardship grants or for a scheduling of debt payment can be discussed with the Bursar. If a deferment of payment is agreed then this revised schedule will be recorded and agreed with the student.

Charges will apply for battels bills which are not paid on time. For unauthorised late payments where no contact has been made with the Accountant or Bursar to discuss alternative payment arrangements, there will be an administrative charge of £20.00, interest will be charged on the unpaid amounts at the rate of 1.3% per month, and the case will be referred to the College Governing Body (See Section 17.1.3).

Where alternative payment arrangements have been made, there will be no administrative charge, but interest will be charged on any outstanding balances at the rate of 1.3% per month. Interest payments may be waived where there are genuine reasons for an inability to pay, such as late arrival of loans and grants, or where grant payments are phased over the course of a year.

17.1.3. Disciplinary procedures following non-payment of fees

If either:

a) a student has failed to pay the whole of any battels bill by the relevant date set out in paragraph 17.1.1 above, and an alternative payment schedule under paragraph 17.1.2 above has not been agreed; or

b) a student has defaulted on an alternative payment schedule agreed under paragraph 17.1.2 above, and an amendment of the payment schedule has not been agreed;

then the student will be informed in writing by the Bursar that their case will be considered at the next meeting of the Governing Body (or, if the next meeting of the Governing Body is within a week of the date on which it is proposed to write to the student, at the meeting subsequent to the next meeting) and that the Governing Body will at that meeting consider whether to take disciplinary action against the student.

The student will incur the charge set out in paragraph 17.1.2 above and will also be informed in writing that they may appear before the Governing Body at the meeting, which will consider their case. A student who wishes to appear before the Governing Body should inform the Principal of this in writing no later than the Thursday of the week prior to the meeting. A student who does not wish to appear before the Governing Body may send to the Principal a written statement to be read to the Governing Body at the meeting which will consider their case.

A student who chooses to appear before the Governing Body may also, if they wish, be accompanied by another College member. At the meeting of the Governing Body the Bursar, or the Bursar's representative, will outline the extent of the student's failure to pay and any agreements made for rescheduling payment. The student may then make a verbal statement to the Governing Body and indicate whether they are willing to answer questions from members of the Governing Body. The student, and any accompanying College member, will then withdraw from the meeting and the Governing Body will decide whether disciplinary action should be taken against the student concerned. The Governing Body may decide to expel the student, or to expel the student after a particular date if payments are not made, or to take other action. The student will be informed of the decision of the Governing Body as soon as practicable after the meeting, and if the student is informed orally the Principal will write to the student within a week of the meeting to report the decision.

17.2. Support for students experiencing financial difficulties

17.2.1. General

When the University and the College accepts students, it is on the basis that they have considered the cost implications of embarking on a degree or postgraduate course and made arrangements to support themselves financially throughout their University career.

Students with financial difficulties should consult the Bursar, the JCR or MCR Presidents. The University also has a Student Funding Office. General enquiries: student.funding@admin.ox.ac.uk. The main contact is Susan Sweet (2-80651); susan.sweet@admin.ox.ac.uk. The staff are very helpful in providing advice on student funding and sources of financial help.

Decisions on allocations made from discretionary funds are made by the Bursar and the Principal who will involve other staff, especially tutors, as appropriate.

The following funds are administered by the College and the University.

17.2.2. Oxford Opportunity Bursaries

This scheme provides Bursaries for UK students from lower income families, and works on a sliding scale using the same residual incomes as for the award of

Maintenance Grants. A full award of £4,100 is available in the first year and £3,225 in subsequent years. The amount of the award tapers down in line with increasing residual income. Full details are available on the University of Oxford website. There is no need apply for these bursaries as the grants are based on the family residual income information supplied to the University by the Student Loan Company. Payments are made directly from the Student Loan Company.

There are some special Bursary funds which are earmarked for specific purposes and are therefore restricted. Details about these funds are available from the Bursar and also appear in the University's own literature about support funding.

17.2.3. Mansfield College Hardship Funds

These funds have been created mainly by donations from alumni. Any student who anticipates difficulties in making payment of fees or charges because of hardship should discuss their situation with the Bursar who can provide further information and guidance and also, if appropriate, provide a form for application to Mansfield's own hardship funds.

17.2.4. Sarah & Peter Harkness Bursary

This award (£250) is made to one student living and having completed sixth form studies in Yorkshire or the North East. The award will be given for as long as the student has fee liability at the University. The recipient must be in good academic standing with the College and not the subject of any disciplinary procedures. The award is available to undergraduate and postgraduate students.

17.2.5. Geography Reading Week fund

This fund has been created by the generosity of two geography alumni. It is used to subsidise the biennial Geography Reading Week for the benefit of all second and third year participating undergraduates.

17.2.6. Access to Learning funds

The Access to Learning funds are available for students who need extra help to meet living or course costs, either because these are higher than normal (as for example, may be the case for student parents or students with disabilities), or because of unexpected circumstances. Grants are discretionary and the amount given depends on the student's individual circumstances. These funds are mainly for home students, but certain other categories of student are also eligible (e.g. refugees or EEA migrant workers). The value of the grants start from £100 and the maximum an individual may receive in any one academic year is £3,500. The Bursar can provide an application form and advice on making the application. Decisions on the level of grant are made by the University Student Support Office.

17.2.7. University-administered funds

The University's Committee on Student Hardship administers a fund to assist undergraduate and graduate students (home or overseas) who are in financial difficulties. The Committee aims to help only in cases of unforeseeable hardship (it does not provide assistance to top up inadequate funding), by making grants or loans according to the circumstances of each case. (See the Proctors' Memorandum for further information.) Application forms are available from the Bursar. The University also has a fund to assist with child care costs. Forms are available from the Bursar.

17.2.8. Maintenance grant

This non-repayable grant is available through the LEA and is a means tested amount. A full grant of £2,906 is available, and this tapers down as residual household

income increases. The DfES and Student Finance Direct websites provide more information.

17.2.9. Academic fund

An Academic Fund is available to support undergraduate students wishing to remain in Oxford to study during parts of the vacations or to study elsewhere outside Oxford. The same fund is also available to support students participating in special courses organized under the auspices of their departments or faculties, or for other specific costs relating to research and study. Application forms are available at:

<http://www.mansfield.ox.ac.uk/current/grants.html>

Application forms should be submitted to the Academic Administrator by 7th Week each term. Awards are made on the basis of financial need, and must be supported by the recommendation of a College tutor.

18. Conferment of Degree

Unlike other Universities, graduation at Oxford is not automatic. Students must book a degree ceremony with the Tutorial and Admissions Administrator. Information about presentation for and conferment of degrees is available on the website: www.mansfield.ox.ac.uk/current/graduation.html

The College will not enter the name of any student for the conferment of a degree unless all debts owing to the College and the University have first been paid in full and all library items and any other College property have been returned.

19. Information for Graduates

The following information is specifically for graduates. However, graduates should read the whole Memorandum.

The college provides an important source of support for all graduate students. The community at Mansfield is a small and friendly one, and it offers graduates a base for both their academic studies and a broad range of social activities. The Middle Common Room (MCR) has its own facilities in College, which are outlined in more detail below. Each graduate student will be allocated a College Advisor from among the fellows and lecturers who specialises in their subject. The Tutor for Graduates is also on hand to offer support (their role is described below).

The following information should be read in conjunction with the rest of the College Memorandum, the legally-binding document that relates to the responsibilities of ALL students and staff. In most cases the first port of call for enquiries is the College Office (upstairs in the Principal's Lodgings building above the accounts office). Information is also available on the College website: www.mansfield.ox.ac.uk/current/information-for-graduates.html

19.1. MCR accommodation and other facilities

The MCR has its own workroom and computing facilities in college (above the Tower Room). All graduates, both taught and research students, have access to these areas. The MCR holds elections for its president and other graduate offices, and these representatives then present the views of the graduate community at meetings of Governing Body. Any issues that graduates would like to raise should, in normal circumstances, go through these channels.

The College can normally provide single accommodation for graduate students (if required) for the first year of their graduate studies at Oxford. Rooms are let for a ten month lease with the possibility of an extension for a further month. There is a room available for the MCR president on the main site and for graduates appointed as assistants to the Junior Dean on the main site and at Ablethorpe (two at each location).

The college library, dining and social facilities are also fully open to graduates.

19.2. Academic Information

19.2.1. Annual registration

All students must register with the University at the beginning of each academic year.

19.2.2. Matriculation

All students are required to matriculate (enrol with the University). The ceremony takes place on Saturday of Week 1. Students are required to wear academic dress (sub fusc).

19.2.3. University Card

The College will arrange for each student to have a University Card on arrival. The card enables students to gain access to University Libraries and other facilities.

19.2.4. Residency and eligibility for University examinations

All students are required to meet the University residence requirements which form part of the course. For full information see the University website: www.admin.ox.ac.uk/examregs/05-00_REGULATIONS_FOR_RESIDENCE_IN_THE_UNIVERSITY.shtml

19.2.5. Research trips

If a graduate student needs to be away from Oxford for extended periods of time (more than a week) during term time they should inform the College Academic Administrator. If a student fails to meet the residence requirements in the course of a year, the College may require the student to complete them out of term and /or after completion of their course in order to present the student for conferment of their degree. Required field work as part of a course may count towards residence requirements, provided the student has applied to the University's Graduate Studies Office, via the department, for it to do so. Students should inform the College of any extended absence.

19.2.6. Examinations

Students taking University examinations as part of their course must enter for the examination through the College office. Each student will be sent an exam entry form which should be completed and returned promptly to the College Office.

19.2.7. Failure of part or all of an examination

If a student fails an element of their course and is required to retake it, they must re-enter for the examination through the College Office.

19.2.8. Appeal

If a student wishes to appeal an assessment decision or make a complaint about some aspect of their studies to the University Proctors, they must do so through the College (Senior Tutor) who will contact the Proctors (who regulate courses and degrees for the central University).

19.2.9. Illness and other problems during examinations

Any student who is ill, or who experiences other problems just before or during an examination, should contact the Senior Tutor or College Academic Administrator as soon as possible for advice and assistance. If a student suffers unforeseen health problems of which the College was not aware before they began their studies, but which may affect their performance in assessment for their studies, they should obtain a medical certificate and the College will communicate with the University Proctors' office. The University seeks to make compensations BEFORE assessment (regarding extra time, alternative venues, provision of necessary equipment) rather than adjusting marks subsequent to it.

19.2.10. Tutor for Graduates

The Tutor for Graduates is responsible for overall co-ordination of the College provision for graduates. She works with the College Office to administer the admission of graduates, as well as confirmation and transfer of status for DPhil candidates. The Tutor for Graduates meets regularly with graduates, and each graduate has an individual review meeting with the Tutor for Graduates, their advisor and the Principal (see below). She will also contact students at other points in the year if significant problems have been notified on the termly report or through course directors. The Tutor for Graduates can be contacted at any time by email: helen.lacey@mansfield.ox.ac.uk

19.2.11. College Advisors

The Tutor for Graduates matches each graduate with an Advisor who works in a related research field/area. Advisors monitor the progress of their graduates and give guidance and support, but not supervision. The College Advisor and the tutor for Graduates receive copies of the advisee's termly reports. Advisors aim to meet with their advisees once a term to check on their progress and invite them to dine in College from time to time. Advisees are expected to respond promptly and politely to Advisors when they make contact. If a student is not happy with the Advisor they

are allocated, they should contact the Tutor for Graduates to request a change. Advisors are invited to attend the Principal's annual meeting with graduates.

19.2.12. Principal's reviews

There is an annual meeting with the Tutor for Graduates, the Principal of the College and the College Advisor, to review each graduate's overall progress. Students will also be asked to fill in an annual questionnaire. The College aims to ensure that each student's experience is a positive if challenging one, and all monitoring meetings are intended to be supportive and constructive.

19.3. Grants, Awards and Scholarships

19.3.1. Elfan Rees Scholarship

The College awards a scholarship once every four years, tenable for two years, in memory of Dr. Elfan Rees. Dr. Rees was Advisor on Refugee Affairs to the World Council of Churches on International Affairs, and was Dale Lecturer at Mansfield College 1974-75. The scholarship alternates between Theology and Politics. Approved courses include the M.Phil., M.Litt., or D.Phil. in any branch of Theology or Politics. Applications are conditional upon candidates' acceptance by the Theology Faculty Board, or Politics Department. Graduates wishing to read for Honour Schools in these subjects may also apply. The annual value of the Scholarship is a minimum of £3,000. For 2009-11 the Scholarship is held by a Theology graduate.

19.3.2. Von Trott Scholarship

The College, jointly with the Department of Politics and International Relations, has awarded a scholarship tenable at Mansfield College for two years from 1 October 2010, in memory of Adam von Trott. Another award will be made in 2012.

Adam von Trott zu Solz was a central figure in the group around Graf von Stauffenberg conspiring to kill Hitler and was put to death by the Nazi regime in Germany on 26 August 1944. He was trained as a lawyer, and during his university course at the University of Göttingen he spent a term at Mansfield College in 1929.

The Scholarship is awarded to a German national accepted to read for the two year MPhil degree in Politics (European Politics & Society; Theory of Politics; Comparative Government) or in International Relations. The award is made up of contributions from the Adam von Trott memorial fund, the Politics Department and Mansfield College up to the value of the full EU fee and advised maintenance (the current value is £14,500). In addition Mansfield provides two years' college accommodation at standard charges which will be covered by this maintenance allowance. Applicants should apply for the MPhil course and note their interest in the scholarship in their application.

19.3.3. Sarah & Peter Harkness Bursary (£250 pa)

The Bursary is available to postgraduate students. Please see section 17.2.4.

19.3.4. Travel grants

Graduate students who are pursuing research degrees on three/two year courses (DPhil or equivalent) may apply to the College for financial support for attending conferences or other similar activities in connection with their research. Information and application forms are available either from the College Office or from the College website: www.mansfield.ox.ac.uk/current/grants.html
Applications must be made by Friday of 5th Week in any of the three terms.

19.3.5. Graduate book grant

Graduate students who are pursuing research degrees on three or two year courses (DPhil, MPhil or BPhil) or one year taught courses (MSc, MSt, MBA, MJuris and BCL) are eligible to participate in the graduate book scheme. Information and application

forms are available either from the College Office or from the College website: www.mansfield.ox.ac.uk/current/grants.html
Applications must be returned to the Academic Administrator by Friday of 5th Week in any of the three terms.

19.4. Research Seminars

The College Seminar is a forum where members of the SCR and MCR speak about their research. It is convened by the MCR President, in consultation with the Tutor for Graduates. The talks are informal and designed for the non-specialist. The purpose of the forum is to create an awareness of the research being conducted by members of the College. SCR and MCR members are invited to attend. The College Seminar is normally held before the MCR/SCR Dinner, Thursday wk 5.

20. Appendix A

20.1. Academic Disciplinary Procedures

20.1.1. Discussion

When academic concerns about a student's progress or performance arise, subject tutor(s) and/or the Senior Tutor will discuss them with the student. Academic concerns may include: not putting sufficient effort into academic work; producing work that is below the standard expected by tutors; not handing in work; not attending tutorials, classes, lectures etc; lack of co-operation with tutors on academic matters.

If any mitigating or complicating factors come to light in relation to poor academic progress or performance, they will (with the permission of the student) be noted on the student's file. At all stages the tutor(s) and the Senior Tutor will be alert to such issues and be prepared to give advice, which may be academic advice, but may include reference to College welfare support (see Section 5) and to professional services such as the College Doctor, the Counselling Service or the Disabilities Office. Any advice will be recorded and the record agreed with and communicated to the student. Issues of a personal nature will be treated in confidence.

20.1.2. First formal warning

If, having discussed the concerns with the student, the Senior Tutor and the subject tutor(s) believe that it is necessary to initiate academic disciplinary procedures with respect to the student, the student will receive a first formal warning.

The Senior Tutor will ensure that the student understands the situation and has the opportunity to make known all appropriate material circumstances, by attending a meeting with the Senior Tutor (accompanied if they wish by another member of the College).

The Senior Tutor will specify to the student what is expected of them in the future (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in special collections), and that the student may be placed on probation in the case of non-compliance.

In all cases this information will be set out in writing. This will remind the student of the College rules and procedures for academic discipline, make reference to individuals available to provide support or advice to the student, and explain the implications of being placed on probation.

Typically any Collections set at this time (known as 'pre-penal' collections) will be marked internally and in other respects will be less formal than collections set after second formal warning (known as 'penal' collections) (see below).

At this stage the student will be advised that their name will be raised at Academic Policy Committee on the list of students with academic problems. The student's name will be removed from the list when they are no longer a cause for concern.

20.1.3. Further formal warning

If the student fails to comply with the conditions set out in the first formal warning, the Senior Tutor may give the student a further formal warning which may result in the placing of the student on probation, i.e. setting further conditions which must be fulfilled (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in penal collections).

The Senior Tutor will ensure that the student understands the situation, and has the opportunity to make known all relevant material circumstances by attending a meeting with the Senior Tutor (accompanied if they wish by another member of the College).

The student will be informed at the same time that they may discuss their situation with their tutors, the Senior Tutor, the Tutor for Welfare, or any member of the Advisory Panel at any mutually convenient time.

The student will be told that failure to comply with any of the conditions set may lead to termination of their course.

The subject tutor(s) will advise on the appropriate expectations and levels of attainment. Once agreed between the Senior Tutor and the subject tutor(s), these will be set out in writing and communicated to the student, together with a statement of the possible consequences of non-compliance.

If the student thinks that any conditions or levels of attainment demanded are unreasonable, they may appeal to the Academic Review Committee (ARC), which will review the case. The student will be given the opportunity to bring forward material considerations and mitigating circumstances, by attending ARC in person (accompanied if they wish by another member of the College), and (if they wish) by submitting written representation. The Senior Tutor will chair but not vote at this appeal.

20.1.4. Penal collections

Enough time will be allowed to enable the student to prepare adequately for penal Collections. Penal Collections will be set and marked by external assessors (i.e. from outside the College). Papers will be double marked (except in those circumstances where papers would not be second marked in public examinations). Markers will be appointed by the Senior Tutor or other competent officer. Care will be taken to ensure that the papers set are, in terms of level and content, appropriate for the student sitting the collections. As far as possible assessors will be kept uninformed of the identity of the student and of the circumstances of the case; however, they will 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. The examination will be sat in appropriate circumstances, with due safeguards against noise and disruption, and will be properly invigilated.

20.1.5. Formal disciplinary hearing

In the event of non-compliance with the terms of probation, ARC will consider the case and may recommend to Governing Body that the student's course should be terminated.

Well in advance of the meeting of Governing Body, the student will be given a clear statement of the grounds for action and a copy of supporting evidence such as tutors' reports. They will be given the opportunity to bring forward material considerations and mitigating circumstances, by attending Governing Body in person (accompanied if they wish by another member of the College), and (if they wish) by submitting written representation.

Along with the student and their 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 Principal will be responsible 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 by which that decision was reached.

20.1.6. Appeal

If the Governing Body takes a decision to send a student down, that student will be informed of their right of appeal against the decision to the Conference of Colleges Appeal Tribunal. The Principal will set out details of the appeal procedure at the time that the Governing Body's decision to send down is communicated to the student.

20.1.7. Exceptional cases

In exceptional cases where it is inappropriate to initiate a process of academic rehabilitation, the Senior Tutor, in consultation with the student's subject tutor(s), may recommend that the student's course be suspended or terminated without implementing the procedures of first and further formal warnings.

20.1.8. Suspension from College

If the Governing Body takes a decision to suspend a student, the Senior Tutor must inform the University Proctors and the student will automatically be suspended from University facilities. When Governing Body has made the decision to suspend a student there is no right of appeal against that decision to the Conference of Colleges Appeal Tribunal.

20.1.9. Suspension or expulsion from the University

When a student is suspended by the University authorities, their student status at the College is automatically suspended until reinstated by the University. When a student is expelled from the University, they are automatically expelled by the College.

21. Appendix B

21.1. College Library Rules

- a) Books and other materials designated for loan may only be borrowed by readers registered by Mansfield Library staff.
- b) Readers may borrow not more than nine books at a time.
- c) All books must be returned during the First Week of each Term or when required by another reader.
- d) All journals and reference books are confined to the Library. Offenders found to have removed journals and/or reference books will be charged for replacement cost.
- e) No marks of any kind may be made in a Library book.
- f) The libraries must not be used for socialising. Please be quiet at all times.
- g) Mobile phones may not be used in the Libraries or on the Library landings.
- h) No audio device may be played aloud in the Libraries or on the Library landings.
- i) Smoking, eating, drinking and bringing food and drink (water included) into the Libraries is prohibited. Fines will be levied against battels for ignoring this rule.
- j) Tables may not be reserved and are cleared early each morning.
- k) Personal effects left in the libraries will be removed daily at the owner's risk.
- l) Personal computers may be used in the Law Library and the Theology Library, but for safety reasons may only be used at the tables in the Main Library which have power sockets fitted, unless battery operated. (See rules specific to College computer rooms).
- m) No music files or photographs are to be downloaded on Library computers.
- n) Library doors must be kept locked at all times (CCTV is in operation in the Main Library and on the Library landings).
- o) Access to the Gallery in the Main Library is strictly forbidden for safety reasons. Any infringement of this rule will incur an authorised penalty.
- p) Battels will be charged for lost or damaged books and books not returned on leaving the College.

All Library rules are enforceable by the Librarian, who is empowered to refer to the Dean any infringements of the rules which he/she deems worthy of the imposition of an authorised penalty which may include the withdrawal of the Library privileges.

22. Appendix C

22.1. College IT Rules

22.2. Rules concerning College IT facilities

The following rules are imposed on the use of College IT Facilities, to ensure the smooth running of the facilities for the benefit of all users. IT Facilities includes both the network itself and any computer hardware owned by the College. If a student is connecting their own hardware to the network then the rules will also apply to that hardware whilst it is connected.

All use of IT Facilities in Oxford University is subject to the rules imposed by Oxford University Computing Services (OUCS). These are available on-line at

<http://www.ox.ac.uk/it/rules/>.

The following rules for the use of IT at Mansfield extend and emphasise OUCS rules. To ensure that the rules reflect the rapid changes within modern technology, amendments may be made at any time. Amendments will be displayed in the computer rooms.

22.3. General Rules

- q) IT services are provided purely for academic use. Non-academic use is tolerated only if it does not incur additional work for the IT Support staff and does not inconvenience other users from carrying out academic work.
- r) The College reserves the right to scan the College network traffic to detect misuse of the College facilities. OUCS requests that College does this to prevent any abuse of the University network.
- s) Any illegal activity committed using either College IT facilities or a student's own hardware connected to the College network will be considered a very serious matter and will be referred to the Dean. If a breach is deemed serious enough, the student may be referred to the Proctors. It must be emphasised that this includes breaches of copyright law, see the next point.
- t) OUCS scans the University network to detect the use of peer-to-peer file sharing software such as Napster, Gnutella, Bittorent and Kazaa. If they detect that a computer with any such file sharing programs installed has been connected to part of the College network, they may shut down that part of the network without warning. This is not an idle threat. Individuals who are found to have ignored this rule will have their computers blocked from the network. They will be referred to the Dean and a fine will be imposed. In more serious cases they may be referred to the Proctors.
- u) Some P2P file sharing software is allowed, for example, Skype. However, the software does need to be configured in a specific way to work. Please refer to <http://www.ox.ac.uk/it/rules> for further information.
- v) Students should follow any written, electronic or oral instruction given by the IT support staff relating to use of IT facilities at Mansfield, even if it is not explicitly covered by these rules.
- w) It is a College disciplinary offence to fail to comply with any IT rule in the Memorandum or any IT related instruction given by the IT support staff. Where such an offence is reported to the Dean, he/she will investigate whether such an offence took place and may impose a proportionate punishment. Such punishments may include a fine in relatively minor cases and a temporary or permanent ban from using computers provided by the College in serious cases. In very serious cases which have been referred to the Proctors, punishments

may include rustication. In addition, copyright violations may lead to law suits being directed by copyright holders against individual offenders. The College reserves the right, in these instances, to disavow any responsibility for the actions leading up to and including the copyright violations.

- x) If a student feels that any rule or instruction given by IT Staff is unnecessarily restrictive or prevents the use of computers provided by the College for a bona fide academic purpose, the student should notify and clarify the situation with the College IT Fellow. If the student deems clarification is unsatisfactory, then the Governing Body should be notified. If the Governing Body decides, after consultation, that the rule or instruction needs amendment, then it will instruct the College IT Fellow to amend the rule or withdraw the instruction. Whilst such a matter is under consideration by the Governing Body, the rule or instruction will remain binding.

22.4. Rules specific to College computer rooms

(Currently JCR Computer Room, MCR Computer Room, Theology Library, Main Library)

- y) Smoking, eating and drinking (water included) is prohibited in all computer rooms.
- z) No student is permitted to install any additional software on any College computer. Standard packages (e.g. Wordprocessors, web browsers) and specialist packages (e.g. LaTeX, XWindows, gcc, SPSS) are available to students. If a student requires a specialist package to be added to the list of supported packages for academic purposes, he/she must ask their tutor/supervisor to provide the IT support staff with details.
- aa) No computer provided by the College may be disconnected from its power supply or network or connection at any time.
- bb) Anyone found stealing an Ethernet cable will be referred to the Dean and fined £50. For information, cables are available from the Lodge.

22.5. Rules specific to connecting a student's own hardware to the College network

- cc) The owner of any computer connected to the College or University network is responsible for ensuring their security against unauthorised access, participation in "denial of service" attacks, etc. Appropriate security measures include, setting a secure root / Administrator password, running a virus checker (Sophos is available for free from OUCS) and applying updates from software vendors (e.g. Windows Update [Microsoft], Software Update [Apple]) in a timely fashion. The College or University may temporarily bar access to any computer or network connection that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the College or University.
- dd) Students must take all reasonable steps to ensure that their network use does not cause an excessive amount of traffic on the College or the University's internal network or its external network links. The College or University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.
- ee) Students with computers in their room will be held personally responsible for the content of their computer and for any use to which their computer has been put. Mansfield College reserves the right to monitor and restrict the use of ANY computer connected to the College network. In some cases of dispute or where the College has reason to believe there is a serious breach of regulations, the College reserves the right to take copies of any hard disk on the offending computer.

23. Appendix D

The College Harassment Officers are:

Derek McCormack	(2) 82884	derek.mccormack@mansfield.ox.ac.uk
Katherine Morris	(2) 70985	katherine.morris@mansfield.ox.ac.uk

23.1. Statement of Policy Concerning Harassment

- ff) The College affirms its commitment to ensuring a humane, fair and supportive environment in which the rights and freedoms of all persons and groups of persons are respected for all the members and employees of and visitors to the College. The College regards sexual harassment, or harassment on grounds of, for example, sexual orientation, race, religion or disability of or by its members (whether senior or junior), employees or visitors, as demeaning to the victim and damaging to that environment. It will not be tolerated.
- gg) For the purposes of clause (a) above, harassment shall be deemed to have taken place whenever a member(s) or employee(s) or visitor(s) to the College has/have behaved, towards any member(s) of the College or any member(s) of the staff of the College or any person(s) for whom the College has a special responsibility:
 - i) in such a manner as to cause and as may reasonably be expected to cause such distress or annoyance as seriously to disrupt the study or work or substantially to reduce the quality of life of that person/those persons, or
 - ii) in such a manner as to create or maintain and as may reasonably be expected to create or maintain a hostile environment for that person/those persons, by such means as bullying, verbal, written or physical abuse, or other ill-treatment.
- hh) Forms of harassment covered by clauses (a) and (b) above include, **but are not limited to**, unwelcome sexual advances, and harassment depending on another's sex, sexual orientation, disability, religion, or race. Harassment may consist of a single serious incident or of a series of repeated incidents even though single incidents may appear mild or trivial, and it may consist of such behaviour by a group or individual(s) towards a group or individual(s). Harassment is particularly grave where there is inequality of personal status or power. No less serious is the explicit or implied threat of reprisal if complaint is made.
- ii) The procedures described in the remaining parts of this section apply if an alleged offender is a Mansfield College student. In cases which involve an alleged offence by a Senior member of the College and which cannot be resolved informally to the satisfaction of both parties, the matter will be considered under Statute IV, para 12 (3) of the College Statutes. The Bursar handles allegations of harassment by College Support Staff. In all other circumstances a Harassment Officer should be consulted.
- jj) The University has its own Code of Harassment, supplemented by a Rule made by the Proctors relating to harassment by Junior Members. This code applies to University Departments and Libraries. Many other colleges also have their own Codes. If a member of the College wishes to complain of harassment by a member or employee of the University, who is not a member of the College, he/she should use the same consultation procedure as outlined below in (21g). In this case the Harassment Officer approached will consult the Principal or the Dean as appropriate. The Principal or Dean will take the matter up with the

Head or Dean of the other college concerned, or with the Head of Department or with whoever seems appropriate, seeking advice where necessary from the University's Advisory Panel on Harassment. Junior members, academic and non-academic staff are also reminded that they may approach this Panel directly for advice.

- kk) The College hopes that most allegations of harassment will be dealt with informally to the satisfaction of complainants. Serious instances, however, will be dealt with as disciplinary offences.
- ll) A member of the College who feels that they are being harassed may find it useful in the first instance to talk to one of the following: one of the Harassment Officers, The Tutor for Welfare, one of their Tutors, a College Officer such as the Chaplain, the Tutor for Women, or a member of the College Advisory Panel, a JCR or MCR officer, such as the Women's Officer, or the Lesbian, Gay, Bisexual & Transgendered (LBGT) representative. If the member of College concerned wishes to take the matter further he/she should consult one of the Harassment Officers to discuss the possibility of making a complaint. In the event of complaint, three members of the Advisory Panel, not all of the same sex, will be appointed by one or both of the Harassment Officers, who will together constitute a panel of advisors, and will, where appropriate, use their good offices to try and resolve the matter by informal consultation to the satisfaction of the complainant. This may, for example, involve securing from the person engaging in the acts of harassment an apology, an undertaking not to repeat the behaviour, or such other reparation as seems appropriate.
- mm) Where in the opinion of the Advisors, because of the seriousness of the offence, it is not appropriate to resolve the matter informally, the Advisors will refer the matter to the Dean who will investigate the matter and instigate, if he/she sees fit, the disciplinary procedures relevant to the position of the accused.
- nn) If, having considered the student's representations and other aspects, the Dean is of the opinion that the alleged offence is of such gravity as to merit consideration of a more severe penalty (e.g. suspension (also known as 'rustication') or termination of course), the matter will be referred to a special meeting of the Governing Body.
- oo) In cases referred to the Governing Body, the alleged offender shall always have the right to state their case in person, and to be attended by another member of College if he/she so wishes.
- pp) The three advisors will report their conclusions to the Harassment Officers. If the matter is referred to the Dean, he/she will also report his/her decision to the Harassment Officers.
- qq) At the end of each academic year the Harassment Officers shall compile an Abstract tabulating the number and category of referrals to them and how many of these cases were referred to a panel of advisors. The Abstract shall be submitted to the Governing Body and the Presidents of the Junior Common Room and Middle Common Room.
- rr) **Confidentiality shall be maintained within the procedural channels laid down by the Code of Practice.** If an offence is proven, the offender's name and penalty will be made public unless the complainant states their objection.
- ss) The College expects behaviour from its members that is consistent with this Code at all times and all places. The College is prepared to consider complaints against its members from people outside the College.

24. Appendix E

24.1. Statement of Policy Concerning Drugs

The Governing Body wishes its policy with regard to involvement with drugs to be clearly known to and understood by junior members. Students found using illegal drugs within the College or in College-owned accommodation will be subject to the provisions set out below. Students found using illegal drugs in another College or on University premises, or in a 'University context' (which includes University activity within or outside Oxford, whether academic, sporting, social, cultural, or other) will be referred to the Proctors.

- tt) In the case of use of Class C drugs such as cannabis, the College, on the advice of the local police, will normally on the occasion of the first offence, issue a formal warning, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action.
- uu) In the case of Class A and B drugs (e.g. heroin, amphetamine sulphate, LSD, cocaine, crack, ecstasy), the College will as a matter of policy report suspects to the local police, and will consider rustivating the student while police and court proceedings take place. The University Statutes state that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Disciplinary Court. The Disciplinary Court has the power to expel student members. The reasons for this strict disciplinary line are:
 - i) the taking of such drugs has a rapid and very serious effect upon academic study;
 - ii) the very high cost of hard drugs makes taking them lead almost inevitably to selling them;
 - iii) the publicity to which drugs cases inevitably lead is harmful to a college corporately, and may reflect indirectly upon its individual members.
- vv) Students suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'dealing' includes supplying drugs to others irrespective of whether payment is made. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.
- ww) While the Governing Body believes that (in the interest of the College as a whole and of all its members) strict disciplinary actions are called for, it also recognises a pastoral duty towards individuals who might become involved with drugs. In pursuance of this pastoral duty it would recommend one or other of the following courses of action to anyone with a drugs problem:
 - i) they might seek medical help, either from the College doctor or another general practitioner. The College doctor is, like other doctors, bound by the rules of medical confidentiality and will not inform the College authorities.
 - ii) they may seek help from the College Advisory Panel or University Counselling Services (See Part IV, Section 3 and Part V), or consult one of OUSU's Welfare Officers.
 - iii) self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton (tel: 01865 378600; email: enq@ley.co.uk) could be considered. Free and confidential advice can be obtained from LIBRA drug/alcohol counselling (tel: 01865 723500), or from the National Drugs Helpline (tel: 0870 776600), and other contacts are available at <http://www.drugs.gov.uk>

- iv) it is open to them to approach the Drugs Squad of the Thames Valley Police (tel: 01865 846000). This course of action might be appropriate for a person wishing, in the public interest, to assist with the conviction of drug dealers; in such circumstances, the Police may be expected to maintain confidentiality.
- xx) The Governing Body wishes to stress the health risks of the abuse of drugs:
 - v) although addiction to drugs is sometimes curable, it is commonly not; therapy is usually a prolonged and specialised matter;
 - vi) drug taking may involve further health risks, e.g. exposure to infection with hepatitis and AIDS and other diseases.
- yy) Above all, the Governing Body advises all junior members, in their own and in the general interest, to keep clear of involvement with drugs in any shape or form.

25. Appendix F

25.1. Fees and Charges

Room charges for the academic year 2011-12

Undergraduate

College site:

All rooms are single occupancy and a large number are en suite. All first years are allocated accommodation on the College site.

Per Term £1,069 (inclusive of utilities, phone line rental and internet)

In vacation per room per night: £12.80 (inclusive of utilities, phone line rental and internet))

Ablethorpe and College Houses (3rd and 4th years)

Rooms are let on a 9 month tenancy from 22 September 2011 to 21 June 2012

Per term £1,069 (inclusive of utilities, phone line rental and internet)

Graduate

Rhodes Wolfson Annexe and College Houses

Single bed sitting rooms, with shared self-catering and bathroom facilities, let on a 10 month tenancy from 22 September 2011 to 21 July 2012.

£416.00 to £480.00 per month including utilities depending on size and location of room.

Meal Charges for the academic year 2011-12

Continental breakfast £2.44

Cafeteria meals for cooked breakfast, lunch and supper £3.99 (approx)

Formal hall second sitting on Wednesday and Fridays £8.93

Special formal Hall £13.50

Guest charges apply

Payment for all meals except Formal Hall will be charged to battels (student accounts) using the University card. Formal dinners for which students sign up are charged direct to battels.

26. Appendix G

26.1. Glossary of Oxford Terminology

Battels	The bill which is sent to each student twice a term
Bench	The students who form the JCR undergraduate committee or the MCR graduate committee in College and act as the student representatives
Blue/Half-Blue	Titles given to those representing the University in varsity matches
Bod	Abbreviation for Bodleian, the main University Library
Bod Card	The University ID card that students use to access the University Libraries and pay for food in College.
Collections	College exams that take place on Friday morning and afternoon and Saturday morning of noughth week each term
Coming up	Coming to Oxford
Fellow	An academic or senior member of the College
FHS	Final Honour School or final examinations
Formal Hall	Formal dinners on Wednesdays and Fridays
Fresher	First year undergraduate/ graduate student
Gown	A black robe which must be worn at Formal Hall, Matriculation and Public Examinations.
Graduands	Students being presented to receive their degree, having successfully passed their Final examinations
Hall	Dining Hall
Hilary Term	The second term in the academic year starting in January
JCR	Junior Common Room – a place for undergraduate students to socialise
Matriculation	The ceremony held in the Sheldonian on Saturday of 1 st week in Michaelmas Term that formally admits students to the University.
Michaelmas Term	The first term of the academic year starting in October
MCR	Middle Common Room – a place for graduate students to socialise
Mods/Prelims/Hon Mods	Moderations, Preliminary Examinations or Honour Moderations are all First Public Examinations.
Noughth Week	Each Term is made up of eight weeks, starting with Week 1, Week 2 and so on. Noughth Week (0 th week) is the week before Week 1.
Quad	A large area in a College usually with grass in the middle and surrounded by College buildings
Rustication	Suspension. The student is excluded from the use of all College and University facilities and pursuit of studies for a fixed period of time.
Scouts	Staff who clean students' rooms and College
Sending down	Termination of course
Sub fusc	Formal dress to be worn with gowns for Matriculation, Public Examinations and Formal Hall. This consists of: for men dark suit and socks, black boots or shoes, white bow tie, white shirt and collar, and for women a dark skirt or trousers, a white blouse, black tie, dark footwear and tights (and, if desired, a dark coat).
Terms	The academic year is made up of three eight week terms
Trinity Term	The third term of the academic year and the term in which most public examinations take place
VSP	Visiting Student programme. Students who exchange a year of study at their American university with a year at Oxford.

INDEX

Academic Disciplinary Procedures	41	Harkness Bursary	34
Academic matters	27	Insurance of Personal Property	17
Academic Obligations (Students)	27	JCR	22
Accommodation	14	Keys	25
Administrative Staff	5	Lawns	24
Advisory Panel	9	Leave of Absence	7
Bicycles	17	Library	20
Cars	17	Library Rules	44
Chapel	22	MCR	22
Collections	28	Meals	19
College Administration	5	Medical Emergency	11
College Bar	22	Noise	24
College Gates	25	Non Payment of fees	32
College IT Rules	45	Oxford Terminology	52
Complaints	13	Parking	17
Computing	21	Payment of fees	32
Contact Details (Students)	8	Penal Collections	42
Cooking (including cooking equipment)	26	Pets	17
Degrees	36	Piano in Chapel	22
Disability	10	Plagiarism	28
Disability Contact	3	Prizes/Awards	30
Disability Officer	9	Public Meetings	22
Doctor	10	Public Rooms	22
Drugs	11	Registration, Annual	27
Drugs Policy	49	Residency Requirements	7
Electrical Appliances	25	Scholarships	30
Electrical Equipment	16	Security	25
Email Account	8	Smoking	15
Employment	28	Special Requirements (Univ Exams)	29
Equal Opportunities	13	Storage of property	17
Exhibitions	30	Term Dates	7
Failure of University Exams	30	Travel Scholarships	31
Financial Difficulties	33	Tutor for Women	3
Fire Precautions	26	TV Licenses	17
First Aiders	11	University Counselling Services	10
Freedom of Speech	13	University Examinations	29
Graduation	36	Vacation Residence	14
Guests	18	Welfare	9
Harassment Officers	3	Welfare Tutor	3