MANSFIELD COLLEGE
STUDENT HANDBOOK

Rules and Information
2017-18
Contents

Introduction ........................................................................................................................................ 8
Contact Details .................................................................................................................................. 8
Important Staff Contacts ................................................................................................................ 9
JCR Bench ........................................................................................................................................ 10
MCR Bench ....................................................................................................................................... 10
Emergency Services ........................................................................................................................ 10
Academic Staff .................................................................................................................................. 11
Administrative & Domestic Staff ......................................................................................................... 12
Senior College Officers ...................................................................................................................... 12
  The Principal .................................................................................................................................. 12
  The Bursar ....................................................................................................................................... 13
  The Senior Tutor ............................................................................................................................. 13
  The Tutor for Graduates .................................................................................................................. 13
  The Dean ....................................................................................................................................... 13
  The Tutor for Welfare ...................................................................................................................... 13
  The Fellow Librarian ....................................................................................................................... 13
  The Dean of Degrees ...................................................................................................................... 13
  The IT Fellow ................................................................................................................................ 13
Committees ......................................................................................................................................... 14
  Mansfield College Governing Body ............................................................................................... 14
  Joint Consultative Committee ......................................................................................................... 14
  Academic Policy Committee ........................................................................................................... 14
  Academic Review Committee ......................................................................................................... 14
  Equal Opportunities Policy and Monitoring Group ........................................................................ 14
Residency Requirements .................................................................................................................... 15
  University Regulations .................................................................................................................... 15
  Term Dates ..................................................................................................................................... 15
  Leave of Absence ............................................................................................................................. 15
Student Addresses, Emails & Post ...................................................................................................... 17
  Address Details ............................................................................................................................... 17
  Email Account ................................................................................................................................. 17
  Intranet .......................................................................................................................................... 17
  Post and Mail ................................................................................................................................. 17
Welfare – Internal Resources .............................................................................................................. 18
  Welfare Emergencies ..................................................................................................................... 18
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutor for Welfare</td>
<td>18</td>
</tr>
<tr>
<td>Junior Deans</td>
<td>18</td>
</tr>
<tr>
<td>Chaplain</td>
<td>18</td>
</tr>
<tr>
<td>Tutor for Women</td>
<td>18</td>
</tr>
<tr>
<td>LGBTQ Tutor</td>
<td>18</td>
</tr>
<tr>
<td>Harassment Officers</td>
<td>18</td>
</tr>
<tr>
<td>Tutor for Disabilities</td>
<td>19</td>
</tr>
<tr>
<td>Tutor for BME Students</td>
<td>19</td>
</tr>
<tr>
<td>JCR and MCR Benches</td>
<td>19</td>
</tr>
<tr>
<td>Request for Suspension (Remission) of Studies</td>
<td>20</td>
</tr>
<tr>
<td>Undergraduate Suspension</td>
<td>20</td>
</tr>
<tr>
<td>Graduate Suspension</td>
<td>20</td>
</tr>
<tr>
<td>Welfare – External Resources</td>
<td>21</td>
</tr>
<tr>
<td>Counselling Service</td>
<td>21</td>
</tr>
<tr>
<td>Disability Advisory Service (DAS)</td>
<td>21</td>
</tr>
<tr>
<td>Nightline</td>
<td>21</td>
</tr>
<tr>
<td>Samaritans</td>
<td>21</td>
</tr>
<tr>
<td>Medical Services</td>
<td>22</td>
</tr>
<tr>
<td>College Doctor</td>
<td>22</td>
</tr>
<tr>
<td>First Aiders</td>
<td>22</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>22</td>
</tr>
<tr>
<td>Drugs</td>
<td>24</td>
</tr>
<tr>
<td>Alcohol</td>
<td>24</td>
</tr>
<tr>
<td>Disciplinary Procedures (Non-Academic)</td>
<td>25</td>
</tr>
<tr>
<td>Codes of Practice</td>
<td>26</td>
</tr>
<tr>
<td>Freedom of Speech</td>
<td>26</td>
</tr>
<tr>
<td>Equal Opportunities Policy</td>
<td>26</td>
</tr>
<tr>
<td>Harassment</td>
<td>26</td>
</tr>
<tr>
<td>Complaints</td>
<td>27</td>
</tr>
<tr>
<td>Accommodation at Mansfield</td>
<td>28</td>
</tr>
<tr>
<td>Availability and Allocation</td>
<td>28</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>28</td>
</tr>
<tr>
<td>Graduates</td>
<td>28</td>
</tr>
<tr>
<td>Students with special accommodation requirements</td>
<td>28</td>
</tr>
<tr>
<td>Room Charges</td>
<td>28</td>
</tr>
<tr>
<td>Vacation residence</td>
<td>28</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Vacation residence for university exams</td>
<td>28</td>
</tr>
<tr>
<td>Christmas Vacation</td>
<td>29</td>
</tr>
<tr>
<td>Easter Vacation</td>
<td>29</td>
</tr>
<tr>
<td>Rules and conditions of living in College accommodation</td>
<td>29</td>
</tr>
<tr>
<td>Care, maintenance and damage</td>
<td>29</td>
</tr>
<tr>
<td>Scouts and cleaning of rooms</td>
<td>29</td>
</tr>
<tr>
<td>‘Do not Disturb’ notices</td>
<td>29</td>
</tr>
<tr>
<td>Smoking</td>
<td>29</td>
</tr>
<tr>
<td>Posters</td>
<td>29</td>
</tr>
<tr>
<td>Noise</td>
<td>30</td>
</tr>
<tr>
<td>Room inspections</td>
<td>30</td>
</tr>
<tr>
<td>Security</td>
<td>30</td>
</tr>
<tr>
<td>Electrical equipment</td>
<td>30</td>
</tr>
<tr>
<td>Reporting maintenance items</td>
<td>30</td>
</tr>
<tr>
<td>Personal Belongings</td>
<td>31</td>
</tr>
<tr>
<td>Insurance</td>
<td>31</td>
</tr>
<tr>
<td>Storage out of term</td>
<td>31</td>
</tr>
<tr>
<td>Pets</td>
<td>31</td>
</tr>
<tr>
<td>TVs</td>
<td>31</td>
</tr>
<tr>
<td>Vehicles</td>
<td>31</td>
</tr>
<tr>
<td>Guests</td>
<td>32</td>
</tr>
<tr>
<td>Overnight Guests</td>
<td>32</td>
</tr>
<tr>
<td>Guest Rooms</td>
<td>32</td>
</tr>
<tr>
<td>Meals</td>
<td>33</td>
</tr>
<tr>
<td>College Libraries</td>
<td>34</td>
</tr>
<tr>
<td>College Computing</td>
<td>34</td>
</tr>
<tr>
<td>College Rooms and Facilities</td>
<td>34</td>
</tr>
<tr>
<td>Chapel</td>
<td>34</td>
</tr>
<tr>
<td>College Bar (Crypt)</td>
<td>34</td>
</tr>
<tr>
<td>Common Rooms</td>
<td>34</td>
</tr>
<tr>
<td>Junior Common Room</td>
<td>34</td>
</tr>
<tr>
<td>Middle Common Room</td>
<td>34</td>
</tr>
<tr>
<td>Opting out of Common Room membership</td>
<td>34</td>
</tr>
<tr>
<td>Public Rooms and Areas</td>
<td>35</td>
</tr>
<tr>
<td>Public rooms for public meetings</td>
<td>35</td>
</tr>
<tr>
<td>Public rooms for social events</td>
<td>35</td>
</tr>
</tbody>
</table>
Security and Safety ................................................................. 37
  College Gates ........................................................................ 37
  Keys and Security Tags ............................................................ 37
  Issue of keys and security tags .............................................. 37
  Return of keys and security tags ............................................ 37
  Lost keys or security tags ..................................................... 37
  Personal Belongings ............................................................... 37
  Electrical Appliances ............................................................. 38
  Health and Safety .................................................................. 38
  Fire prevention and evacuation ............................................. 38
  In the event of an armed attack ............................................. 38
Academic Matters .................................................................. 39
  Annual Registration .............................................................. 39
    New Students & those returning to a new programme of study . 39
    Continuing Students .......................................................... 39
  Students’ Academic Obligations ............................................ 39
  Course Regulations ............................................................... 39
  Standing for major College or University offices ................... 39
  Collections ........................................................................... 40
  Paid employment .................................................................... 40
  Feedback on tutorials and classes ....................................... 40
Plagiarism .............................................................................. 41
University Examinations .......................................................... 41
  Entries for University Examinations ...................................... 41
  Academic Dress ..................................................................... 41
  Residency and Eligibility for University Examinations ........... 41
  Alternative Arrangements for University Examinations ........ 42
  Illness and other problems during examinations .................. 42
  Changing course or status .................................................... 42
  Submission of written work .................................................. 42
  Failure of First or Second Public Examination ...................... 42
Scholarships, Exhibitions and other Prizes/Awards ..................... 44
  First Class/Distinction in First Public Examinations ................ 44
  First Class Honours Degree .................................................. 44
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 Student Handbook 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 Student Handbook.

The following rules and information apply to all undergraduate, graduate and visiting students unless otherwise indicated.

Contact Details

College Address: Mansfield College
Mansfield Road
Oxford
OX1 3TF

Telephone: Porter’s Lodge – 01865 270999 (UK)
+44 1865 270999 (International)

Email: porter@mansfield.ox.ac.uk

Website: www.mansfield.ox.ac.uk
## Important Staff Contacts

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

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<thead>
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<th>Name</th>
<th>Phone Number</th>
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**JCR Bench**

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<tr>
<th>JCR Bench</th>
<th>Name</th>
<th>Email</th>
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<tr>
<td>President</td>
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**MCR Bench**

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<th>MCR Bench</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Denis Lebedev</td>
<td><a href="mailto:mcrpresident@mansfield.ox.ac.uk">mcrpresident@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Enrike van Wingerden</td>
<td><a href="mailto:enrike.vanwingerden@mansfield.ox.ac.uk">enrike.vanwingerden@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Welfare Officer</td>
<td>Jazza McMillan-Clenaghan</td>
<td><a href="mailto:jazza.mcmillan-clenaghan@mansfield.ox.ac.uk">jazza.mcmillan-clenaghan@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Equality Officers</td>
<td>Liyang Han</td>
<td><a href="mailto:liyang.han@mansfield.ox.ac.uk">liyang.han@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Robert Mwanamanga</td>
<td><a href="mailto:robert.mwanamanga@mansfield.ox.ac.uk">robert.mwanamanga@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Abby Preston</td>
<td><a href="mailto:abigail.preston@mansfield.ox.ac.uk">abigail.preston@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Igor Tischenko</td>
<td><a href="mailto:igor.tischenko@mansfield.ox.ac.uk">igor.tischenko@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Bailey Carraway</td>
<td><a href="mailto:bailey.carraway@mansfield.ox.ac.uk">bailey.carraway@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Social Secretaries</td>
<td>Pedro Jose Cazorla Garcia</td>
<td><a href="mailto:pedro.cazorlagarcia@mansfield.ox.ac.uk">pedro.cazorlagarcia@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Publio Adrianza Cerqueira</td>
<td><a href="mailto:publio.adriana@mansfield.ox.ac.uk">publio.adriana@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Ahmed Kerwan</td>
<td><a href="mailto:ahmed.kerwan@mansfield.ox.ac.uk">ahmed.kerwan@mansfield.ox.ac.uk</a></td>
</tr>
<tr>
<td>Sports Representative</td>
<td>Boris Barron</td>
<td><a href="mailto:boris.barron@mansfield.ox.ac.uk">boris.barron@mansfield.ox.ac.uk</a></td>
</tr>
</tbody>
</table>

**Emergency Services**

The number for the emergency services (police, ambulance or fire services) is 999. Posters are displayed in College accommodation notifying students of this number.
Academic Staff

Principal
Baroness Helena Kennedy, QC

Fellows and Lecturers
Rosalind M. Ballaster (Professorial Fellow in English)
Jocelyn Bell Burnell (Professorial Fellow in Physics)
Pamela Berry (Supernumerary Fellow in Physical Geography)
Vanessa Berenguer-Rico (Tutorial Fellow in Economics)
Steven Biller (Professorial Fellow in Physics, Tutor for Graduates)
Stephen J. Blundell (Professorial Fellow in Physics)
Jon Chapman (Professorial Fellow in Mathematics)
Simon-Pierre Chevarie-Cossette (Stipendiary Lecturer in Philosophy)
Radu Cimpeanu (Stipendiary Lecturer in Mathematics)
David Clifton (Stipendiary Lecturer in Engineering)
Richard Coggins (Stipendiary Lecturer in Politics)
Thomas Douglas (Junior Research Fellow in Philosophy)
Elizabeth Drummond (Stipendiary Lecturer in Law)
Pavlos Eleftheriadis (Tutorial Fellow in Law)
Marina Galano (Tutorial Fellow in Materials Science)
Gregori Galofre-Vila (Junior Research Fellow in Economics)
Kathryn Gleadle (Professorial Fellow in Modern History)
Derek Goldrei (Supernumerary Fellow in Mathematics)
Andrew Gosler (Supernumerary Fellow in Human Sciences)
Vicente Grau (Professorial Fellow in Engineering, Tutor for Welfare)
Daniel Haley (Stipendiary Lecturer in Materials)
Phillip Hamer (Junior Research Fellow in Materials)
Andrew Higgins (Tutorial Fellow in Law, Tutor for Disabilities)
Debbie Hopkins (Junior Research Fellow in Geography)
Ceri Hunter (Stipendiary Lecturer in English)
Emily Hunter (Junior Research Fellow in Chemistry and Physics)
Peter Keevash (Professorial Fellow in Mathematics)
Philip Kennedy (Senior Research Fellow in Theology)
Dimitrios Kyriazis (Stipendiary Lecturer in Law)
Helen Lacey (Supernumerary Fellow in History, Tutor for Visiting Students)
David Leopold (Tutorial Fellow in Politics, Fellow Librarian)
Dong Liu (Junior Research Fellow in Materials)
Paul Lodge (Professorial Fellow in Philosophy, Tutor for BME Students)
Derek McCormack (Tutorial Fellow in Human Geography, Harassment Officer)
Helen Margetts (Professorial Fellow in Society and the Internet)
James Marrow (Professorial Fellow in Materials Science)
Christopher M. Martin (Professorial Fellow in Engineering)
Michèle Mendelsson (Tutorial Fellow in English)
Katherine J. Morris (Supernumerary Fellow in Philosophy, Tutor for Women, Harassment Officer)
Ash Parton (Stipendiary Lecturer in Geography)
Colin Please (Professorial Fellow in Mathematics, Dean of Degrees)
Joel Rasmussen (Tutorial Fellow in Theology)
Lucinda Rumsey (Supernumerary Fellow in English, Admissions Tutor, Senior Tutor)
Christopher Salamone (Stipendiary Lecturer in English, Dean)
Alison Salvesen (Supernumerary Fellow in Oriental Studies)
Ruth Scobie (Stipendiary Lecturer in English)
Dino Sejdinovic (University Lecturer in Statistics)
Administrative & Domestic Staff

Tony Berezny  Maintenance Manager
Joshua Brett  IT Support Assistant
Matt Brock  IT Manager
Helen Brooks  Access & Admissions Administrator
Lee Browning  Kitchen Manager
Jane Buswell  PA to Principal & Bursar
Katherine Camm  Academic Registrar
Eleanor Crawford  Development Officer
Sam Cuss  Senior Accounts Assistant
Gabriella Davidova  Head Housekeeper
Allan Dodd  Bursar
Philip Egerton  Accounts Assistant
Alvaro Fachal Riera  Bar Manager
Terry Greenwood  Deputy Head Porter
Helen Jones  Development Director
Joanna Let  Hall Manager
Dawn Oliver  Accountant
Arlene Paterson  Development Officer (Maternity Cover)
Nicola Patrick  Librarian (Maternity Cover)
Lynne Quiggin  Domestic Bursar
Tom Spasic  Head Porter
Amanda Ward  Accommodation Manager
Karen Watterson  Conference & Development Assistant
Jessica Woodward  Assistant Librarian
Kathryn Worthington  Alumni Relations Officer

Senior College Officers

Students seeking advice and guidance may contact the following members of College. Respect for your privacy is at the heart of Mansfield’s welfare policy, and consultation with college post holders on welfare or personal matters will be treated in confidence wherever possible, following the University Guidance on Confidentiality in Student Health and Welfare and the Data Protection Act. Please also see ‘Welfare’.

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).
The Bursar
Allan Dodd 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 or any other issues relating to the day to day running of the College.

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.

The Tutor for Graduates
Steve Biller is responsible for overseeing the admission and academic progress of all Mansfield postgraduates.

N.B. Please note that any graduate forms requiring approval by the Tutor for Graduates should in the first instance be brought to the College Office after the supervisor has authorised their section, so that the Academic Registrar can arrange for the form to be approved as soon as possible.

The Dean
Chris Salamone, 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.

The Tutor for Welfare
Vicente Grau may be approached by students seeking support and advice on any welfare issue.

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

The Dean of Degrees
The Dean of Degrees, Colin Please, 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. Queries about Degree Days should be addressed to the Access & Admissions Administrator.

The IT Fellow
Steve Biller, together with the IT Manager and IT Support Assistant, is responsible for the College computing facilities. For assistance and general queries contact the IT Manager (see ‘Important Staff Contacts’).
Committees

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.

Joint Consultative Committee
The Joint Consultative Committee (JCC) is the joint committee of staff and students. 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.

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

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.

Equal Opportunities Policy and Monitoring Group
The Equal Opportunities Policy and Monitoring Group (EOPMG) meets in Michaelmas and Trinity terms. The group consists of the Principal, Senior Tutor, Tutor for Welfare, Tutor for Graduates, Tutor for Women, Tutor for Disabilities, Tutor for BME Students, Bursar, Academic Registrar, Junior Deans, and representatives of the MCR and the JCR. The EOPMG has overall responsibility for coordination of Equal Opportunities policy development and the identification of priorities.
Residency Requirements

University Regulations
The Exam Regulations (http://www.admin.ox.ac.uk/examregs/) for a specific course will specify the number of terms a student must reside in Oxford in order to fulfil the requirements for the degree and enter for examinations.

Undergraduates are required by the University to live within 6 miles of Carfax (centre of Oxford). Graduates are required to live within 25 miles of Carfax (unless given permission by the department to work away from Oxford). Part-time students are exempt from these residence limits.

In exceptional circumstances, students may request dispensation from these requirements. Students wishing to request dispensation should in the first instance contact the Academic Registrar (see contact details in ‘Important Staff Contacts’ section above).

Students who live outside the residence limits without permission from the College or department will not fulfil the requirements for the degree and may not be permitted to enter for examinations.

Term Dates
Undergraduates must be in Oxford for the start of term by the preceding Wednesday (Wednesday of 0th Week). In Michaelmas term, new undergraduates (unless they have permission to arrive early) must arrive on the preceding Monday (Monday of 0th week). 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 2017-18**
- Michaelmas Term 2017: Sunday 8 October – Saturday 2 December
- Hilary Term 2018: Sunday 14 January – Saturday 10 March
- Trinity Term 2018: Sunday 22 April – Saturday 16 June

**Academic Year 2018-19**
- Michaelmas Term 2018: Sunday 7 October – Saturday 1 December
- Hilary Term 2019: Sunday 13 January – Saturday 9 March
- Trinity Term 2019: Sunday 28 April – Saturday 22 June

**Academic Year 2019-20**
- Michaelmas Term 2019: Sunday 13 October – Saturday 7 December
- Hilary Term 2020: Sunday 19 January – Saturday 14 March
- Trinity Term 2020: Sunday 26 April – Saturday 20 June

Leave of Absence
Those living on the College site must sign the Absence Book in the Porters’ Lodge, and those living in the Ablethorpe and Rhodes-Wolfson buildings must inform the offsite Junior Dean if they intend to be absent from the College site for one or more nights. All members of 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 permission 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.
Student Addresses, Emails & Post

Address Details
Students living in private accommodation must notify the Lodge and College Office of their Oxford address. All students must notify the Lodge and College Office 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. It is important that the College is able to contact students at any time.

Email Account
All students are required to check their College pigeonholes and access their University email account on a daily basis during term, and access University emails on a weekly basis out of 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 promptly.

Any technical issues with email accounts should be reported immediately to the IT Manager (it-manager@mansfield.ox.ac.uk, 01865 282912).

Intranet
The College Intranet can be accessed through the College website, here: https://internal.mansfield.ox.ac.uk/. Through the Intranet, students can book for formal meals, pay bhattels, request updates to their personal contact details and report maintenance, IT or accommodation problems.

Any technical issues with using the Intranet should be reported immediately to the IT Manager (it-manager@mansfield.ox.ac.uk, 01865 282912).

Post and Mail
Post – All students have a ‘pigeon’ hole on the main college site, situated in the Porter’s Lodge. All internal and external mail will be distributed into students’ pigeonholes. Students must remember to check their pigeonhole on a regular basis (daily during term time).

Parcels – The Porter’s Lodge will receive packages/parcels on a student’s behalf and a ‘Parcel Slip’ will be placed in the student’s pigeonhole. Students should hand any such slips to the Porter on duty and the Porter will then issue the parcel.

Forwarding mail – On leaving, students must inform the Porter’s Lodge of a forwarding address to which any mail can be re-directed.
Welfare – Internal Resources

A wide variety of options are available to Mansfield students seeking welfare support. The persons listed below have specific roles within the College and are available for consultation and advice. Respect for your privacy is at the heart of Mansfield’s welfare policy, and consultation with College post holders on welfare matters will be treated in confidence wherever possible, following the University Guidance on Confidentiality in Student Health and Welfare ([https://www.ox.ac.uk/media/global/wwwoxacuk/localsites/studentgateway/documents/health/Guidance_on_Confidentiality_in_Student_Health_and_Welfare.pdf](https://www.ox.ac.uk/media/global/wwwoxacuk/localsites/studentgateway/documents/health/Guidance_on_Confidentiality_in_Student_Health_and_Welfare.pdf)) and the Data Protection Act. If you are concerned that a welfare-related issue may affect your academic work, you are advised to notify your College tutor (undergraduates) or your College Advisor (graduates). Undergraduates seeking advice and guidance may also contact the Senior Tutor (lucinda.rumsey@mansfield.ox.ac.uk), Visiting Students may contact the Tutor for Visiting Students (helen.lacey@mansfield.ox.ac.uk) and graduates may contact the Tutor for Graduates (steven.biller@physics.ox.ac.uk).

Welfare Emergencies

In the case of a welfare emergency, students should contact the Lodge (01865 270999), who hold a list of emergency contacts and will immediately inform an available member of the welfare team. If the Lodge cannot be contacted, the College Office also holds this list (01865 270982) and can be reached during office hours (9am-5pm).

Tutor for Welfare

Vicente Grau coordinates the welfare provision in the college. He is available to discuss personal welfare matters for those who wish to arrange a meeting, and he also chairs the welfare meetings in Michaelmas and Trinity terms.

Junior Deans

Filip Bubenheimer is Junior Dean for the Main Site and Elizabeth Li is the Junior Dean for the Ablethorpe/Rhodes Wolfson Buildings. They are happy to offer support and advice on general welfare matters to students at any time.

Chaplain

John Ovenden is available to give support to all students, regardless of religious affiliation.

Tutor for Women

Katherine Morris (katherine.morris@mansfield.ox.ac.uk) 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.

LGBTQ Tutor

Ros Ballaster can be approached by any students who have issues or concerns.

Harassment Officers

The College follows the University policy on Harassment and Bullying (see [http://www.mansfield.ox.ac.uk/public-documents](http://www.mansfield.ox.ac.uk/public-documents)). If you are concerned that you, or a fellow student, are the victim of harassment or bullying, please contact the harassment officers.
Katherine Morris (katherine.morris@mansfield.ox.ac.uk)
Derek McCormack (derek.mccormack@mansfield.ox.ac.uk)

Tutor for Disabilities
Andrew Higgins (andrew.higgins@mansfield.ox.ac.uk) deals with disability related welfare issues and is available for advice on disability related matters. In the first instance please contact the College Academic Registrar (academic.administrator@mansfield.ox.ac.uk), about any academic needs related to disability.

Tutor for BME Students
Paul Lodge (paul.lodge@mansfield.ox.ac.uk) is the College's Tutor for BME students and is available to be contacted by any students with any issues or concerns.

JCR and MCR Benches
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 can be found in the JCR Bench and MCR Bench section of this Handbook.
Request for Suspension (Remission) of Studies

Any student who, for personal reasons (such as health or welfare), needs to suspend their studies should speak in the first instance to the Senior Tutor (for undergraduate students), Tutor for Graduates/Supervisor (for graduate students), or, in the case of students on the Visiting Student Programme, the Tutor for Visiting Students. Students are also encouraged to seek support from medical and/or welfare services (see the ‘Welfare’ pages in this handbook, and the Welfare section of the College website).

Undergraduate Suspension

Any suspension of studies can only be agreed following discussion with the Senior Tutor and subject tutors. Suspension will usually be for one year. If a student is deemed to have been unable to benefit from their studies (e.g. for reasons of health/welfare), the College may, in exceptional circumstances, apply to the Fees Panel for a fee waiver, and may permit a student to repeat a period of study of up to a year.

Before a suspension can be granted, the student will need to ask their GP (or other medical specialist) to provide a medical letter, which should be sent to the Academic Registrar, outlining the need for suspension. Before a return from suspension, students will need to ask their GP to provide a further medical letter confirming that they are fit to return to study. If any student suspends whilst subject to College Academic Disciplinary procedures (see Appendix A), any conditions such as Formal Warnings will remain in place after suspension, and they are likely to be set re-entry collections with an agreed target mark (and may be set other conditions which must be met before they return to study). Students on suspension do not have access to College facilities (and may have some limit on access to University facilities), and they may not come into College or attend any College events (including social and sporting events), unless given permission on each occasion by the Senior Tutor. At the time of suspension, the Senior Tutor will send the student a note of any conditions relating to their suspension. Students should pay any outstanding debts to the College before suspension and will not be permitted to return to study unless all debts are cleared.

Graduate Suspension

Graduate students should, in the first instance, discuss their circumstances with their supervisor and the relevant administrative staff in their department or faculty. Administration of graduate suspensions is for the most part organised through the department, though suspension requests will come to the College for approval, via the GSO.17 form (see here), once the supervisor has given their approval.

The Tutor for Graduates is available to meet with any graduate students who would wish to discuss their circumstances prior to, or following, an application for suspension.
Welfare – External Resources
As well as College structures for advice and support, the following external services are provided for all students.

Counselling Service
The College has a named Counsellor, Ruth Collins, who may be used as an introductory contact with the University Counselling Service. Information on the University Counselling Services is available at http://www.ox.ac.uk/students/welfare/counselling/. Students may ask the College Academic Registrar (academic.administrator@mansfield.ox.ac.uk), to arrange contact with the Counselling Service if they wish.

Disability Advisory Service (DAS)
Information on the University’s Disabilities Advisory Service can be found at http://www.ox.ac.uk/students/welfare/disability. Students with special educational needs or disability should make an appointment to see the University Disability Officer linked to Mansfield, Rachel Steadman (rachel.steadman@admin.ox.ac.uk), University Offices, Wellington Square. Please also contact the College’s Disability Coordinator, Katherine Camm, about any academic needs related to disability.

Nightline
Nightline is a listening service run by students for students. The Nightline Centre is at 16 Wellington Square (01865 270270), and is open from 8.00pm - 8.00am every night from 0th week to 9th week of term.

Samaritans
Samaritans are a group of volunteers who offer a 24-hour confidential listening service especially for those who are despairing or suicidal. Ring 01865 722122 (local call charges apply) or 116 123 (free) any time or visit 60 Magdalen Road (opening hours for drop-ins 8.00am - 10.00pm).
Medical Services

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). Opening times and arrangements for making appointments are available on the surgery website: http://www.stclementssurgery.org/. Students may consult either a female or male 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 Registrar, Katherine Camm, of their doctor’s name.

First Aiders

The main first-aid box is in the Porters’ Lodge but there are also smaller first aid boxes in the Accommodation Manager’s office, the Maintenance Department and the Kitchen Manager’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:

Tony Berezny  Maintenance Office
Filip Bubenheimer  Junior Dean (Main Site)
Gareth Bird  Night Porter
Helen Brooks  College Office
Lee Browning  Catering Office/Kitchen
Benjamin Choranj  Catering Office/Hall
Andrew Dwyer  Graduate Assistant (Ablethorpe & Rhodes Wolfson)
Alvaro Fachal Riera  Bar Manager
Kevin Flynn  Lodge Porter
Terry Greenwood  Deputy Head Porter
Emma-Jane Hampsheir-Gill  Graduate Assistant (Cowley Road Houses)
Liyang Han  Graduate Assistant (Main Site)
Mark Howkins  Night Porter
Elizabeth Li  Junior Dean (Ablethorpe & Rhodes Wolfson)
Alan Pittick  Lodge Porter
Tom Spasic  Head Porter
Rodrigo Munoz Valencia  Catering Office/Hall
Amanda Ward  Accommodation Office
Kathryn Worthington  Development Office

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. In the case of an ambulance being required, the telephone number for the emergency services is 999.
Students who need to stay in hospital overnight should make sure that the Lodge, or Junior Dean (Main Site) or Junior Dean (Ablethorpe/Rhodes Wolfson), is aware of where they are.
Drugs

It is 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.)

Alcohol

All students are expected to behave responsibly in the consumption of alcohol. Please see the University policy on the misuse of alcohol at: https://www.ox.ac.uk/sites/files/oxford/field/field_document/Policy%20on%20the%20misuse%20of%20alcohol.pdf. Students who are concerned about alcohol problems might find the following organizations helpful: Cranstoun Libra Drug & Alcohol Project, 01865 723500 (205 Cowley Road); Alcoholics Anonymous (national helpline 0800 9177 650; email help@aamail.org).
Disciplinary Procedures (Non-Academic)

(For academic disciplinary procedures, see Appendix A).

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 Off-Site 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 Student Handbook will be added to battels and paid into the College Hardship Fund.

Failure to attend an appointment with the Dean, Principal, Senior Tutor, Bursar 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 the next meeting of the Governing Body, or a special meeting of the Governing Body if required.

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 them 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 Student Handbook.
Codes of Practice

Freedom of Speech

Free speech is the lifeblood of a university. It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of the College are confronted with views that some find unsettling, extreme or offensive. The College must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

Equal Opportunities Policy

The College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's mission that 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 graduate level for intellectually-able students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of 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 coverage of the curriculum, to teaching and assessment of progress, 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 (http://www.mansfield.ox.ac.uk/public-documents).

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 the ‘Welfare – Internal Resources’ section above for the contact details of the College Harassment Officers. (For the College’s Statement of Policy Concerning Harassment please see http://www.mansfield.ox.ac.uk/public-documents).
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 the sections above, 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. For the College Complaints Procedure please see Appendix D.
Accommodation at Mansfield

Availability and Allocation

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. Second and third-year students enter a ballot and are accommodated on-site or in the Ablethorpe building or other College-provided housing nearby. College-provided housing is also available for fourth-year students. All rooms have WiFi.

Graduates
Graduate freshers requiring accommodation are usually accommodated for their first year of study in college accommodation off-site. There is a room available for the Junior Dean and their assistant on the main site and at Ablethorpe.

Students with special accommodation requirements
Special accommodation requests for freshers are captured on the Domestic Form, but in other years if a student has a particular accommodation need, for instance to have accommodation on the College site, they should contact the Accommodation Manager, Amanda Ward (accommodation.manager@mansfield.ox.ac.uk), and the designated member of the welfare team, Andrew Higgins (andrew.higgins@mansfield.ox.ac.uk). Special arrangements can be requested for health, welfare, disability, faith and/or cultural reasons.

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.

Vacation residence
All undergraduate students must complete a vacation residence form if they have an academic or other good reason to stay in accommodation during vacations. Forms are emailed to all students by the Accommodation Manager and must be returned promptly. 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 other purposes. Rooms must be vacated by 10:00am on the day of departure – failure to do so may result in a ‘Late Departure’ fine being charged to battels.

Vacation residence for university exams
College rooms will always be available for students who are taking Public Examinations at the start of the Easter and Long (summer) vacations. These students may stay in College until the night after the last examination and will not be charged for accommodation beyond their termly rent charges. However, students must vacate their rooms by 10:00am on the day after their final examination.
Christmas Vacation
Vacation residence in College during the Christmas vacation can only be provided in exceptional circumstances (e.g. for health/welfare purposes). If a student finds themselves in exceptional circumstances that mean they would need to have vacation residence over the Christmas vacation, they should contact the Welfare Tutor or Senior Tutor to discuss their requirements in confidence.

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 an Exam Vacation Residence application form and submitted it to the Accommodation Manager by the deadline shown on the form. When vacation arrangements have been agreed, students will not be able to change their return dates.

Rules and conditions of living in College accommodation
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. Rooms must be vacated in a clean and tidy state at the end of term.

Furniture must not be moved from the location in which it has been placed. Any damage arising from furniture being moved will be reported by the scouts and charged to the occupant of the room.

Scouts and cleaning of rooms
Students should show courtesy at all times to the scouts. Students are expected to be cooperative 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.

‘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).

Smoking
Smoking is a criminal offence in the workplace. Smoking, including e-cigarettes, is not permitted within the College grounds. Anyone found smoking on the College premises will be reported to the Dean and subject to a fine of up to £50.

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 Manager may be used. All items and Whitetak must be removed before the end of each term. Sellotape, pins or nails must not be used. 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.

Students living in the new Hands Building must not use the wooden wall as a notice board. Any items found attached to the wall will be removed and any damage where repair or replacement is needed will be charged to the student.
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 or libraries.

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.

If students residing in Ablethorpe have complaints about noise during the day (i.e. from 7:00am to 11:00pm), they should telephone the Porters’ Lodge and e-mail the Dean, providing as much information as possible about the source of the noise. Please note, neither the Porter nor the Dean will be able to come over to Ablethorpe at that time; however, they will send someone over if possible and/or alert the Junior Deans, in the event that a Junior Dean is on-site. If no one is able to intervene at the time, the Dean will follow-up with the Junior Dean staff, the JCR and students at Ablethorpe to address the issue.

Room inspections
Room inspections are normally carried out at the beginning and end of each term by the Head Housekeeper 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.

Security
Students must ensure that their own doors and staircase doors are kept locked at all times. Any conduct that may be damaging either to College security or fire precautions will be reported to the Dean. Please note that any students who request to be let in to their rooms due to loss of keys, or because of keys being locked inside their room, will be charged £15.

Electrical equipment
Students are responsible for ensuring that any electrical appliances they bring into College are safe (see Appendix G). 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 or the use of rotary extension cables 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 Manager. The College maintenance department can advise on the safety of any electrical appliance.

Reporting maintenance items
All maintenance requests can be reported via the College Intranet or to the Accommodation Manager directly. Students must report any damage, want of repair or failure of services as soon as reasonably practical and, in any event, within 24 hours of becoming aware of the fault. Emergencies can be reported to the Porters’ Lodge on 01865 270999.

No notice will be given in an emergency, or where the need for repair (or any other matter affecting the suitability of the accommodation for habitation) was reported by the student, but otherwise the
College will normally aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes.

The College will respond to maintenance requests within 48 hours, with a view to a full repair within 72 hours, depending on the severity of the fault and the availability of any parts required.

**Personal Belongings**

**Insurance**

Personal belongings are each student’s own 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’ or guardians’ insurance and, if not, are strongly advised to take out insurance. Some companies run special schemes for student insurance.

**Storage out of term**

All personal effects must be removed from College rooms on-site when the room is vacated. There are no storage facilities available in College and any items found will be disposed of. 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.

**Pets**

No pets are allowed in College accommodation.

**TVs**

Students using televisions or laptops to watch TV 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.

**Vehicles**

Bicycles must be kept in the areas provided for them, and not stored in bedrooms. 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.

There is no parking on the College site for students, or their friends and family. If a student (or their accompanying friend/family member) has a physical disability, they should ask the Lodge for permission to park on occasions when this is essential (e.g. when loading/unloading luggage at the start and end of a 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 and cannot expect to keep it or park on College premises. 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.

**Guests**

**Overnight Guests**

Occasional overnight or weekend guests are permitted in rooms in College-provided accommodation. A maximum of one guest per room per night is permitted.

For reasons of safety, and with particular regard to fire regulations, College members must advise the College of the arrival and departure of a guest. No name need be provided, but the presence of a guest must be notified. The presence of a guest may be registered either by advising the Porters’ Lodge (in the case of main site guests) or the Off-Site Junior Dean (in the case of the Ablethorpe or Rhodes-Wolfson buildings) or by writing the date and ‘plus one’, alongside the name of the student host concerned, on the list of students occupying the staircase/building. College members who fail to register their guests may be subject to disciplinary action.

The student host is fully accountable for the actions of their guest whilst their guest is in College and in particular must ensure that their guest does 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.

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.

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. This includes any period of Vacation Residence.

**Guest Rooms**

Students are welcome to apply to book the College Guest Room from the Accommodation Manager for family members 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 Hall Manager’s authorisation in each case.
Meals

Meals are taken in the Chapel Hall or the café-bar (Crypt). Students should note that mobile phones may not be used in the Chapel Hall.

A continental breakfast is available between 8.00am-9.00am on weekdays, and is available in the Crypt.
Lunch is served between 12.05pm – 1.45pm from Monday to Friday.
Dinner (Cafeteria) is from 6.00pm - 7.00pm, Monday to Saturday. This is served in the Chapel Hall on Monday, Tuesday, Thursday and Saturday and in the Crypt on Wednesdays and Fridays.
Brunch is served every Saturday in the Crypt from 12pm until 1 pm.
Carvery is served on Sundays in the Chapel Hall between 5.30pm-7pm.

Formal Hall (Wednesday & Friday) is served at 7.30pm (doors open at 7.15pm). Dress code is smart casual, and gowns must be worn. Students are required to sign up for Formal Hall via the Intranet, stating clearly any dietary requirements and number of guests in the sections provided. Booking for Wednesday Formal Hall opens at 12 noon on Fridays prior to the event. Friday Formal Hall booking is available from 12 noon on Sundays prior to the event. Online reservation for the above dinners closes at 10:00am on the day prior to the event, after which time cancellation or changes are not possible.

Please queue up on the night on the lower ground floor of the Atrium (i.e. the level of the Crypt). Please ensure that you are sensitive to the fact that a Chapel service takes place on Wednesday evenings by keeping noise to a minimum. If you have a large party, or want to sit with friends/guests, it is advisable to arrive early, as these events are free-seating. On special occasions a group booking can be made: please contact the Hall Manager (hall.manager@mansfield.ox.ac.uk), for more details.

Formal Formal Hall (4 courses) takes place on the Friday of the 2nd, 4th and 6th weeks of term, with a dress code of Black Tie. Guests for these special events are limited to one per student.

Students with special dietary requirements should consult with the Hall Manager and should note their requirements when making a Formal Hall booking.

Please note that bottles of wine can be brought to these events for a corkage fee of £4.50 per still bottle or £5.50 per sparkling bottle. For authorization please consult with a member of catering staff on the night.

Payment for all meals except Formal Hall can be charged to battels using your University Card. Formal Hall meals are automatically charged via the online booking system. A £1.00 charge to cover administrative costs will be made if a University Card is not presented when purchasing a meal on battels. Cash payment is also accepted in both the Chapel Hall and Crypt, while credit card payments can only be processed in the Crypt.

For meal charges please refer to the Fees and Charges sheet (Appendix F).
College Libraries
The College Libraries, comprising the Main Library, Theology Library, Law Library and PPE 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 Librarian. The Librarians are happy to advise and assist readers with particular access needs. (Please see Appendix B for College Library rules.)

College Computing
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.)

College Rooms and Facilities
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 Domestic Bursar.

College Bar (Crypt)
The College Bar is located on the ground floor of Main Building, in the Crypt. The College carries out all supply/sale of alcohol under the Licensing Act 2005.

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

Junior Common Room
This is located in the Main Building. 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.

Middle Common Room
This is located in the Main Building. 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.

Opting out of Common Room 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.
Public Rooms and Areas

Public rooms for public meetings

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

Students wishing to book one of the College’s public rooms should check room availability with the Domestic Bursar. Once availability is confirmed, a booking form should be completed. The booking forms are available in the Porters’ Lodge or from the Domestic Bursar. In some circumstances permission may also be required by the Dean and the Domestic Bursar will advise when this is the case. Permission must be obtained in writing at least two weeks prior to the meeting, or the Domestic Bursar and/or the Dean reserve 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 Kitchen Manager. The Kitchen Manager authorises any food requirements on the student booking form and the completed form must then be returned to the Domestic Bursar for confirmation of the event.

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.

Public rooms for social events

Some College rooms may be booked by students for social events, including special dinners. Booking forms are available in the Porters' Lodge or from the Domestic Bursar. If a student wishes to gain permission for an event he/she must first secure a provisional room booking with the Domestic Bursar, 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 Domestic Bursar) and discuss arrangements with both the Domestic Bursar and the Hall Manager or Kitchen 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 Kitchen 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.
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.

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.

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

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

Keys and Security Tags
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.

Issue of keys and security tags
All keys and security tags are issued by the Porters’ Lodge with an entry made on the Lodge’s Student Accommodation list. 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 and the libraries. For A to E staircase and the Garden Building, the tag also allows access to the particular student’s study bedroom.

Students not living in Mansfield Accommodation can be issued with a ‘Living Out’ fob and gate key, issued by the Porter’s Lodge, and recorded on a spreadsheet by the Duty Porter. This Living Out set should be returned to the Lodge if the student moves into College Accommodation (in which case a new fob for that accommodation will be issued), or leaves the College. The same fines will be levied if the Living Out fob or gate key are lost.

Return of keys and security tags
Students vacating their rooms at the end of term must return all key(s) and security tag(s) to the Porters’ Lodge.
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).

Lost keys or security tags
In the event of lost keys or tags, students must notify the Porter’s Lodge 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. Please note that any students who request to be let in to their rooms due to loss of keys, or locking keys inside their room, will be charged £15. All lost keys and tags will be chargeable via battels (£20 each).

Personal Belongings
Students should keep their rooms locked and windows closed when not in their rooms. If strangers are acting suspiciously, students should inform the Lodge immediately or call the police as appropriate (for the latter: tel. 999). 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.
**Electrical Appliances**

Please see Appendix G. 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.

**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 a Graduate Assistant, as soon as practicable.

**Fire prevention and evacuation**

In accordance with fire regulations, the fire alarm will be tested weekly at approximately 2.30pm on Tuesday 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 cooperate 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 a 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.

No cooking equipment of any kind, including toasters, may be used in rooms. You will be asked to remove these items if they are found in your 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 or Rhodes Wolfson buildings between the hours of midnight - 7.00am.

**In the event of an armed attack**

The guidance provided by the University’s Security Services is available in Appendix H. The purpose of the guidance is to alert and not to alarm – it is not being provided in response to any specific information. Staff and students should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.

N.B. The College Security Policy and Bomb Threats document is available to view at the Porter’s Lodge or Bursary.
Academic Matters

Annual Registration
All students must register with the University at the beginning of each academic year, using Student Self-Service (https://www.ox.ac.uk/students/selfservice?wssl=1).

New Students & those returning to a new programme of study
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.

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.

Students’ Academic Obligations
A student shall be deemed to be of good academic standing if they:

- Keep the residence requirements laid down by the University (see the University’s Examination Regulations (https://www.admin.ox.ac.uk/examregs/);
- Pass the First Public Examination or other examinations laid down by the University as a necessary part of their course (see ‘University Examinations’);
- 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;
- 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;
- 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.

If a student is unable to fulfil any of these obligations due to illness they must provide a medical certificate from their GP. (A template certificate is available from the Academic Registrar).

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.

Course Regulations
It is essential that all students familiarise themselves with the regulations of their courses, as detailed in the Examination Regulations (https://www.admin.ox.ac.uk/examregs/) 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.

Standing for major College or University offices
Undergraduate 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 get written consent from the Senior Tutor (who will discuss their candidature with their subject tutor(s)) before a declaration of candidature. Students applying to hold office must be performing at
2:1 level and if elected must maintain at least good 2:1 performance in submitted work and Collections throughout their term of office. Should a student be elected to such an office without permission and signed consent, they will be asked to stand down and will be subject to disciplinary procedures.

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 taken at the start of each term are marked and returned by Friday of 4th Week.

Paid employment
Term-time employment for undergraduate students is not permitted except under exceptional circumstances and in consultation with the student’s tutor and the Senior Tutor. During vacations, undergraduates are required to complete academic work, which should take priority over other commitments. However, the Careers Service can help students to find work experience placements during the vacations, with the agreement of their tutor(s).

Graduate students who decide to undertake a limited amount of paid work during their studies must observe the University’s paid work guidelines and ensure that any paid work undertaken does not adversely affect their studies or ability to complete their course on time.

Students studying on a visa must follow the University’s guidelines on working while studying, available here: https://www.ox.ac.uk/students/visa/during/work?wssl=1.

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 each 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: http://www.mansfield.ox.ac.uk/feedback-forms). 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.
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 (see https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1). Students must never submit work to their tutors 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.

University Examinations

Entries for University Examinations

It is the responsibility of students to ensure that they are entered correctly, and by the correct date, for their examinations. Information on entry dates is available at https://www.ox.ac.uk/students/academic/exams/entry?wssl=1 and students will be notified by email when an entry window has opened. The University makes a charge, currently £40, for late entries and for changes of options outside of the exam entry window.

Academic Dress

At University examinations, matriculation, and degree ceremonies, students are required to carry their mortarboard and wear their academic gown with sub fusc. clothing, i.e.:

1. One of:
   - dark suit with dark socks, or
   - dark skirt with black tights or stockings, or
   - dark trousers with dark socks or dark hosiery
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie/black bow tie/black full-length tie/black ribbon

Ministers of religion may wear clerical dress under their gowns when attending ceremonies. If you wear a head dress/scarf for religious reasons, a black scarf should be worn. Members of the armed forces may wear service dress under their gowns.

Students are also required to display their University Card at each examination.

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: https://www.admin.ox.ac.uk/examregs/2016-17/rfrintheuniv/
Alternative Arrangements for University Examinations

If alternative arrangements (such as extra time; rest time; use of computer; College sitting) are required, candidates should notify the Academic Registrar after matriculation and no later than Friday of Week 4 of the term before the examination is due to take place (i.e. week 4 of Hilary Term for exams taking place in Trinity Term). Students should bear in mind that examinations are often scheduled for Saturdays.

Students may apply for special arrangements on the grounds of a medical condition or disability (including specific learning difficulties) or on the grounds of religious observance. Further information on the provisions that can be made and the supporting evidence required in order to make an application for alternative arrangements is available at https://www.ox.ac.uk/students/academic/exams/arrangements?wssl=1.

If, during a student’s course, circumstances arise which mean that the student may require special arrangements for examinations, the student should contact the Senior Tutor or Academic Registrar as soon as they become aware of this.

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 Academic Registrar 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, and which may affect their performance in assessments, the student should obtain a medical certificate from their GP (templates available from the Academic Registrar) and the College will communicate with the University’s Exams Team. The University seeks to make compensations before assessment (regarding extra time, alternative venues, provision of necessary equipment) rather than adjusting marks subsequent to it.

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. Such changes are very rare.

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. Dispensations or extensions of time are not granted by the Proctors in the case of computer failure. Students should retain the receipt they are issued on submission of the dissertation.

Failure of First or Second Public Examination

Any student who fails any paper, or papers, of their initial examination for the First Public Examination (Prelims/Mods) 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’s 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.

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 a student considers that there are exceptional mitigating circumstances which affected, or will affect, their performance in an examination, or which could prevent them from sitting an examination or meeting the submission date for coursework, they should inform the Senior Tutor immediately this becomes apparent, so that these circumstances can be conveyed to the Proctors. The College seeks to support students in ensuring that the Proctors are made aware of relevant mitigating circumstances, rather than supporting additional opportunities to re-sit after failure. Other than in the case of exceptional mitigating circumstances, there is no avenue of appeal against a Governing Body decision to send down a student who fails a First or Second Public Examination.

For information on seeking welfare support, or making a request to suspend studies, please see the ‘Welfare’ sections of this Handbook.
Scholarships, Exhibitions and other Prizes/Awards
The system of awards and prizes is intended to encourage and recognise academic excellence within the academic community of the College.

First Class/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, third or fourth 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 or Exhibition being withdrawn.

First Class Honours Degree
College prizes of a £50 book voucher are awarded to students who attain a First Class Honours degree or a Distinction in a graduate Master’s degree.

College Prizes
The Henty Geography prize (£50) is awarded for the best performance in the second year.

The Mahony Prize (£50) is awarded for the best progress in History during the second year.

The Mason Lowance 1\textsuperscript{st} year Prize in memory of Malcolm Parkes (£150) is awarded for the best distinction-level performance in English Moderations.

The Mason Lowance 2\textsuperscript{nd} year Prize in honour of John Creaser (£150) is awarded for the best second year performance in English.

The Mason Lowance 3\textsuperscript{rd} year Prize in memory of Stephen Wall (£150) is awarded for the best first class performance in English Finals.

The Horton Davies Prize (£200) is awarded for the most commendable performance by a second year theologian.

The John Sykes Prize (£100) is awarded for the best First Class performance in Materials Science/MEM Part I examinations.

The Sarah and Peter Harkness Prize (£100) is awarded for the best distinction-level performance in preliminary examinations by a student living, and having completed 6\textsuperscript{th} form studies, in Yorkshire or the North East.

The Worsley Prize (£100) is awarded to the Law student who best combines a high level of academic performance with an outstanding contribution to the life of the College.

The Bob Coates Prize (£150) is awarded for academic achievement in mathematics, based on performance in Part A or Part B of the Final Examinations in Mathematics and in Mathematics and Statistics. Bob Coates taught mathematics at Mansfield College from 1986 till his retirement in 2003. He also paid a major role in teaching mathematics at the Open University, helping develop courses that reached over 100,000 students during his career and presenting many TV and radio programmes
accompanying these courses. The prize fund has been set up thanks to the generosity of his former Mansfield students.

The Adam Monk Scholarship (£150) is awarded to the student achieving the best distinction in Mods for Maths or Maths and Statistics. This prize is awarded in memory of the third year Mansfield maths student Adam Monk, who died in 2014.

The Lynda Patterson Scholarship (£100) is awarded in memory of Lynda Patterson, for the best distinction performance in Prelims in Theology and Religion or Philosophy and Theology. Lynda Patterson, a former undergraduate at Mansfield, matriculated in 1992, and was a graduate, Junior Dean, Assistant Chaplain and lecturer at Mansfield. She died in 2014.

The Kwabena Osei-Boateng Engineering Science Prize (£200) is awarded for the best performance in Engineering Science Prelims.

College Essay Prize
A College Essay Prize (£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 sent to the Academic Registrar for approval by Friday of Week 8 in Hilary Term, with submission of the essay to the Academic Registrar by Friday of Week 5 of Trinity Term. The winner is decided at the end of Trinity Term, and the winning essay is deposited in the College Library.

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

Principal's Prize
An undergraduate progress prize of £50 is awarded annually by the Principal for outstanding performance.

Travel Scholarships
Application procedures for the various scholarships and funds listed below are available on the College website: http://www.mansfield.ox.ac.uk/prizes-scholarships.

Proctor Travel Scholarship for Study Abroad
The Proctor Travel Scholarship is to enable members of the College to continue their studies abroad. Applications are to be sent to the Academic Registrar by Friday of Week 0 of Trinity Term.

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 be sent to the Academic Registrar by Friday of Week 0 of Trinity Term.

Henty Travel Scholarship
The Henty Travel Scholarship is awarded to Geographers undertaking ‘ambitious or unusual travel’.

Geography Dissertation Travel Fund
The Geography Dissertation Travel Fund is to support dissertations carried out overseas.
Financial Matters

Course Deposit
All undergraduate students must pay a course deposit of either £100 (UK and EU students) or £300 (overseas students) before starting their course.

Details of how to make payment will be included in the information pack sent to all new students.

This deposit will be held until the end of your course, and applied initially to your final battels bill (usually prepared in early July). All final credit balances on student battels accounts will be refunded by either cheque or bank transfer.

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 detailed in the Proctors’ and Assessors’ Memorandum (https://www.admin.ox.ac.uk/proctors/info/pam/) 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.

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

- At the beginning of each academic term, on Thursday of 0th week, and should be paid by no later than the Friday of 1st week; and subsequently during full term on Thursday of 6th week, which should be paid by no later than Friday of 7th week. At the end of the academic year, final battels bills will be raised by the second week of July and must be settled by July 31st.

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.

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 Accounts Department 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 Accounts Department. 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 Accounts Department to discuss alternative payment arrangements, there will be an administrative charge of £20. If the battels account is not settled by
the time of the next battels bill a further charge of £20 will be raised and the case may be referred to the Governing Body (see 'Disciplinary Procedures following Non-Payment of Fees').

Where alternative payment arrangements have been made and subsequently honoured, there will be no administrative charge, but in the event that the arrangements are not honoured the College reserves the right to charge interest 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.

**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 ‘Deadline for Payment of Fees and Charges’ above, and an alternative payment schedule under ‘Non-Payment of Fees’ above has not been agreed; or

b) a student has defaulted on an alternative payment schedule agreed under ‘Non-Payment of Fees’ 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 ‘Non-Payment of Fees’ 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.
Support for Students experiencing Financial Difficulties

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 have made arrangements to support themselves financially throughout their University career.

Students with financial difficulties should consult the Bursar, or the JCR or MCR Presidents. The University also has a Student Funding Office, whose staff are very helpful in providing advice on student funding and sources of financial help. Their email address for general enquiries is student.funding@admin.ox.ac.uk.

Decisions on allocations 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.

Oxford Opportunity Bursaries & Moritz-Heyman Scholarship

The Oxford Opportunity scheme provides annual non-repayable bursaries for UK/EU students from lower income families, and works on a sliding scale using the same residual incomes as for the award of Maintenance Grants. The amount of the award tapers down in line with increasing residual income. Full details are available on the University of Oxford website: http://www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support. There is no need to 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.

Eligible UK-resident students from lower income backgrounds may also be invited to become Moritz-Heyman Scholars. This Scholarship provides additional funding, opportunities to participate in volunteering activities and at least one internship during the summer vacations. Details are available from the University website: http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support/moritz-heyman-scholarship

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.

Mansfield College Hardship Funds

These funds have been created mainly by donations from alumni. Any student who faces unexpected additional costs, or anticipates financial difficulties (including 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 hardship funds.

Sarah & Peter Harkness Bursary

This award (£250 p.a.) 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.

Geography Fund

This fund has been created by the generosity of two Geography alumni. It is used to subsidise academic-related activities for the benefit of Mansfield Geography undergraduates.
Access to Learning Fund
The Access to Learning Fund is based on government guidelines and assists UK undergraduates and graduates who experience financial difficulty. Further information can be found at http://www.ox.ac.uk/students/fees-funding/assistance/hardship/alf. 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.

University-administered funds
The University Hardship Fund aims to assist students who experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course. Further information on the University Hardship Fund can be found here: http://www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf. 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.

Undergraduate & Visiting Student Academic Grant Fund
The Academic Grant Fund’s main purpose is the support of study for undergraduates and VSPs in the vacation: either while resident in Oxford, or for field trips and conferences; undergraduates & visiting students may also apply to the fund for (e.g.) travel costs to another University library, academic texts, and for contribution towards the cost of thesis binding. Awards will be made to students who have an academic need for a grant but are limited by financial constraints. Application forms are available at: http://www.mansfield.ox.ac.uk/grants and should be accompanied by confirmation of costs (e.g. receipts; invoices; departmental confirmation of fieldtrip costs, etc.). This fund is limited to £150 a year per student.

Application forms should be submitted to the Academic Registrar by Friday of 7th Week each term. Awards are made on the basis of financial need, and must be supported by the recommendation of a College tutor.
Conferment of Degree (Graduation)

Degrees are not automatically conferred at the end of the course but at degree ceremonies, which usually take place in the Sheldonian Theatre.

Undergraduate and postgraduate taught students will be sent an email in Michaelmas Term of their final year with instructions about booking a degree ceremony.

Attendance at a degree ceremony (or graduation ‘in absentia’) is not permitted until all outstanding tuition fee debts have been paid.

Students should also ensure that their battels accounts have been settled, and that all College and University Library books have been returned. This should take place at least one month before the ceremony.

Research students will receive an email invitation when granted leave to supplicate, with information about booking a degree ceremony.

Please see the College website for information: http://www.mansfield.ox.ac.uk/graduation.
Information for Graduates

N.B. Although the following information is specific to graduates, graduate students must ensure that they read the whole Student Handbook.

The College provides an important source of support for all graduate students. The community at Mansfield is small and friendly, 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 (see the ‘College advisors’ section below). The Tutor for Graduates is also on hand to offer support (see below).

The following information should be read in conjunction with the rest of the College Student Handbook, 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 (up the stairs in the Principal’s Lodgings building, above the Accounts Office). Information is also available on the College website: http://www.mansfield.ox.ac.uk/information-graduates.

MCR, Accommodation & Other Facilities

The MCR has its own Common Room in college. Both research and taught graduates have access to this area. On arrival at College, graduate students should speak with the Porters at the Lodge to secure a key for entry to the MCR. 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, Joint Consultative Committee, EOPMG, etc. 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 are rooms available for the graduates appointed as assistants to the Junior Dean on the main site, at Ablethorpe, and a Cowley Road student house.

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

Academic Information

Annual Registration

All students must register with the University at the beginning of each academic year, using Student Self-Service (https://www.ox.ac.uk/students/selfservice?wssl=1).

Matriculation

All students are required to ‘matriculate’ at a ceremony which confers membership of the University. The ceremony takes place on Saturday of Week 1 of Michaelmas Term. Any students not present at the first matriculation ceremony will be required to matriculate at the next ceremony on Thursday Week 8 of Michaelmas. Any student who commences their course in the middle of an academic year must matriculate at the next available ceremony (there are ceremonies each term on Thursday of Week 8).

Students are required to wear academic dress (known as sub fusc) (for more information please see https://www.ox.ac.uk/students/academic/dress?wssl=1).
Further information on matriculation can be found on the University’s website at https://www.ox.ac.uk/students/new/matriculation?wssl=1.

Tutor for Graduates
The Tutor for Graduates is responsible for overall coordination of the College provision for graduates. He works with the College Office to administer the admission of graduates, as well as authorise GSO forms (transfer, confirmation etc.) for DPhil candidates. (Please note that forms for approval should in the first instance be brought to the College Office, who will arrange for the Tutor for Graduates or Senior Tutor to approve the form). The Tutor for Graduates meets regularly with graduates, and each graduate is offered an individual review meeting with the Tutor for Graduates, their Advisor and the Principal (see below). He will also contact students at other points in the year if significant problems have been noted on the termly report or through course directors. The Tutor for Graduates can be contacted at any time by email: steven.biller@physics.ox.ac.uk.

College Advisors
The Tutor for Graduates matches each graduate with a College 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.

Principal’s Reviews
Every graduate student is offered the opportunity of an annual meeting with the Tutor for Graduates and the Principal of the College, which the College Advisor is also invited to attend: this meeting reviews 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 positive - if challenging - and all monitoring meetings are intended to be supportive and constructive.

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, and to pay for food and drink in the Hall and Crypt café (charges are then added to the student’s battels).

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 both their department and the College’s Academic Registrar. 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 their department for this. Students should inform the College of any extended absence.

Graduate Forms
Any graduate forms that require College approval should be brought to the Academic Registrar in the College Office, rather than sent directly to the Tutor for Graduates. This will ensure that forms can be approved as soon as possible. Forms should be sent to the Academic Registrar well in advance of the deadline, so that there is enough time for the form to be considered.
Examinations

Residency & 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’s Examination Regulations: https://www.admin.ox.ac.uk/examregs/.

Examination Entry

It is the responsibility of students taking University examinations as part of their course to ensure that they are entered correctly, and by the correct date, for their examinations. Information on entry dates is available at https://www.ox.ac.uk/students/academic/exams/entry?wssl=1 and students will be notified by email when an entry window has opened. The University makes a charge, currently £40, for late entries and for changes of options outside of the exam entry window.

Failure of Part or All of an Examination

If a student fails an element of their course and is required to re-take it, they will be re-entered for the relevant papers. A re-entry fee may be required.

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).

Illness & 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 Academic Registrar 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, and which may affect their performance in assessments, or necessitate a change of deadline, they should obtain a medical certificate from their GP (templates available from the Academic Registrar) and the College will communicate with the University Proctors’ Office. The University seeks to make compensations before assessment (regarding, e.g. extra time, alternative venues, provision of necessary equipment) rather than adjusting marks subsequent to it.

Grants, Awards & Scholarships

Elfan Rees Scholarship

The College awards the Elfan Rees scholarship once every four years, alternately in Theology/Religion, and Politics, tenable at Mansfield for two years. The award is made in memory of Dr Elfan Rees, who was Adviser on Refugee Affairs to the World Council of Churches on International Affairs and was Dale Lecturer at Mansfield College from 1974 to 1975. The next award will be in 2020 in Politics and is open to men and women who will be studying (or are already studying) at Oxford University towards a higher degree in that field from October 2020.

Adam von Trott Scholarship

The College, jointly with the Department of Politics and International Relations, awards a scholarship at Mansfield College in memory of Adam von Trott who studied at the College in 1929. Adam von Trott zu Solz, a diplomat in the German Foreign Office, was a central figure in the group around Claus von Stauffenberg that planned to kill Hitler; Adam von Trott was put to death by the Nazi regime in Berlin on 26 August 1944.
The Scholarship will be 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 scholarship is only open to new students (rather than those already on-course) and will next be awarded to commence study in October 2018.

The award comprises contributions from the German Foreign Office, 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 College guarantees two years’ college accommodation at standard charges which is covered by the maintenance allowance. Eligible applicants should apply for the MPhil course through the usual university admissions process and may note their interest in the scholarship in their application.

**John Hodgson Theatre Research Fellowship**

Open to any eligible graduate applicants in the English Faculty working in Theatre Studies and applying successfully to a Research Council award. The Fellowship comprises £4,000 per year for the period of fee liability. We will consider all eligible applicants to Oxford for the Fellowship, regardless of whether or not you state Mansfield College as your preferred college on your graduate application form. If we offer you the Fellowship we will also offer you a place at Mansfield College, which will take the place of any earlier college offer you may have. There is no separate application process for this Fellowship; you simply need to apply for your graduate course by the relevant January deadline. The fund is currently under review; once review is complete, the next award date will be advertised.

**Graduate Travel Fund**

Fee-paying graduate research students may apply to the college for financial support for attending conferences or other similar activities in connection with their research (dissertations or theses). DPhil students who are out of fee liability, and so being charged a continuation fee, are also eligible to apply for a travel grant. Research students (DPhil, MPhil, BPhil) must send applications to the Academic Registrar by Friday of 5th week in any of the three terms. Please note that there is only a very limited fund available so application should also be made to other sources where you are eligible for them (consult your Faculty Graduate Office in particular). Each application must be supported by a letter from the student’s supervisor.

The application form can be downloaded from the college website: [http://www.mansfield.ox.ac.uk/grants](http://www.mansfield.ox.ac.uk/grants).

**Graduate Book & Research Materials Grant**

All graduate students within fee liability are eligible to apply for a book & research materials grant. Research students (including MPhil and BPhil) may claim 75% of the cost of any book(s) or research material(s) purchased in connection with their graduate studies, subject to a maximum claim of £150 per student per fee-paying year. Students outside of fee liability are not eligible for the grant. Graduate students on a one-year taught course may claim 75% of the cost of any book(s) or research material(s) purchased in connection with their graduate studies, subject to a maximum claim of £50 per academic year.

Applications must be sent to the Academic Registrar, together with receipts, by Friday of 5th week in any of the three terms. The College cannot reimburse book/research material costs without proof of purchase. The sum reimbursed will be credited to battels, unless a cheque is specifically requested on the form. The application form can be downloaded from the college website: [http://www.mansfield.ox.ac.uk/grants](http://www.mansfield.ox.ac.uk/grants).
Mike Mahony Research Seminars

The Mike Mahony 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 seminar is normally held before the MCR/SCR Dinner, on Thursday of Week 5 of each term. Students and their advisors are encouraged to attend this dinner and use it as an opportunity to catch up with their progress.
Appendix A: Undergraduate Academic Disciplinary Procedures

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 the welfare sections earlier in this document) 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.

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 will warn the student that they 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 concerns. The student’s name will be removed from the list when they are no longer a cause for concern.

If a student initially complies with the conditions of their First Formal Warning but their work subsequently deteriorates, they may be placed on Second Formal Warning without beginning again at the start of the academic disciplinary procedures.
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 reminded at the same time that they may discuss their situation with their tutors, the Senior Tutor, the Tutor for Welfare, or any external source of welfare support, 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.

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.

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 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.
The student and their representative, along with any subject tutor(s) and officers involved in the presentation of the case against the student, will attend the discussion, but will 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.

If a student initially complies with the conditions of their Second Formal Warning but their work subsequently deteriorates, they may receive another further formal warning without beginning again at the start of the academic disciplinary procedures.

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.

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.

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.

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.
Appendix B: College Library Rules

- Access to the Library is restricted to current members of College. Non-members wishing to visit or use the Library must seek permission from the Librarian or Fellow Librarian in advance.

- Library doors must be kept locked at all times (CCTV is in operation in the Main Library and on the Library landings).

- Registered readers may borrow not more than twelve books at a time.

- Borrowed books are for the use of the borrower only. They must not be lent to peers, they remain your responsibility whilst issued to your card.

- All borrowing must be recorded (on the automated system, or with the Librarian).

- All books must be renewed or returned during the First Week of each Term or returned when required by another reader.

- All journals and reference books are confined to the Library.

- No marks of any kind may be made in a Library book. This includes the use of ‘post-it’ notes.

- Battels will be charged for lost or damaged books and books not returned on leaving the College.

- The Libraries must not be used for socialising. Please be quiet at all times.

- Mobile phones may not be used in the Libraries or on the Library landings.

- No audio device may be played aloud in the Libraries or on the Library landings.

- Smoking, eating, drinking and bringing food and drink into the Libraries is prohibited (bottled water is allowed). Fines will be levied against battels for ignoring this rule.

- Readers may not reserve desks.

- Readers may not use the Library shelves to store their files and personal possessions. These will be removed.
• Desks will be cleared of personal items and books each morning. The Library takes no responsibility for personal items left unattended.

• Personal computers may be used but power cables must not pose a tripping hazard.

• Access to the Gallery in the Main Library is strictly forbidden for safety reasons.

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.
Appendix C: College IT Rules
Rules concerning College IT facilities

All use of IT Facilities in Oxford University is subject to the rules imposed by Oxford University IT Services. These are available on-line at https://www.it.ox.ac.uk/rules.

Mansfield College has its own IT Policy which supplements the existing Oxford rules. Copies of the policy document are available on the College website (http://www.mansfield.ox.ac.uk/public-documents).

General Rules
IT services are provided primarily for academic use. Non-academic use is permitted only if it does not inconvenience other users.

- The College reserves the right to scan the College network traffic to detect misuse of the College facilities. Oxford IT Services requests that College does this to prevent any abuse of the University network.
- Students are not permitted to connect to the College’s wired network, or to tamper with any equipment connect to it.
- 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.
- Oxford IT Services police the network for illegal downloading. If they detect it, they will charge the College £50 for their staff time and instruct us to remove the material from the offending computer. In these circumstances the offender will be referred to the Dean who will pass this fine on and add a further £50 charge for our staff time. Serious cases may be referred to the Proctors.
- 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.
- It is a College disciplinary offence to fail to comply with any IT rule in the Student Handbook 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.
- 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.

Rules specific to College computers

- No student is permitted to install any additional software on any College computer. If a student requires a specific software to be added for academic purposes, he/she must ask their tutor/supervisor to provide the IT Manager with details.
- No computer provided by the College may be disconnected from its power supply or network or connection at any time.

Rules specific to connecting a student’s own hardware to the College network

- 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 Oxford IT Services: https://register.it.ox.ac.uk/self/software) 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.
- 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.
- 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.
- Students are not permitted to set up Wi-Fi hotspots using any device whatsoever. Repeat offenders will be reported to the Dean and banned from the Wi-Fi.
Appendix D: College Complaints Procedure

i. Approved by Mansfield College Governing Body on 12th October 2016. This Complaints Procedure will be subject to annual review by the Senior Tutor on behalf of the Governing Body.

ii. This Complaints Procedure follows the Office of the Independent Adjudicator’s (OIA) ‘Good Practice Framework for Handling Complaints and Academic Appeals’ 2014 which defines a complaint as:

“an expression of dissatisfaction by one or more students about [the College’s] action or lack of action, or about the standard of service provided by or on behalf of [the College].”

Mansfield College Complaints Procedure enables students to register dissatisfaction with aspects of College life not covered by the College’s other avenues for feedback and appeal. A student wishing to appeal against College academic disciplinary procedures should follow the guidance in Appendix A of the Student Handbook (Academic Disciplinary Procedures). A student wishing to appeal against Decanal disciplinary measures should follow the guidance in the Student Handbook (Disciplinary Procedures). A student wishing to complain of harassment should consult Appendix D of the Student Handbook (Statement of Policy concerning Harassment). For all other complaints, including complaints about the College’s disability provision or the College’s PREVENT policy, the below procedure should be followed.

iii. Completed students who wish to submit a complaint through this procedure must do so within six months of their course completion date. In the case of undergraduate or graduate taught students the course completion date will be considered to be the date that their final results were released. For graduate research students the course completion date will be considered to be the date that Leave to Supplicate was granted. For visiting students, the course completion date will be considered to be Friday of 8th week of the student’s final term. Late submissions may be permissible in the event of a delay in submission caused by illness or other urgent circumstance, but in such an event, the College requires that supporting evidence for this delay be provided (for example, a medical letter from a GP/hospital specialist in the case of illness).

iv. In the case of any issues which have affected a number of students, those students will be permitted to submit a complaint or appeal as a ‘group’, but in such an event the College will require that the group nominate one student to act as the group’s representative. The College would expect to deal only with this representative, and would expect the representative to liaise as necessary with the other affected students.

v. The Complaints Procedure is invoked when a matter cannot be resolved through liaison with College tutors, College Advisors or staff members. Please note that all students are encouraged to submit termly academic feedback and self-progress assessments, and liaison between the JCR/MCR and Governing Body takes place at regular meetings of Governing Body and the Joint Consultative Committee (JCC).

vi. Complaints (or individual elements of a complaint e.g. corroborating statements) may only be considered anonymously by the panel if a compelling case is made (with supporting evidence) for anonymity. Students can request for any detail of the complaint to be confined to the investigating panel. However, students should be aware that raising a complaint anonymously, or requesting that limits be placed on the sharing of information, may impede the College’s investigation and the communication of that investigation’s outcome.
vii. A student may, if they wish, appoint a representative, such as another member of College or an advisor from the Student Union, to submit a complaint on their behalf. Should a student appoint a representative, the College will uphold data protection legislation and adhere to the University’s guidance on handling personal information when dealing with said representative. The College reserves the right to decline to accept complaints from third parties except where they are acting as a student’s representative.

viii. All correspondence and notes of meetings regarding official complaints will be considered confidential. No complainant will suffer any disadvantage as a result of a complaint brought with honest intention and in good faith.

ix. The College Complaints Procedure is in two parts, namely informal and formal complaint. The procedure follows the University’s ‘College Discipline, Complaints and Appeals Guidelines’ and the guidance given in the OIA ‘Good Practice Framework for Handling Complaints and Academic Appeals’ (2014).

Informal Complaints

x. Complaints should be raised in the first instance with the relevant College Officer:

Academic: the Senior Tutor (undergraduates), the Tutor for Graduates (postgraduates), and the Tutor for Visiting Students (Visiting Students).

Domestic (e.g. issues involving Domestic staff and services such as food, accommodation, security and maintenance): the Domestic Bursar

Financial and computing: the Bursar

Disciplinary (non-academic): the Dean
Library: the Librarian
Welfare: the Tutor for Welfare
For complaints about other students: the Dean
For complaints about College Academic staff: the Senior Tutor
For complaints about a College Officer: the Principal

For advice on which member of staff is most appropriate to contact when making an informal complaint, please contact the Academic Registrar.

xi. The relevant College Officer will advise the complainant, and, where possible, offer a solution without the submission of a formal complaint. This may involve investigation under another College procedure. The relevant College Officer will also be able to advise on whether a complaint should be considered instead through University channels, or whether it may in fact be most appropriately dealt with by the police.

Formal Complaints

xii. Formal procedures will usually be invoked when no resolution has been reached to informal procedures. Formal complaints must be made in writing to the Principal. They will not usually be considered if the complaint is already being addressed under another College procedure.
xiii. If a formal complaint is taken forward, the Principal will convene a panel of not fewer than three members of Governing Body with no previous connection to the student. The complainant will usually be expected to appear before the panel, and may be accompanied by another member of their common room if they wish. The panel would advise the complainant on any evidence that might be required before investigation of the complaint, and each side would be given equal opportunity to present their case.

xiv. The panel’s decision (made by majority vote) will be conveyed in a report to Governing Body, and a copy of that report will be given to the complainant within 90 calendar days of the date the formal complaint was made. In the event of a complaint being upheld by the panel, the panel is empowered to decide upon an appropriate remedy and, if necessary, advise Governing Body on any required changes in practice or procedure.

xv. This concludes the College’s consideration of the complaint and a Completion of Procedures letter will be sent to the complainant. The only circumstance in which the complaint could be reconsidered by the College would be if new material evidence related to the complaint was submitted after the panel’s decision, provided that there were valid grounds for this late submission.

Further Appeals

xvi. If the student considers their complaint to remain unresolved after completion of the informal and formal procedure, the student may take their complaint to the Conference of Colleges Appeals Tribunal (CCAT). This appeal should be filed with the Secretariat of the Conference of Colleges within five days of the College panel’s decision. The Tribunal’s decision concludes the University procedures and a Completion of Procedures letter will be sent to the complainant.

xvii. Once the University’s procedures have been concluded, a complainant may appeal to the Office of the Independent Adjudicator (see www.oiahe.org.uk for information).

xviii. The Academic Registrar will record the number of complaints made using the formal procedure each year, and a summary of numbers and outcomes will be presented to the Equal Opportunities Policy Monitoring Group.
Appendix E: 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.

- 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.

- 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 suspending 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.

- 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.

- 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 Tutor for Welfare or University Counselling Services (See the Welfare section of this document), or consult one of OUSU’s Welfare Officers.
  iii) self-referral to The Ley Community at Sandy Croft, Sandy Lane, Yarnton (tel: 01865 371777; email: sara.lewis@leycommunity.co.uk) could be considered. Free and confidential advice can be obtained from the Cranstoun Libra Project, 01865 723500 (205 Cowley Road), Talk to Frank (tel: 0300 123 6600; http://www.talktofrank.com/), or DrugWise (http://www.drugwise.org.uk/)
iv) it is open to them to approach Thames Valley Police (tel: 101). 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.

- The Governing Body wishes to stress the health risks of the abuse of drugs:
  i) although addiction to drugs is sometimes curable, it is commonly not; therapy is usually a prolonged and specialised matter;
  ii) drug taking may involve further health risks, e.g. exposure to infection with hepatitis and AIDS and other diseases.
- 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.
Appendix F: Fees and Charges

Room charges for the academic year 2017-18
All rents and utilities are billed on Thursday of 0th week of each term.

Main College Site
All rooms are single occupancy and a large number are en-suite. All first year undergraduates are allocated accommodation on the College site. Rooms are let from Thursday 0th week Michaelmas Term to Saturday morning 8th week Trinity Term.

All undergraduate rooms, irrespective of location, are charged as follows:

**Per Term:**  £1,290 (inclusive of internet)
£70.33 utilities

In vacation per room per night: £15.70 (inclusive of utilities and internet)

Off-Site College Houses
Single bed sitting rooms, with shared self-catering and bathroom facilities, let on a 10 month tenancy from 11th September 2017 to 31st July 2018.

£487.15 to £562.60 per month excluding utilities depending on size and location of room.

From £27.35 to £31.52 per month for utilities depending on size and location of room.

Meal Charges for the academic year 2017-18

- Average charge for breakfast: £1.09
- Average charge for lunch: £3.36
- Average charge for dinner: £4.10
- Three course formal hall second sitting on Wednesdays & Fridays: £10.65
- Four course special formal hall: £16.95

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.
Appendix G: Student Accommodation Electrical Regulations

1. Under the Electricity at Work Regulations 1989 there is an obligation on the College to control all electrical appliances connected to its electrical system.

2. All college owned electrical appliances (kettles, toasters, microwaves etc) are tested and certified annually in accordance with PAT testing regulations. All power outlets in College and student accommodation are 240 volts unless otherwise stated. Do NOT plug in any electrical equipment before you check its voltage. UK voltage is **240V at 50 Hz**, whilst US voltage is **120V at 60Hz**. Equipment that is compatible will list a range: 120v-240v, 50-60Hz. Such equipment will automatically adapt itself to whatever voltage system in to which it is plugged. Plugging in non-compatible electrical devices may ruin the device and damage the electrical circuit. If in doubt, don’t plug the equipment in and instead consult Maintenance.

3. Subject to paragraph 7 and 8 you can only bring electrical appliances such as PCs, printers and stereos into College if you can guarantee their safety. If they are over two years old you should have them tested by a qualified electrician before bringing them into College. You may be asked for proof of testing if there is any doubt as to the safety of the item.

4. Every appliance must carry the appropriate British Standard number or Kite mark. The plug must also carry BS number 1363, be of the safety sleeve type, and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted. You are responsible for ensuring that appliances are well maintained and kept clean, dry and free from dirt and tested regularly by competent people.

5. DIY multi-sockets and rotary extension cables are strictly prohibited. Only factory made, fused multi-sockets fitted with a plug to BS 1363 may be used where there are insufficient permanent sockets. Where used, cables are not to be trailed in such a way as to constitute a trip hazard.

6. Foreign adaptors, converters and extension cables are acceptable as long as they fulfil the criteria in paragraphs 3, 4 and 5.

7. If you are unsure about the safety of an item, you should contact the Accommodation Manager to ask for advice.

8. **You may not bring into college:**
   - Any kind of cooking appliance (except those specifically listed at paragraph 8) including microwaves, small ovens, electric rings, popcorn makers and rice cookers to mention a few
   - Electric fans
   - Electric fires or heaters of any kind (gas, oil, paraffin, electrical)
   - Infra-red lamps
   - Fairy lights
   - Plug in air fresheners
Exemptions from the above may be granted on medical or religious grounds only. You should seek permission in writing to the Accommodation Manager prior to bringing in and using the appliance.

9. You may bring kettles and fridges only (subject to paragraphs 2 and 3) to be used in the bedrooms.

10. The College reserves the right to enter any room in order to check on the use and safety of any electrical equipment. Any appliances, leads etc thought to be faulty, potentially dangerous or in breach of the guidelines above will be removed and retained by the college until the end of term. There is a decanal fine for using dangerous or banned equipment in rooms.

11. You must not interfere with electrical fittings or connect appliances to a lighting circuit. You must not use any kind of additional lighting apart from table lamps.

12. If one of your appliances trips the electricity supplies you should not try and use it again but inform the lodge or maintenance department who will investigate. Constant attempts to use faulty equipment inconvenience your fellow students when the electricity supply is tripped. All instances of this will be reported to the Dean.

13. Please help the college to reduce risk from electrical appliances and protect the environment by switching off and unplugging items when they are not in use.

14. You must remove all your electrical appliances when departing from College accommodation.

THE COLLEGE’S DECISION ON THE USE OF AN ELECTRICAL APPLIANCE IS FINAL
Appendix H: What to do in the event of an attack by an armed person/persons

The purpose of this guidance is to alert and not to alarm – it is not being provided in response to any specific information. Staff and students should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.

Be PREPARED
Stay CALM

In the event of an incident, quickly determine the best way to protect yourself:

Evacuate
- If it is possible to do so safely, exit the building or area immediately
- Have an escape route in mind (Fire Exit signs are a good point of reference)
- Evacuate regardless of whether others agree to follow
- Help others, if possible
- Prevent others from entering the area of danger
- Do not attempt to move wounded people
- When you are safe, call 999 and ask for the police

Hide
- If evacuation is not possible, find a place to hide where the offender is less likely to find you
- If you are in a room/office, stay there
- If you are in a corridor, get into a room/office
- Lock the door and blockade it with furniture
- Silence your mobile phone and remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- If it is possible to do so safely, call 999 and ask for the police

Inform
- When you contact the police provide the following information:
  - Location of and the number of offenders
  - Any physical descriptions of the offenders
  - Number and type of weapons used by the offenders
  - Number of potential victims at the location
  - Your location

Further information and advice is available from
Oxford University Security Services
01865 (2) 72944
security.control@admin.ox.ac.uk
### Appendix I: Glossary of Oxford Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Battels</td>
<td>The bill sent to each student twice a term</td>
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<tr>
<td>Bench</td>
<td>The students who form the JCR undergraduate committee or the MCR graduate committee in College and act as the student representatives</td>
</tr>
<tr>
<td>Blue/Half-Blue</td>
<td>Titles given to those representing the University in varsity matches</td>
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<tr>
<td>Bod</td>
<td>Abbreviation for Bodleian, the main University Library</td>
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<tr>
<td>Bod Card</td>
<td>The University ID card that students use to access the University Libraries and pay for food in College</td>
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<tr>
<td>Collections</td>
<td>College exams that take place on Thursday and Friday of 0th week each term</td>
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<tr>
<td>Coming up</td>
<td>Coming to Oxford at the start of term</td>
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<tr>
<td>Fellow</td>
<td>An academic or senior member of the College</td>
</tr>
<tr>
<td>First Public Examination</td>
<td>Mods/Prelims/Hon Mods (see below) – taken in an undergraduate’s first year</td>
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<tr>
<td>FHS</td>
<td>Final Honour School or final examinations</td>
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<tr>
<td>Formal Hall</td>
<td>Formal dinners on Wednesdays and Fridays</td>
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<tr>
<td>Fresher</td>
<td>First year undergraduate/graduate student</td>
</tr>
<tr>
<td>Gown</td>
<td>A black robe which must be worn at Formal Hall, Matriculation and Public Examinations</td>
</tr>
<tr>
<td>Graduands</td>
<td>Students being presented to receive their degree, having successfully passed their final examinations</td>
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<tr>
<td>Hall</td>
<td>Dining Hall</td>
</tr>
<tr>
<td>Hilary Term</td>
<td>The second term in the academic year, which starts in January</td>
</tr>
<tr>
<td>JCR</td>
<td>Junior Common Room – a place for undergraduates to socialise</td>
</tr>
<tr>
<td>Matriculation</td>
<td>Ceremony held on Saturday of 1st week in Michaelmas Term (and Thursday of 8th week in other terms) that formally admits students to the University</td>
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<tr>
<td>Michaelmas Term</td>
<td>The first term of the academic year, which starts in October</td>
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<tr>
<td>MCR</td>
<td>Middle Common Room – a place for graduates to socialise</td>
</tr>
<tr>
<td>Mods/Prelims/Hon Mods</td>
<td>Moderations, Preliminary Examinations or Honour Moderations are all First Public Examinations</td>
</tr>
</tbody>
</table>
Noughth/0th week

Week before Week 1 of term. In Michaelmas Term, this is the week in which Fresher’s Induction takes place, and in all terms is also the week in which students return to Oxford and collections are held.

Quad

A large area in a College usually with grass at the centre and surrounded by College buildings

Scouts

Staff who clean the College and students’ rooms

Second Public Examination

Final Honour School or Final Examinations (FHS)

Sending down

Termination of a student’s course

Sub fusc

Formal dress to be worn with gowns for Matriculation, Public Examinations and Formal Hall. This consists of: dark suit with dark socks, or dark skirt with black tights or stockings, or dark trousers with dark socks or dark hosiery; dark coat if required; black shoes; plain white collared shirt or blouse; white bow tie/black bow tie/black full-length tie/black ribbon.

Suspension

The student is excluded from the use of all College (and sometimes University) facilities and pursuit of studies for a fixed period of time.

Terms

The academic year is made up of three eight-week terms. Students return to Oxford the week before term starts (0th week) and may be required to remain in Oxford until the week after term finishes (9th week) for examinations.

Trinity Term

The third term of the academic year and the term in which most Public Examinations take place

VSP

Visiting Student Programme. VSPs are students who are exchanging a year of study at their university with a year at Oxford.