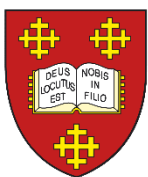


Mansfield College

Student Handbook

Rules and Information 2020-21



Version: v 1.0

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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.

College Contact Details

College Address: Mansfield College
Mansfield Road
Oxford
OX1 3TF

Telephone: 01865 270999 (UK)
+44 1865 270999 (International)

Email: lodge@mansfield.ox.ac.uk

Website: www.mansfield.ox.ac.uk

<u>Version Control</u>

v1.0

General Information

Key Contacts

Principal

Helen Mountfield, QC ([email](#))

College Officers

Position	Name	Email	Phone
Bursar	Richard Scanlon	Bursar	70996
Senior Tutor	Lucinda Rumsey	Lucinda Rumsey	70982
Tutor for Graduates	Chris Salamone	Chris Salamone	82924
Tutor for Visiting Students	Helen Lacey	Helen Lacey	70966
Tutor for Academic Support	Gail Leckie	Gail Leckie	70836
Tutor for Admissions	Lucinda Rumsey Helen Brooks	Lucinda Rumsey Helen Brooks	70982 82920
Tutor for Welfare	Gail Leckie	Gail Leckie	70836
Tutor for Women	Kathryn Gleadle	Kathryn Gleadle	82896
Tutor for Disabilities	Andrew Higgins	Andrew Higgins	82071
BAME Tutor	Helen Mountfield	Helen Mountfield	82894
LGBTQ+ Tutor	Ros Ballaster	Ros Ballaster	70986
Harassment Officers	Derek McCormack	Derek McCormack	82884
	Katherine Morris	Katherine Morris	70985
Dean	Pavlos Eleftheriadis	Pavlos Eleftheriadis	82895
Dean of Degrees	Colin Please	Colin Please	70978
Fellow Librarian	David Leopold	David Leopold	70977
IT Fellow	Steve Biller	Steve Biller	73386

Junior Deans

Position		Name	Email	Phone
Junior Dean	Main site	Oana Gurau	Junior Dean	07707130350
	Off-site	Ben Wilkinson-Turnbull	Ben Wilkinson-Turnbull	07741071156
Assistant Junior Dean	Main site	Oliver Woolley	Oliver Woolley	
	Ablethorpe	Franziska Brandmann	Franziska Brandmann	
	Cowley Road	Thomas Heyen-Dube	Thomas Heyen-Dube	
	Cowley Road	Mikayla Brier-Mills	Mikayla Brier-Mills	

College Staff

Position	Name	Email	Phone
Chaplain	Sarah Farrow	Sarah Farrow	70967
Acting Director of Music	George Caird		
EA to the Principal			
PA to the Bursar			
Accountant	Sam Cuss	Accountant	70992
Accounts Assistant	Amanda Ward	Accounts	70868
	Andrew Berry		70994
Academic & Admissions Manager	Helen Brooks	Academic & Admissions Manager	82920
Access Officer	Sara Harb	Access Officer	82898

IT Manager	Greg Jennings	IT Manager	82912
Deputy IT Manager	Adrian King	Deputy IT Manager	82912
Librarian	Sally Jones	Librarian	70975
	Clare Kavanagh		
Library Assistant	Anna Grabarczyk	Anna Grabarczyk	70975
Domestic Bursar	Lynne Quiggin	Domestic Bursar	82888
Accommodation Manager	Andrew Little	Accommodation Manager	70887
Head Housekeeper	Gabriella Davidova	Head Housekeeper	70973
Head Porter	Tom Spasic	Head Porter	70999
Maintenance Manager	Tony Berezny	Maintenance Manager	
Front of House Manager	Nick Green	FOH Manager	82785
Kitchen Manager	Lee Browning	Kitchen Manager	70971
Bar & Cellar Manager	Alvaro Fachal Riera	Bar Manager	82921
Development Director	Tess McCormick	Development Director	70968
Senior Development Officer	Gemma McPhail	Snr Development Officer	70826
Development Officer	Eleanor Crawford	Development Officer	70825
Alumni Relations Officer	Catherine Conisbee	Alumni Officer	70998
Communications Officer			

JCR Bench

Position	Name	Email
President	Beth Gilmour	Beth Gilmour
Vice President (Executive)	Adam Baker	Adam Baker
Vice President (Welfare)	Katherine Hunter	Katherine Hunter
Treasurer	Oliver Harding	Oliver Harding
Secretary	Vassia Gkogkou	Vassia Gkogkou
Entertainment Reps	Alex Kitching	Alex Kitching
	Frankie Taylor	Frankie Taylor
	Caitlin Deacock	Caitlin Deacock
Academic & Careers Officer	<i>Covered by Francesca Rigby</i>	Francesca Rigby
Access Officer	Francesca Rigby	Francesca Rigby
Environment, Ethics & Charities Rep	Vaishna Surjid	Vaishna Surjid
Sports & Societies Officer	Robert Power	Robert Power
Women's Officer	Sara Dalzell	Sara Dalzell
Men's Officer	Joel While	Joel While
LGBTQ+ Officer	Jenny Scoones	Jenny Scoones
Disabilities & Mental Health	Grace Beresford-Boon	Grace Beresford-Boon
BME Officer	Mustaqim Mohammed Iqbal	Mustaqim Mohammed Iqbal
International Students Rep	Leyton Zhang	Leyton Zhang
Visiting Student Rep		
Returning Officer		

MCR Bench

Position	Name	Email
President	Oliwier Melon	MCR President
Vice President		
Treasurer	Franziska Brandmann	Franziska Brandmann
Secretary	Mikayla Brier-Mills	Mikayla Brier-Mills
	Clay Graubard	Clay Graubard

Social Secretary and Entertainment Rep	Liam Parker	Liam Parker
Wine and Dine Rep	Johnny Wilkinson	Johnny Wilkinson
Sports & Societies Rep	Alex Cliffe	Alex Cliffe
Equalities Officer		
BME and Disabilities Rep	Amna Riaz	Amna Riaz
Environment, Ethics & Charity Rep	Daria Jensen	Daria Jensen
LGBTQ+ Rep	Ben Wilkinson-Turnbull	Ben Wilkinson-Turnbull
Women's Rep		
Welfare Officer	Daria Jensen	Daria Jensen

Academic Staff

Principal

Helen Mountfield, QC

Fellows and Lecturers

Sinan Acikgoz	Tutorial Fellow in Civil Engineering
Rosalind M. Ballaster	Professorial Fellow in English
Jocelyn Bell Burnell	Professorial Fellow in Physics
Vanessa Berenguer-Rico	Tutorial Fellow in Economics
Pamela Berry	Supernumerary Fellow in Physical Geography
Steven Biller	Professorial Fellow in Physics
Stephen J. Blundell	Professorial Fellow in Physics
Jon Chapman	Professorial Fellow in Mathematics
Richard Coggins	Stipendiary Lecturer in Politics
Andrei Constantin	Stipendiary Lecturer in Physics
Carmen Constantin	Supernumerary Fellow in Pure Mathematics
Henrik Dahlquist	Stipendiary Lecturer in Politics
Ed Darnbrough	Stipendiary Lecturer in Materials
Elizabeth Drummond	Stipendiary Lecturer in Law
Pavlos Eleftheriadis	Tutorial Fellow in Law
Jessica Frazier	Stipendiary Lecturer in Theology
Marina Galano	Tutorial Fellow in Materials Science
Kathryn Gleadle	Professorial Fellow in Modern History
Andrew Gosler	Supernumerary Fellow in Human Sciences
Vicente Grau	Professorial Fellow in Engineering
Ian Griffiths	Senior Research Fellow in Mathematics
Andrew Higgins	Tutorial Fellow in Law
Peter Keevash	Professorial Fellow in Mathematics
Philip Kennedy	Senior Research Fellow in Theology
Helen Killick	Research Associate
Helen Lacey	Supernumerary Fellow in History
Gail Leckie	Stipendiary Lecturer in Philosophy
David Leopold	Tutorial Fellow in Politics
Paul Lodge	Professorial Fellow in Philosophy
Jason Long	Stipendiary Lecturer in Mathematics
Derek McCormack	Tutorial Fellow in Human Geography
Helen Margetts	Professorial Fellow in Society and the Internet
James Marrow	Professorial Fellow in Materials Science

Christopher M. Martin	Professorial Fellow in Engineering
Michèle Mendelssohn	Tutorial Fellow in English
Katherine J. Morris	Supernumerary Fellow in Philosophy
Amber Murrey	Tutorial Fellow in Human Geography
Ash Parton	Stipendiary Lecturer in Physical Geography
Colin Please	Professorial Fellow in Mathematics
Joel Rasmussen	Tutorial Fellow in Theology
Lucinda Rumsey	Supernumerary Fellow in English
Christopher Salamone	Stipendiary Lecturer in English
Alison Salvesen	Professorial Fellow in Oriental Studies
Ruth Scobie	Stipendiary Lecturer in English
Dino Sejdinovic	Tutorial Fellow in Statistics
Jason Smith	Professorial Fellow in Materials Science
Katherine Staden	Stipendiary Lecturer in Mathematics
Jennifer Strawbridge	Tutorial Fellow in Theology
C Sukumar	Stipendiary Lecturer in Physics
Eileen Tipoe	Career Development Fellow in Economics
Christopher Vogel	Stipendiary Lecturer in Engineering
Róisín Watson	Stipendiary Lecturer in History
Tingting Zhu	Stipendiary Lecturer in Engineering

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. For further information, see [Student Welfare](#).

Principal

Helen Mountfield is the Head of House, and is always willing to see students on request. Please contact the Principal's Executive Assistant for an appointment.

Bursar

Richard Scanlon 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.

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.

Tutor for Graduates

Chris Salamone is responsible for overseeing the admission and academic progress of all Mansfield postgraduates.

Director of the Visiting Student Programme

Helen Lacey is responsible for overseeing the admission and academic progress of students on the Mansfield College Visiting Student Programme.

Undergraduate Academic Support Lead

Gail Leckie is responsible for co-ordinating additional academic support for students. Students seeking guidance on particular challenges with their studies are welcome to approach Dr Leckie individually.

Dean

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

Tutor for Welfare

Gail Leckie is a first point of contact for any students seeking support and advice on any welfare issues.

Fellow Librarian

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

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.

IT Fellow

Steve Biller, together with the IT Manager and Deputy IT Manager, is responsible for the College computing facilities.

College Committees

Mansfield College, like all Oxford University colleges, is a self-governing institution. The Governing Body of the College, comprising the Principal and Fellows, is constituted and regulated in accordance with the College Statutes and Bylaws. The strategic direction and management of affairs of the College is the responsibility of the Governing Body, which meets regularly and is advised by a range of committees.

Mansfield College Governing Body

Governing Body is responsible for the academic, financial and domestic administration of the College. The JCR and MCR Presidents attend the meetings for items which are not confidential, representing the views of their common rooms.

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.

Equal Opportunities Policy and Monitoring Group

The Equal Opportunities Policy and Monitoring Group (EOPMG) has overall responsibility for coordination of Equal Opportunities policy development and the identification of priorities. There is JCR and MCR Representation on EOPMG.

Welfare Committee

Welfare Committee deals with all welfare-related matters, including welfare policy and provision within the College. Representatives from the College Doctor and from the

Counselling Service attend Welfare Committee, along with the relevant College Officers and staff, and representatives from the JCR and MCR.

Academic Policy Committee

The Academic Policy Committee (APC) deals with all academic-related matters, including academic policy and admissions policy. APC monitors academic standards in College, including academic performance of students and consideration of student feedback.

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.

Finance and Resources Committee

Finance and Resources Committee (FRC) deals with all financial and development-related matters, and acts as a general purpose committee.

College Policies and Codes of Practice

The College's Policies and Codes of Practice are publicly available on the [College website](#). The following section gives a brief overview of the College Policies held on the website. Students must ensure that they read and comply with all College Policies and Codes of Practice.

[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 endeavors 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.

[Data Protection Policy Framework](#)

Mansfield College is committed to protecting the privacy and security of personal data. The College privacy policy, privacy notices, and Records of Processing Activity (ROPAs) set out the data we hold, the source of the data, what we do with it, how long we keep it, and our lawful basis for doing these things.

[College Complaints Procedure](#)

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.

[Policy and Procedure on 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.

[Policy on Freedom of Speech](#)

Free speech 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.

[Statement of Policy Concerning 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. Students found using illegal drugs within the College or in College-owned accommodation will be subject to the provisions set out in the document linked above.

[IT Policy](#)

(and [Guidance Notes](#))

Mansfield College seeks to maintain the confidentiality, integrity and availability of information about its staff, students, visitors, and alumni and its affairs generally. It is extremely important to the College to preserve its reputation and the reputation of Oxford University and its integral parts. Compliance with legal and regulatory requirements with respect to this information is fundamental.

Students should also ensure that they familiarise themselves with all Disciplinary Procedures (see [Appendix 1](#), [Appendix 2](#) and [Appendix 3](#)), the [Conditions of Use](#) for the Mansfield College Library, and all [Accommodation](#)-related rules and regulations.

Studying at Mansfield (Undergraduate and Visiting Student)

The Academic Year

The Academic Year at Oxford is divided into three terms. Within each term, a 'Full Term' of eight weeks is the main teaching period. The weeks of term are generally referred to as 1st Week, 2nd Week, etc., and each week begins on a Sunday. The week before the start of term is known as 0th Week, and the week after the end of term as 9th Week. See also [Residence Requirements](#) for information about when students must return by and depart each term.

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

2020-21

Term	From	To
Michaelmas	11 October	5 December
Hilary	17 January	13 March
Trinity	25 April	19 June

2021-22

Term	From	To
Michaelmas	10 October	4 December
Hilary	16 January	12 March
Trinity	24 April	18 June

2022-23

Term	From	To
Michaelmas	9 October	3 December
Hilary	15 January	11 March
Trinity	23 April	17 June

Future dates can be found on the [University website](#). A number of courses, including the fourth year of the MEng Materials Science, are subject to extended terms. The above webpage also lists dates of extended terms for these courses.

A number of courses have Public Examinations after the end of Full Term. Students must ensure that they check when their examinations are planned to take place before making any travel or work arrangements.

Matriculation

All new students, including exchange students, entering into their first degree at Oxford are required to attend Matriculation. Matriculation confers membership of the University, and is a requirement for entering into University examinations. More information about when Matriculation takes place, and the types of courses for which students must be matriculated, can be found on the [University website](#). Students are required to wear [Academic Dress](#) for matriculation, along with [University examinations](#) and [Degree Ceremonies](#).

Note: students on the Visiting Student Programme do not matriculate.

Academic Obligations

All students are required to fulfil certain obligations while studying at Mansfield, which include: maintaining good academic standing; satisfying their particular course requirements; completing the University's annual registration process; satisfying the residence requirements; checking their mail and email regularly; and following the guidelines set out by the University and the College about paid work and standing for student office.

Academic Standing

Students shall be deemed to be of good academic standing if they:

- Keep the [Residence Requirements](#) laid down by the University and College.
- Pass all examinations laid down by the University as a necessary part of their course in the [Examination Regulations](#).
- Attend on time all required academic commitments, including tutorials and classes, except where permission on adequate grounds is obtained from the tutor(s) concerned, normally in advance.
- Produce assignments (essays, problem sheets, etc.) with the regularity required by their tutor(s), except where permission on adequate grounds is obtained from the tutor(s) concerned, normally in advance.
- Attend and attempt internal College examinations ('Collections').
 - Failure to attend and attempt a Collection examination will attract a £15 administrative charge, except where permission on adequate grounds is obtained from the tutor(s) concerned, normally in advance. Any student who misses a Collection will ordinarily be expected to sit the paper at a later date.
- Produce work of a standard appropriate to their level of academic ability. The College will aim to support students who make every effort to fulfil their academic obligations but run into academic difficulties.

Note: students on the Mansfield College Visiting Student Programme are not ordinarily required to sit any University or College examinations.

Attendance at tutorials, classes, lectures and College examinations must take precedence over sporting and other extra-curricular activities. If a student is unable to fulfil any of these obligations due to illness they must provide a medical certificate from their GP. For further information, contact the [College Office](#).

These are academic criteria. The requirement to pay fees and charges is a separate issue, as are matters concerning misconduct of a non-academic nature. For full details on academic disciplinary procedures see [Academic Disciplinary Procedures](#).

Course Regulations

It is essential that all students familiarise themselves with the regulations of their courses, as detailed in the [Examination Regulations](#), and the appropriate Course Handbook. Students should contact the relevant Departmental Administrator if they do not have access to their 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.

Annual Registration

All students must register with the University at the beginning of each academic year. New students will be sent an activation code and log-in details by email once they have returned their University Card Form. Returning students will be sent a reminder to log-in to the [Student Self Service](#) once the registration window opens. Registration must be completed by Friday of 1st Week of term.

All students must ensure that their personal information and contact details are always kept up-to-date on the Student Self Service. It is particularly important that students verify that their name is correct on their Student Record, as it will appear on all University documentation (e.g. degree certificate).

Residence Requirements

All full-time matriculated students are subject to residency requirements set by the University. Students must read the relevant section of the [University Student Handbook](#) ("Residence") to ensure that they are aware of the length of time that they are required to be resident in Oxford, and the specified distance from the University within which they are required to live. The Handbook also contains information about the circumstances under which a student can apply for dispensation from the residency requirements.

Non-matriculated students are exempt from the University residence requirements.

In addition to the University residency requirements, all Mansfield students must ensure that they follow the College's residence requirements, which are set out below.

Undergraduate (matriculated)

All students must:

- Arrive by no later than 5pm on Wednesday of 0th Week each term. In Michaelmas of their first year, students must arrive by Sunday of 0th Week.
- Remain in residence until the end of term.
- Seek permission in advance for any intended absence of two or more consecutive nights from their subject tutor and the Senior Tutor.
- Inform the Lodge (if living on-site) or Junior Deans (if living off-site) in advance if intending to be absent for one or more nights.

Visiting Student Programme

All students must:

- Arrive by no later than Sunday of 1st Week each term. In Michaelmas Term, students must arrive by Sunday of 0th Week.
 - Or, arrive by Wednesday of 0th Week of Hilary Term if studying at Mansfield for Hilary and Trinity Terms only.
- Remain in residence until the end of term.
- Seek permission in advance for any intended absence of two or more consecutive nights from the Director of the Visiting Student Programme.
- Inform the Junior Deans in advance if intending to be absent for one or more nights.

All students on Tier 4 visas are also reminded that the University is required to monitor attendance and report any absence that is for an extended period. Any failure to notify the College of planned absences could result in the cancellation of the visa. More information about visa obligations can be found on the [University website](#).

Mail and Email

Students are required to check their University email account on a daily basis during term time, and to check their University email on a weekly basis outside 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.

Students must ensure that their contact details, including their mobile phone number and their address outside of term time, are kept up-to-date on the [College Intranet](#). Any student living in private accommodation instead of Mansfield accommodation must ensure that they have notified the College Office of their address.

All students have a pigeonhole on the main college site in the Porter's Lodge. All internal and external mail will be distributed into students' pigeonholes. The Lodge can receive packages on a student's behalf: students will receive an email notification when a package has been delivered for them at the Lodge, and they must then collect the package as soon as possible. Students should check their pigeonholes regularly during term. On leaving Mansfield, students must provide the Lodge with a forwarding address for any mail received.

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 before standing for office. The Senior Tutor will discuss their candidature with the relevant subject tutor(s).

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 written consent from the Senior Tutor, they will be asked to stand down and will be subject to disciplinary procedures.

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 often required to complete academic work, which should take priority over other commitments. The Careers Service can help students to find [work experience](#) placements during the vacations, with the agreement of their tutor(s).

Term-time employment for students on the Visiting Student Programme is not permitted except under exceptional circumstances and in consultation with the Director of the Visiting Student Programme.

Students studying on a visa must ensure that they follow any additional restrictions that their visa places on work. A visa may restrict the type of work permitted (including out of term time), or prohibit it entirely. Further guidance can be found on the [University website](#).

Academic Provision

Teaching

The main method of instruction in College is tutorials and classes. Tutorials and classes provide students with an opportunity to develop and discuss their knowledge and

understanding of a topic. Students are ordinarily expected to complete a piece of work in preparation, such as an essay or problem sheet. Tutorials are usually organised in pairs or in groups of three or four, but students may sometimes be given tutorials on their own. Classes may vary in size and format. Students should take an active role in their tutorials and classes, and must complete set work in advance, meet any deadlines set, and attend tutorials and classes on time.

Students will also attend, as required by their course, and advised by their tutors, University-organised teaching: lectures, labs etc. Students are required to check their Course Handbook and termly/annual departmental lecture lists, and consult their tutor(s), for guidance on tutorials, lectures and other academic obligations.

See [Academic Obligations](#) for further information about a student's responsibilities relating to College and University teaching.

Academic Work

All courses require a significant amount of independent study in addition to the teaching provided, although the balance between scheduled contact time and private study will vary from course to course. A student's workload may also vary from week to week or term to term as their degree progresses.

Students are expected to complete all academic work that their tutor(s) set in a timely manner and to a satisfactory standard. This may involve writing an essay, completing a set of problems, preparing for a lab practical or fieldwork, or otherwise undertaking independent research.

The terms at Oxford are short, and students should expect to spend some time during the vacations consolidating and revising the topics they have covered in the preceding term, and preparing for the coming term. It is advisable to consider these academic commitments when planning employment or internships during the vacations, and students are encouraged to consult their college tutor(s) about the balance of their commitments where appropriate.

Any student who experiences difficulty completing their academic work, or otherwise meeting their academic obligations, should contact their college tutor(s) as soon as possible to seek advice and support. Students may also contact the [Senior Tutor](#) if they prefer to talk to someone other than their college tutor(s). Any Visiting Student experiencing difficulty should contact the Director of the Visiting Student Programme. If a student believes that a health or welfare issue may be affecting their work, they are also encouraged to contact a member of the College's welfare team. See [Student Welfare](#) for further information.

Academic Feedback

Students will receive regular feedback on their academic progress during the term through their tutorials and classes, and written and/or verbal feedback on submitted work. Students are expected to address issues raised by tutors about their academic progress, and seek further guidance from their tutor(s) as necessary.

In addition to regular feedback provided in tutorials and classes, tutors will write an end of term report for each student on the term's work they have completed. These reports are intended to help students reflect upon their own performance, and to help College tutors monitor the academic progress of their students. During the last week of term, subject tutors will meet with students individually to discuss their reports. Following this meeting, students will be able to access their reports via [OxCORT](#).

At the beginning of each term, students will normally be expected to sit one or more College examinations, known as 'Collections' (see next section).

Collection marks and termly reports contribute to the monitoring of each student's academic progress. Tutors report on student progress at [Academic Policy Committee](#).

Note: students on the Visiting Student Programme do not ordinarily sit collections, but do receive feedback on their work through tutorials and end of term reports.

Collections

Internal College examinations, known as 'Collections', take place at the start of each term. Collections ordinarily take place on Thursday and Friday of 0th Week, and students are required to be in residence by that time. Attendance at Collections is compulsory, and failure to attend without a satisfactory reason is taken very seriously (see [Academic Standing](#)). Students will ordinarily be notified by their tutors in the end of term report readings about Collections they are required to sit. They should expect to sit Collections each term.

Note: students on the Visiting Student Programme are not set collections, as they do not sit University examinations.

Collections enable students to consolidate work they have completed, practice working under exam conditions in preparation for University examinations, and receive further feedback from their tutors.

Collections do not count towards a student's final degree outcome, but all students are expected to take them seriously and to devote an appropriate amount of time and effort towards preparing for them.

Collections will usually be set on material covered in the previous term, but may also test material students have been asked to prepare in advance of a term's work. Students will not ordinarily be set Collections if they have sat University examinations in the previous term. Note: separate conditions apply for students undergoing [Academic Disciplinary Procedures](#).

Any student who has been given permission for Alternative Arrangements in University examinations, such as additional time for a Specific Learning Difficulty, will be given the same arrangements for Collections. Students waiting to receive permission for Alternative Arrangements will not automatically receive adjustments for Collections, although it may be possible for temporary arrangements to be made while the outcome of an application is pending. See [Alternative Arrangements](#) for further information on applying for adjustments.

Tutors will try to ensure that Collections taken at the start of each term are marked and returned by Friday of 4th Week. Any student who has not received their marks by the beginning of 5th Week should contact the [College Office](#). Students may be awarded a [Collection Prize](#) for a First Class performance in a Collections examination. Consistently high achievement in Collections may result in a student being considered for an [Exhibition](#).

Feedback on Academic Provision

All undergraduates are sent a [Feedback Form](#) at the end of each term, which asks them to comment on the academic provision they have received. Students are encouraged to comment on the quality of reading lists and guidance, workload, feedback on submitted work, etc., and to reflect upon their own engagement with tutorial and class teaching. All completed forms are read by the [Senior Tutor](#) and [Tutor for Academic Support](#), and action taken where appropriate. Confidentiality is maintained, when this is requested on the feedback form. Students may also approach the Senior Tutor directly with any concerns or complaints about

the College's academic provision. Any concern or complaint relating to the Senior Tutor should be made directly to the [Principal](#).

Study Skills

Students are encouraged to take advantage of the Study Skills resources provided by the University, the College and their department (e.g. in the Course Handbook). The University's [Good Academic Practice](#) and [Study Skills](#) pages includes resources on effective time management, research and library skills, referencing, revision and examinations, and avoiding plagiarism. The [Tutor for Academic Support](#) coordinates academic support in College.

The Mansfield College library has a collection of study skills books. These can be found at the entrance to the Main Library, or by searching [SOLO](#) or emailing the [Librarians](#).

All students are responsible for ensuring that they act in accordance with academic good practice. Severe penalties may apply to any student involved in an act which comprises the academic integrity of their work, such as plagiarism or cheating. See the next section ([Plagiarism](#)) for further information.

Any student experiencing difficulties with their studies is encouraged to contact their college tutor(s) to seek advice and support. Students experiencing severe difficulties adjusting to University-level study may be offered additional study skills support where appropriate.

For students whose first language is not English, additional resources are available from the [Language Centre](#) to help students develop their academic writing and communication skills. Students may apply to have the cost of the course reimbursed, subject to prior approval.

Plagiarism

Plagiarism (presenting another person's work or ideas as one's own, with or without their consent, and /or using it without full acknowledgement) is a breach of academic integrity, and will not be tolerated by the College or the University. Students must never submit work which wholly or partially reproduces the work of another student, or which produces material derived from any published or unpublished source, in any format, without acknowledgement.

Students should consult the [University website](#) for further information about what constitutes plagiarism, and how it can be avoided. The types of plagiarism listed in the University guide are summarised here for reference:

- Word for word quotation without clear acknowledgement, including copying and pasting from the internet.
- Paraphrasing the work of others without acknowledgement.
- Unauthorised collaboration between students, failure to attribute assistance received, or failure to follow regulations on group project work.
- Inaccurate citation.
- Use of material written by professional agencies or other persons.
- Auto-plagiarism (submitting work for assessment which you have already submitted, partially or in full).

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](#).

Any student who collaborates in an act of cheating or plagiarism will also be subject to severe penalties. Any student whose work for a University examination is suspected of plagiarism will be investigated by the Proctors. Plagiarism may be intentional or reckless, or unintentional. 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.

Library Facilities

The Mansfield College Library is situated on the main College site in the Main Building. The College Library is open 24 hours a day, except during College Closure, and from 12am to 7am during the summer vacation. The Library comprises the Main Library, Law and History Reading Room, Theology Reading Room and PPE Reading Room.

Further information about finding and borrowing books in the College Library can be found on the [College website](#). Students may also suggest books for acquisition by the Library using the [form on the College website](#), or by contacting the [Librarian](#).

There are various assistive resources available in the Library such as height-adjustable desks, ergonomic chairs, coloured acetates and book stands. Library staff are happy to deliver books to alternative locations around College, consider longer borrowing periods and increased borrowing limits, allow nominated borrowers acting on students behalf, etc. More information is available on the [Library website](#).

Students must comply with the [Conditions of Use](#) for the College Library. Any infringement of the rules may result in students being referred to the Dean and a penalty imposed, which may include the withdrawal of Library privileges.

In addition to the College Library, students also have access to the [Bodleian Libraries](#), which comprise the main University library (the Bodleian) and 28 other libraries including major research libraries and faculty, department and institute libraries. Students must ensure that they comply with all regulations relating to the use of the facilities of the Bodleian Libraries.

Students may also ask permission to use other colleges' libraries, e.g. if it would enable them to access a book not held in the Mansfield library or Bodleian libraries. Colleges are not obliged to offer access to students from outside their college, but may give permission provided it does not impact their own students' use of the library. Students can find information about each college library on the [Bodleian website](#).

IT Facilities

Students have access to various IT facilities through both the College and the University. This includes:

- A Single Sign On (SSO) account. This entitles users to access all resources provided by the University IT Services, including the Student Self Service and SOLO Library search tool.
- An email address linked to the SSO account, which will ordinarily take the form of firstname.surname@mansfield.ox.ac.uk.
- Access to WiFi networks, including Eduroam (University-wide) and the Mansfield College WiFi network.
- Printing services, including those operated by the Bodleian Library, by Mansfield College, and by the student's department where applicable.

All use of IT facilities within the University is subject to [conditions of use](#). All use of IT facilities within Mansfield College is also subject to an additional [IT Policy](#) which supplements the University's conditions of use. These rules are in place 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 or University.

IT facilities 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. 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 at any time bar access to computers which appear to cause unreasonable consumption of network resources.

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 the [University IT Services](#)) 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 will be held personally responsible for the content of their own computers and for any use to which their computers have 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 must ensure that they follow the manufacturers' instructions when using their electronic devices. In particular, students should take care not to use an incorrect charger, as this may cause their device to overheat and potentially start a lithium-ion battery fire. Students should also take care not to leave their electronic or mobile devices in direct sunlight.

Students are not permitted to set up WiFi hotspots. Repeat offenders will be referred to the Dean and appropriate action taken. Students are not permitted to connect to the College's wired network, or to tamper with any equipment connected to it. No student is permitted to install any additional software on a College computer. If a student requires specific software to be added for academic purposes, the student must ask their tutor 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.

Any illegal activity, including breach of copyright law, 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. Any student detected downloading material illegally will be fined £50 plus VAT. If a breach is deemed serious enough, the student may be referred to the Proctors. 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.

Students should follow any written, electronic or oral instruction given by the IT Staff relating to use of IT facilities at Mansfield, even if it is not explicitly covered by these rules. Any student who fails to comply with the IT Policy or any IT related instruction given by the IT Support Staff

will be referred to the Dean, who may impose a fine or a temporary or permanent ban on use of the College's IT facilities.

If a student feels that any rule or instruction given by IT Staff is unnecessarily restrictive or prevents the use of College IT facilities for a bona fide academic purpose, the student should contact the College [IT Fellow](#) for clarification. If the student deems the clarification unsatisfactory, then the Governing Body should be notified. If the Governing Body decides that the rule or instruction should be amended, then it will instruct the 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.

Disability Support

The College can assist any student with a disability who wishes to make arrangements for reasonable adjustments to study. The types of support that may be put into place will depend on the student's individual circumstances, but may include arrangements such as: teaching adjustments; adjustments to the built environment (where possible), e.g. ergonomic furniture or specialist lighting; IT equipment or other study technology; [Alternative Arrangements](#) for examinations and assessments; or additional library support.

The College's [Disability Co-ordinator](#) and Disability Lead ([Tutor for Disabilities](#)) will liaise with the [Disability Advisory Service](#), with other staff in the College where appropriate (e.g. Librarian, Domestic Office), and with other parts of the University where necessary (e.g. Bodleian Library, departments). Students who require individual adjustments or support are encouraged to contact the College's Disability Co-ordinator as soon as possible to discuss arrangements.

In addition to support for study, the College can also assist students with making arrangements for reasonable adjustments to their accommodation, in liaison with the Disability Advisory Service. Students should contact the Disability Co-ordinator or the [Accommodation Manager](#) for guidance. See also [Accommodation](#).

Changing Course

Any student having doubts about their chosen course should speak to their college tutor(s) or to the [Senior Tutor](#). Changing course is very rarely possible, and is only permitted in exceptional circumstances, where a student demonstrates strong academic grounds for transferring course, and there is teaching capacity on the course to which they wish to transfer. If Mansfield does not offer the subject to which the student wishes to transfer, a change of college would be necessary if another college were willing to accept the student.

Any student who believes they have academic grounds for transferring to a different course should discuss the matter with the Senior Tutor, who will liaise with the tutors of both subjects. If the tutors in the new subject were willing to consider a transfer, a test and/or interview in the intended subject would be set. Any transfer must be approved by the Senior Tutor, and the tutors in the subject to which the student wished to transfer, and any decision will be confirmed at Academic Policy Committee. If granted permission to transfer, the student will be required to meet certain conditions, such as a satisfactory performance in the First Public Examinations of their original course. Any student wishing to transfer would be required to be in [good academic standing](#).

University Examinations and Assessments

The information in the following section relates to University examinations and assessments, also known as Public Examinations. Students on the Visiting Student Programme do not sit any Public Examinations, and therefore are not bound by the rules and information laid out in this section.

Students will ordinarily sit their First Public Examinations (FPE) in the first year of their course; these exams are also referred to as Preliminary Examinations (Prelims) or Moderations (Mods), depending on the course. Marks awarded in the FPE do not contribute towards a student's final degree classification, but students are required to pass the FPE in order to progress onto the next part of their course.

Following a satisfactory performance in the First Public Examinations, students subsequently sit their Second Public Examinations. These exams are also referred to as the Final Honour School (FHS/Finals). Students may have Finals examinations in their second and/or third and/or fourth year, depending on their course. All marks awarded in the FHS contribute to a student's final degree classification, although the weighting of marks may vary. Students must consult the [Examination Regulations](#) and Exam Conventions for their course to ensure that they are aware of all examinations and assessments they must pass in order to be awarded their degree. Included in this are the [residence requirements](#) for all full-time matriculated courses.

Examination Entry

All students are responsible for ensuring that they are entered correctly for their examinations by the deadline for entries. Completion of the [annual registration process](#) is a pre-requisite for registering for exams, so students must make sure that they have completed their registration within the registration window. Information on exam entry dates is available from the [University website](#). Students will also receive an email notification when their exam entry window has opened.

Students who are suspended are also required to enter for their assessments by a given deadline. Students must ensure that they continue to check their University email address for notifications of exam entry windows while they are suspended.

Fees apply in the following circumstances:

- Late Examination Entry: £50
- Change of Option: £50

More information about exam entry fees and guidance on entering for exams is available from the [University website](#).

Alternative Arrangements for University Examinations

Students may apply for permission to receive [Alternative Arrangements](#) in their University examinations. This may be on grounds of a medical condition or disability, or on grounds of religious observance.

Students should note that examinations are often scheduled for Saturdays, and therefore any student who is not able to sit examinations on a Saturday (e.g. for religious reasons) **must** apply for Alternative Arrangements in advance.

If a student thinks they might need to apply for Alternative Arrangements, they **must** contact the [Disability Co-ordinator](#) by no later than Friday of 4th Week in the term prior to their examinations, e.g. Week 4 of Hilary Term for examinations taking place in Trinity Term. Any

arrangement that affects scheduling of examinations – such as that examinations should not be scheduled for a certain day on religious grounds - must be submitted by 4th Week of Michaelmas Term. It may be possible to apply for Alternative Arrangements after the deadline, for example if circumstances arise after this deadline which may require Alternative Arrangements to be put in place. Adjustments for disabilities or medical conditions will ordinarily require a medical certificate or, in the case of a Specific Learning Difficulty (SpLD), an approved Diagnostic Assessment.

Alternative Arrangements may include (but are not limited to): extra time and/or use of a word processor for students with SpLDs or certain physical disabilities or illnesses; rest time for students with certain physical disabilities or illnesses; scheduling of examinations at particular times/intervals due to disability-related fatigue or due to religious observance; ergonomic or other seating arrangements; enlarged font papers for students with visual impairments; written instructions for students with hearing impairments; permission to bring food, drink or medication into an examination.

Though the Examinations Schools are able to accommodate a number of Alternative Arrangements, some adjustments may result in students being required to sit their examinations in College instead.

Students will not ordinarily be permitted to receive extra time for submitted assessments, even if they have been granted extra time for examinations. However, students with a diagnosed SpLD may also be permitted to attach a [cover sheet](#) to submitted assessments to notify the examiner of the possible impact on their written work.

Examination Timetables

Examination timetables are ordinarily published no later than five weeks before the date of the exam. Each student will subsequently receive a personal examination timetable (at least two weeks prior to the first exam) showing the dates, times and locations for any examinations for which they have been successfully entered. The majority of examinations take place in the Examination Schools or in Ewert House, though during 2020/21 some examinations may take place online.

Students must make sure that they check the exam timetable page on the [University website](#) for any revised timetables, and note carefully the timing and location of their assessments.

Preparing for Examinations

The tutorial and class work completed throughout the year is to aid students with preparation for sitting University examinations. [Collections](#) examinations also give students the opportunity to test their understanding of the material covered in an exam setting, and encourages students to think about their examination technique.

Students also have the opportunity to attend a University-organised [mock examination](#) if they feel that it would be useful preparation. The mock examinations give students the opportunity to familiarise themselves with the venue for their University exams and with the regulations for sitting exams. Students are particularly encouraged to take advantage of the opportunity if they feel that attending such a session may make them more confident about the process of sitting a Public Examination, and about what to expect on the day. The University also offers a workshop on overcoming examination anxiety (see above link).

In addition to the mock examination session, students may attend examination preparation sessions run by the [University](#) and by the College, led by the [Tutor for Academic Support](#). The University Counselling Services also provides [workshops](#) and other [resources](#), such as podcasts, to help students with building their confidence about exams.

The University's guidance on [revision and examinations](#) provides advice for increasing confidence and reducing anxiety around examinations, including how to organise one's revision, and how to identify and cope with exam-related anxiety, insomnia or panic. Any student who is experiencing anxiety, insomnia or panic related to examinations is encouraged to contact their college tutor(s), a member of the College welfare team (see [Student Welfare](#)), the College doctor or the Counselling Service as soon as possible to seek support.

Sitting Examinations

University examinations usually take place in either the Examination Schools or Ewert House, though during 2020/21 some examinations may take place online. Students are required to follow certain regulations when they sit University examinations, and failure to do so may result in the student being referred to the Proctors and a fine incurred.

Academic Dress

Students are required to wear [academic dress](#) for all in-person University examinations, as well as Matriculation and Degree Ceremonies. Academic dress is not required for online examinations.

Academic dress consists of:

1. An academic gown (appropriate to the wearer's status)
2. A mortarboard or soft cap
3. One of:
 - dark suit with dark socks, or
 - dark skirt with black tights or stockings, or
 - dark trousers with dark socks or dark hosiery
4. Dark coat if required
5. Black shoes
6. Plain white collared shirt or blouse
7. 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.

What to take into examinations

Students are required to take the following items with them to in-person University examinations: University Card ('Bod Card'); academic dress (see above); candidate number (either memorized or on personal examination timetable); any stationery that might be necessary, in a clear plastic container/pencil case. Note: examinations must be written in blue or black ink, not pencil.

For a list of items that are permitted, not permitted, and permitted under certain circumstances, please see the [University website](#).

Any student needing a letter from the College to allow them to bring into the examination any item(s) that requires permission (such as medication), should contact the [College Office](#) as far in advance of the examination as possible.

Examination Conduct

Any unruly, anti-social or disruptive behaviour in examinations will be taken very seriously and referred to the Proctors. More information about what is permitted and not permitted during a University examination can be found on the [University website](#).

After Exams

Any celebration following the end of a set of exams must comply with the University's [Code of Conduct](#). Students should be respectful of the community and the environment, and ensure that their celebrations do not cause unnecessary waste or litter. Any student caught infringing the Code of Conduct may be fined £80 by the University, the City or the police, or may be referred to the Proctors where severe penalties (including a fine, suspension or expulsion) could be imposed. No 'trashing' is permitted on or directly outside College property.

Submitting Assessments

Any student required to submit a piece of work as part of their course must ensure that they have made themselves aware of the deadlines in advance by looking at the [Examination Regulations](#) for their course. The regulations will also contain information about how the work must be submitted. Submissions are sometimes required in hard copy at the Examination Schools; further information can be found on the [University website](#).

Late submission is a very serious matter, and may carry an academic penalty as well as a financial penalty. Late submission is subject to a fee of £50. See the next section for information about what to do if a problem arises while you are in the process of submitting an assessment.

Students must ensure that they make regular backups of their work while working towards a submission. Dispensations or extensions of time are not granted by the Proctors in the case of computer failure. Any student requiring assistance with making backups should contact the [IT Office](#).

Problems during Examinations and Assessments

Any student who experiences a problem just before or during an examination or submission of an assessment should contact the [Senior Tutor](#) or [College Office](#) as soon as possible for advice and assistance.

If a student has suffered unforeseen health problems which have impacted their examination(s) and/or assessment(s), they may be required to provide a Medical Certificate from their GP. Students will be provided with a template by the College Office if this is necessary. The College will liaise with the University's Examinations Team (and the student's Department if applicable) to ensure that the relevant Examiners are made aware of any factor that may have affected the student's performance, if applicable, by submitting a Notice of Mitigating Circumstances (MCE).

As far as possible, students should make the College aware of any problems as soon as they arise. In some cases it may still be possible to make adjustments for any remaining examinations or assessments (see [Alternative Arrangements](#)).

Receiving Results

Students will be notified by email when their results are available to view on the Student Self Service. It is not usually possible to publicise the dates on which results will be released in advance, as the timing is dependent on the marking of scripts, the meeting of the Examination Board, and the processing of the results. Students should ensure that they check their University email account regularly for notifications of results.

Failure of First or Second Public Examination

Any student who fails one or more papers in their first attempt at the First Public Examination will ordinarily 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 is when the College [Academic Disciplinary Procedures](#) are already underway at the time of the first attempt. In such circumstances, the student must have received a written warning at least four weeks before the first examination, which explicitly states that a specified number of failures on identified papers, or other elements of the Public Examination, at the first attempt will lead to the student being withdrawn from their 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 a student fails any part of the First Public Examination at the second attempt, or any staged part of the Second Public Examination, the Senior Tutor will recommend to Governing Body that the student be withdrawn from their course, unless there are exceptional mitigating circumstances.

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](#) as soon as this becomes apparent, so that these circumstances can be conveyed to the Proctors.

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 [Student Welfare](#).

Scholarships, Prizes and Grants

Mansfield awards a number of prizes, scholarships and grants each year to students who have excelled academically, to recognise their achievements, and to encourage excellence within the academic community of the College.

Note: students on the Visiting Student Programme are only eligible for the Visiting Student Prize and the Undergraduate Financial Support Fund (see below). Exchange students are eligible only for the Undergraduate Financial Support Fund.

Scholarships and Exhibitions

Scholarships (£200 pa) are awarded annually to undergraduates for a Distinction or First Class in University examinations. Exhibitions (£150 pa) are awarded annually to undergraduates who narrowly miss a Distinction or First Class in University examinations, but have a record of excellent work during the year. All Scholarships and Exhibitions are agreed by Academic Policy Committee, on the advice of tutors.

The College ordinarily holds an annual Scholars' and Exhibitioners' dinner in Hilary Term.

Failure to maintain First Class academic performance is likely to result in the Scholarship or Exhibition being withdrawn.

First Class Degree Prize

A £50 book voucher is awarded by the College to undergraduate students who attain a First Class Honours Degree.

Principal's Prize

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

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 College Office for approval by Friday of Week 8 in Hilary Term, with submission of the essay to the College Office 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

A £25 book voucher may be awarded, on the recommendation of tutors, in recognition of excellent performance in Collections.

The Visiting Student Prize

The Grenader Family Visiting Student Prize (£50) is awarded each term for the best academic performance by a student on the Visiting Student Programme. £100 is awarded at the end of the academic year for best overall performance during the year.

The Sarah and Peter Harkness Prize

£100 is awarded for the best distinction-level performance in preliminary examinations, based on rankings within the class, by a student living and having completed 6th Form studies in Yorkshire or the North East.

Subject Prizes

The Andrew Olive Prize

£250 is awarded for the best performance in Economics Prelims or second year Economics.

The Kwabena Osei-Boateng Engineering Science Prize

£200 is awarded for the best performance in Engineering Science Prelims.

The Mason Lowance Prize in memory of Malcolm Parkes

£150 is awarded for the best distinction-level performance in English Moderations.

The Mason Lowance Prize in honour of John Creaser

£150 is awarded for the best second year performance in English.

The Mason Lowance Prize in memory of Stephen Wall

£150 is awarded for the best first class performance in English Finals.

The Henty Geography prize

£50 is awarded for the best performance in Geography during the second year.

The Mahony Prize

£50 is awarded for the most commendable performance by a second year historian.

The Simon Calhaem Scholarship

£1000 awarded to a first year Law undergraduate in Trinity term on the basis of academic achievement and potential.

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 John Sykes Prize

£100 is awarded for the best First Class performance in Materials Science Part I examinations.

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 Horton Davies Prize

£200 is awarded for the most commendable performance by a second year theologian.

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.

Travel Scholarships

Application procedures for the various scholarships and funds listed below are available on the [College website](#).

Proctor Travel Scholarship for Study Abroad

The Proctor Travel Scholarship is to enable members of the College to continue their studies abroad. This award is incorporated into the Undergraduate Financial Support Fund (below).

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. This award is incorporated into the Undergraduate Financial Support Fund (below).

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 Geographers with dissertation research carried out overseas.

Mansfield Undergraduate Financial Support Fund

The Fund is advertised once a term. Applications can be made for: resources to support academic studies (e.g. books; equipment); extended periods of vacation residence; travel which advances academic study (e.g. conferences; research trips); financial support for an

internship (e.g. travel; accommodation). Other reasons for seeking support may also be considered. Preference is given to students whose financial resources are limited.

Sarah and Peter Harkness Bursary

This award is made to one student living, and having completed, 6th 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 recipient of the Bursary will receive £1000 in the first year of their course, and £500 in subsequent years of study.

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 students will be sent an email in Michaelmas Term of their final year with instructions on how to book a degree ceremony. All students will be given the choice of attending a ceremony in person, receive their degree without being present at a ceremony (*in absentia*), or waiting to receive their degree until a later date. The deadline for booking a ceremony will be made clear in the invitation to book; students must ensure that they meet this deadline.

Any student with outstanding tuition fee debt must clear their debt before having their degree conferred. Students must also ensure that their battels accounts have been settled, and that all College and University Library books have been returned at least one month before their Degree Ceremony.

It is not possible to withdraw from a ceremony within 60 days of the date of the ceremony. Any student who decides to withdraw from a ceremony during this window will receive their degree *in absentia* and will not be permitted to attend a subsequent Degree Ceremony. In exceptional circumstances, primarily serious illness of the graduand or guest(s), it may be possible to withdraw from a ceremony within the 60 day window. In such circumstances, the graduand should contact the [College Office](#) as soon as possible.

Please see the [College website](#) for further information about booking a Degree Ceremony, including available dates.

Studying at Mansfield (Postgraduate)

The Academic Year

The Academic Year at Oxford is divided into three terms. Within each term, a 'Full Term' of eight weeks is the main teaching period. The weeks of term are generally referred to as 1st Week, 2nd Week, etc. The week before the start of term is known as 0th Week, and the week after the end of term as 9th Week. Weeks begin on a Sunday.

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

2020-21

Term	From	To
Michaelmas	11 October	5 December
Hilary	17 January	13 March
Trinity	25 April	19 June

2021-22

Term	From	To
Michaelmas	10 October	4 December
Hilary	16 January	12 March
Trinity	24 April	18 June

2022-23

Term	From	To
Michaelmas	9 October	3 December
Hilary	15 January	11 March
Trinity	23 April	17 June

Future dates can be found on the [University website](#). A number of postgraduate courses, include the MBA and the Master in Public Policy, are subject to extended terms. The above webpage also lists the dates of extended terms for these courses.

A number of courses have Public Examinations outside of Full Term. Students must ensure that they check when their examinations are planned to take place before making any travel or work arrangements.

Matriculation

All new students entering into their first degree at Oxford are required to attend Matriculation. Matriculation confers membership of the University, and is a requirement for entering into University examinations. More information about when Matriculation takes place, and the types of courses for which students must be matriculated, can be found on the [University website](#).

Note: students who have already matriculated do not attend again. EMBA students do not have to attend in person, and can matriculate *in absentia*.

Academic Obligations

Course Regulations

It is essential that all students familiarise themselves with the regulations of their courses, as detailed in the [Examination Regulations](#), and the appropriate course handbook. Students are recommended to consult their Departmental adviser on any arrangements for the study of optional papers.

Postgraduate research students should make sure that they have identified the key [milestones](#) that they will be required to pass as part of their course, which may include transfer, confirmation and submission.

Residence Requirements

All full-time matriculated students are subject to residency requirements set by the University. Students must read the relevant section of the [University Student Handbook](#) ("Residence") to ensure that they are aware of the length of time that they are required to be resident in Oxford, and the specified distance from the University within which they are required to live. The Handbook also contains information about the circumstances under which a student can apply for dispensation from the residency requirements.

Part-time and non-matriculated students are exempt from residence requirements.

In addition to the University residency requirements, all Mansfield students must ensure that they follow the College's residence requirements. All full-time postgraduate students must be resident in Oxford by the date that their Department has recommended. In their first term, students must be resident in Oxford by Sunday of 0th Week. All students must ensure that they also follow their Department's recommendations on when they must be resident until for each term.

It is recommended that students discuss planned absences with their Departmental adviser in the first instance, and then contact the College Office should it be necessary to seek dispensation from any formal University residency requirements. Any full-time postgraduate student spending more than two weeks overseas for study must update [Student Self Service](#) with details of their overseas placement(s). Students should also ensure that they notify the College of any extended absence.

All part-time postgraduate students should ensure that they attend all academic commitments for their course, but are not otherwise expected to meet any residence requirements.

All students on Tier 4 visas are also reminded that the University is required to monitor attendance and report any absence that is for an extended period. Any failure to notify the College and Department of planned absences could result in the cancellation of the visa. More information about visa obligations can be found on the [University website](#).

Annual Registration

All students must register with the University at the beginning of each academic year. New students will be sent an activation code and log-in details by email once they have returned their University Card Form. Returning students will be sent a reminder to log-in to the [Student Self Service](#) once the registration window opens. Registration must be completed by Friday of 1st Week of term.

All students must ensure that their personal information and contact details are always kept up-to-date on the Student Self Service. It is particularly important that students verify that their

name is correct on their Student Record, as it will appear on all University documentation (e.g. degree certificate).

All part-time postgraduate students should ensure that they attend all academic commitments for their course, but they are not otherwise expected to meet any residence requirements.

Mail and Email

Students are required to their University email account on a daily basis during term time, and to check their University email on a weekly basis outside 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.

Students must ensure that their contact details, including their mobile phone number and their address outside of term time, are kept up-to-date on the [College Intranet](#). Any student living in private accommodation instead of Mansfield accommodation must ensure that they have notified the College Office of their address.

All students have a pigeonhole on the main college site in the Porter's Lodge. All internal and external mail will be distributed into students' pigeonholes. The Lodge can receive packages on a student's behalf: students will receive an email notification when a package has been delivered for them at the Lodge, and they must then collect the package as soon as possible. Students should check their pigeonhole regularly during term. On leaving Mansfield, students must provide the Lodge with a forwarding address for any mail received. Part-time students who are not living in Oxford must make arrangements with the Porter's Lodge to have their mail forwarded if they are not able to check their College pigeonhole regularly.

Paid Employment

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 ensure that they follow any additional restrictions that their visa places on work. A visa may restrict the type of work permitted (including out of term time), or prohibit it entirely. Further guidance can be found on the [University website](#).

Academic Provision

Provision of Teaching and Supervision

Postgraduate academic provision is the responsibility of the University and its Faculties and Departments. Postgraduate Research students will be assigned a supervisor by their department to guide their studies. Postgraduate Taught (i.e. Masters) students will be provided with any teaching their department deems necessary, such as classes or lectures. In addition to academic support provided by the University and departments, the College provides academic and pastoral support to help facilitate the academic study of its postgraduates.

Tutor for Graduates

The [Tutor for Graduates](#) is responsible for overall coordination of the College provision for postgraduates. The Tutor for Graduates, in conjunction with the College Office, oversees the

admission of postgraduates and their progress while on course. The Tutor for Graduates meets regularly with postgraduates, and each postgraduate is offered an individual review meeting with the Tutor for Graduates, their College Advisor and the Principal (see below).

The Tutor for Graduates will also contact students at other points in the year if significant problems have been noted on the termly report or through course directors.

College Advisors

Each postgraduate student is matched with a College Advisor who works in a related research field/area. College Advisors monitor the progress of their postgraduates and give guidance and support, but they do not provide supervision. The College Advisor and the Tutor for Graduates receive copies of the advisee's termly reports, and review the reports for any issues or concerns.

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 to their College Advisors when they make contact. If a student is dissatisfied with the College Advisor they have been allocated, they should contact the Tutor for Graduates.

Principal's Reviews

Every postgraduate 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 the student's overall progress. Students are also asked to fill in an annual questionnaire. The College aims to ensure that each student's experience is positive and all monitoring meetings are intended to be supportive and constructive.

Graduate Forms (GSO Forms)

Postgraduate Research students who require the signature of the Tutor for Graduates on a GSO form (e.g. transfer, confirmation of status) should bring or email the form to the [College Office](#) in the first instance. Forms should be submitted to the College Office well in advance of the deadline.

Study Skills

Students are encouraged to take advantage of the Study Skills resources provided by the University, the College and their department (e.g. in the Course Handbook). The University's [Study Skills](#) page includes resources on effective time management, research and library skills, referencing, revision and examinations, and avoiding plagiarism.

The [Tutor for Academic Support](#) is also available to provide resources and support for students looking to develop particular academic skills.

The Mansfield College library has a collection of study skills books. These can be found at the entrance to the Main Library, or by searching [SOLO](#) or emailing the [Librarians](#).

All students are responsible for ensuring that they act in accordance with academic good practice. Severe penalties may apply to any student involved in an act which compromises the academic integrity of their work, such as plagiarism or cheating. See the next section ([Plagiarism](#)) for further information.

Any student experiencing difficulties with their studies is encouraged to contact their departmental supervisor to seek advice and support, and their College Advisor if a satisfactory outcome is not reached.

For students whose first language is not English, additional resources are available from the [Language Centre](#) to help students develop their academic writing and communication skills. Students may apply to have the cost of the course reimbursed, subject to prior approval.

Plagiarism

Plagiarism (presenting another person's work or ideas as one's own, with or without their consent, and/or using it without full acknowledgement), is a breach of academic integrity, and will not be tolerated by the College or the University. Students must never submit work which wholly or partially reproduces the work of another student, or which produces material derived from any published or unpublished source, in any format, without acknowledgement.

Students should consult the [University website](#) for further information about what constitutes plagiarism, and how it can be avoided. The types of plagiarism listed in the University guide are summarised here for reference:

- Word for word quotation without clear acknowledgement, including copying and pasting from the internet.
- Paraphrasing the work of others without acknowledgement.
- Unauthorised collaboration between students, failure to attribute assistance received, or failure to follow regulations on group project work.
- Inaccurate citation.
- Use of material written by professional agencies or other persons.
- Auto-plagiarism (submitting work for assessment which you have already submitted, partially or in full).

Any student who collaborates in an act of cheating or plagiarism will also be subject to severe penalties. Any student whose work for a University examination is suspected of plagiarism will be investigated by the Proctors. Plagiarism may be intentional or reckless, or unintentional. 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.

Library Facilities

The Mansfield College Library is situated on the main College site in the Main Building. The College Library is open 24 hours a day, except during College Closure, and from 12am to 7am during the summer vacation. The Library comprises the Main Library, Law and History Reading Room, Theology Reading Room and PPE Reading Room.

Further information about finding and borrowing books in the College Library can be found on the [College website](#). Students may also suggest books for acquisition by the Library using the [form on the College website](#), or by contacting the [Librarian](#).

There are various assistive resources available in the Library such as height-adjustable desks, ergonomic chairs, coloured acetates and book stands. Library staff are happy to deliver books to alternative locations around College, consider longer borrowing periods and increased borrowing limits, allow nominated borrowers acting on students behalf, etc. More information is available on the [Library website](#).

Students must comply with the [Conditions of Use](#) for the College Library. Any infringement of the rules may result in students being referred to the Dean and a penalty imposed, which may include the withdrawal of Library privileges.

In addition to the College Library, students also have access to the [Bodleian Libraries](#), which comprise the main University library (the Bodleian) and 28 other libraries including major

research libraries and faculty, department and institute libraries. Students must ensure that they comply with all regulations relating to the use of the facilities of the Bodleian Libraries.

Students may also ask permission to use other colleges' libraries, e.g. if it would enable them to access a book not held in the Mansfield library or Bodleian libraries. Colleges are not obliged to offer access to students from outside their college, but may give permission provided it does not impact their own students' use of the library. Students can find information about each college library on the [Bodleian website](#).

IT Facilities

Students have access to various IT facilities through both the College and the University. This includes:

- A Single Sign On (SSO) account. This entitles users to access all resources provided by the University IT Services, including the Student Self Service and SOLO Library search tool.
- An email address linked to the SSO account, which will ordinarily take the form of firstname.surname@mansfield.ox.ac.uk.
- Access to WiFi networks, including Eduroam (University-wide) and the Mansfield College WiFi network.
- Printing services, including those operated by the Bodleian Library, by Mansfield College, and by the student's department where applicable.

All use of IT facilities within the University is subject to [conditions of use](#). All use of IT facilities in Mansfield College is also subject to an additional [IT Policy](#) which supplements the University's conditions of use. These rules are in place 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 or University.

IT facilities 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. 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.

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 the [University IT Services](#)) 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 will be held personally responsible for the content of their own computers and for any use to which their computers have 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 must ensure that they follow the manufacturers' instructions when using their electronic devices. In particular, students should take care not to use an incorrect charger, as

this may cause their device to overheat and potentially start a lithium-ion battery fire. Students should also take care not to leave their electronic or mobile devices in direct sunlight.

Students are not permitted to set up WiFi hotspots. Repeat offenders will be referred to the Dean and appropriate action taken. Students are not permitted to connect to the College's wired network, or to tamper with any equipment connected to it. No student is permitted to install any additional software on a College computer. If a student requires specific software to be added for academic purposes, the student must ask their tutor 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.

Any illegal activity, including breach of copyright law, 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. Any student detected downloading material illegally will be fined £50 plus VAT. If a breach is deemed serious enough, the student may be referred to the Proctors. 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.

Students should follow any written, electronic or oral instruction given by the IT Staff relating to use of IT facilities at Mansfield, even if it is not explicitly covered by these rules. Any student who fails to comply with the IT Policy or any IT related instruction given by the IT Support Staff will be referred to the Dean, who may impose a fine or a temporary or permanent ban on use of the College's IT facilities.

If a student feels that any rule or instruction given by IT Staff is unnecessarily restrictive or prevents the use of College IT facilities for a bona fide academic purpose, the student should contact the College [IT Fellow](#) for clarification. If the student deems the clarification unsatisfactory, then the Governing Body should be notified. If the Governing Body decides that the rule or instruction should be amended, then it will instruct the 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.

Disability Support

The College can assist any student with a disability with making arrangements for reasonable adjustments to study. The types of support that may be put into place will depend on the student's individual circumstances, but may include arrangements such as: teaching adjustments; adjustments to the built environment (where possible), e.g. ergonomic furniture or specialist lighting; IT equipment or other study technology; [Alternative Arrangements](#) for examinations and assessments; or additional library support.

The College's [Disability Co-ordinator](#) and Disability Lead ([Tutor for Disabilities](#)) will liaise with the [Disability Advisory Service](#), with other staff in the College where appropriate (e.g. Librarian, Domestic Office), and with other parts of the University where necessary (e.g. Bodleian Library, departments). Students who require individual adjustments or support are encouraged to contact the College's Disability Co-ordinator as soon as possible to discuss arrangements.

In addition to support for study, the College can also assist students with making arrangements for reasonable adjustments to their accommodation, in liaison with the Disability Advisory Service. Students should contact the Disability Co-ordinator or the [Accommodation Manager](#) for guidance. See also [Accommodation](#).

There are also various assistive resources available in the Library such as height-adjustable desks, ergonomic chairs, coloured acetates and book stands. Library staff are happy to deliver books to alternative locations around College, consider longer borrowing periods and increased borrowing limits, allow nominated borrowers acting on students behalf, etc. More information is available on the [Library website](#).

Changing Course

Any student having doubts about their chosen course should speak to their departmental supervisor. Changing course is very seldom permitted, and only in circumstances where a student has demonstrated strong academic grounds for transferring course.

University Examinations and Assessments

Students must consult the [Examination Regulations](#) and Exam Conventions for their course to ensure that they are aware of all examinations and assessments they must pass in order to be awarded their degree. Included in this are the [residence requirements](#) for all full-time matriculated courses.

Examination Entry

All students are responsible for ensuring that they are entered correctly for their examinations by the deadline for entries. Completion of the [annual registration process](#) is a pre-requisite for registering for exams, so students must make sure that they have completed their registration within the registration window. Information on exam entry dates is available from the [University website](#). Students will also receive an email notification when their exam entry window has opened.

Students who are suspended are also required to enter for their assessments by a given deadline. Students must ensure that they continue to check their University email address for notifications of exam entry windows while they are suspended.

Fees apply in the following circumstances:

- Late Examination Entry: £50
- Change of Option: £50
- Re-entry to the University examination for certain Postgraduate Taught Courses, if the student is not paying any composition fees: £176

More information about exam entry fees and guidance on entering for exams is available from the [University website](#).

Alternative Arrangements for University Examinations

Students may apply for permission to receive [Alternative Arrangements](#) in their University examinations. This may be on grounds of a medical condition or disability, or on grounds of religious observance.

Students should note that examinations are often scheduled for Saturdays, and therefore any student who is not able to sit examinations on a Saturday (e.g. for religious reasons) **must** apply for Alternative Arrangements by 4th Week of Michaelmas Term.

If a student thinks they might need to apply for Alternative Arrangements, they **must** contact the [Disability Co-ordinator](#), and by no later than Friday of 4th Week in the term prior to their examinations, e.g. Week 4 of Hilary Term for examinations taking place in Trinity Term. Any arrangement that affects scheduling of examinations – such as that examinations should not

be scheduled for a certain day on religious grounds - must be submitted by 4th Week of Michaelmas Term. It may be possible to apply for Alternative Arrangements after the deadline, for example if circumstances arise after this deadline which may require Alternative Arrangements to be put in place. Adjustments for disabilities or medical conditions will ordinarily require a medical certificate or, in the case of a Specific Learning Difficulty (SpLD), an approved Diagnostic Assessment.

Alternative Arrangements may include (but are not limited to): extra time and/or use of a word processor for students with SpLDs or certain physical disabilities or illnesses; rest time for students with certain physical disabilities or illnesses; scheduling of examinations at particular times/intervals due to disability-related fatigue or due to religious observance; ergonomic or other seating arrangements; enlarged font papers for students with visual impairments; written instructions for students with hearing impairments; permission to bring food, drink or medication into an examination.

Though the Examinations Schools are able to accommodate a number of Alternative Arrangements, some adjustments may result in students being required to sit their examinations in College instead.

Students will not ordinarily be permitted to receive extra time for submitted assessments, even if they have been granted extra time for examinations. However, students with a diagnosed SpLD may also be permitted to attach a [cover sheet](#) to submitted assessments to notify the examiner of the possible impact on their written work.

Examination Timetables

Examination timetables are ordinarily published no later than five weeks before the date of the exam. Each student will subsequently receive a personal examination timetable (at least two weeks prior to the first exam) showing the dates, times and locations for any examinations for which they have been successfully entered. The majority of examinations take place in the Examination Schools or in Ewert House, though some examinations may take place online in 2020/21.

Students must make sure that they check the exam timetable page on the [University website](#) for any revised timetables, and that they note carefully the timing and location of their assessments.

Preparing for Examinations

The University's guidance on [revision and examinations](#) provides advice for increasing confidence and reducing anxiety around examinations, including how to organise one's revision, and how to identify and cope with exam-related anxiety, insomnia or panic. Any student who is experiencing anxiety, insomnia or panic related to examinations is encouraged to contact their college tutor(s), a member of the College welfare team (see [Student Welfare](#)), the College doctor or the Counselling Service as soon as possible to seek support.

Sitting Examinations

University examinations usually take place in either the Examination Schools or Ewert House, though some examinations may take place online in 2020/21. Students are required to follow certain regulations when they sit University examinations, and failure to do so may result in the student being referred to the Proctors and a fine incurred.

Academic Dress

Students are required to wear [academic dress](#) for all in-person University examinations, as

well as Matriculation and Degree Ceremonies. Academic dress is not required for online examinations.

Academic dress consists of:

8. An academic gown (appropriate to the wearer's status)
9. A mortarboard or soft cap
10. One of:
 - dark suit with dark socks, or
 - dark skirt with black tights or stockings, or
 - dark trousers with dark socks or dark hosiery
11. Dark coat if required
12. Black shoes
13. Plain white collared shirt or blouse
14. 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.

What to take into examinations

Students are required to take the following items with them to in-person University examinations: University Card ('Bod Card'); academic dress (see above); candidate number (either memorized or on personal examination timetable); any stationery that might be necessary, in a clear plastic container/pencil case. Note: examinations must be written in blue or black ink, not pencil.

For a list of items that are permitted, not permitted, and permitted under certain circumstances, please see the [University website](#).

Any student needing a letter from the College to allow them to bring an item(s) that requires permission into an examination should contact the [College Office](#) as far in advance of the examination as possible.

Examination Conduct

Any unruly, anti-social or disruptive behavior will be taken very seriously and referred to the Proctors. More information about what is permitted and not permitted during a University examination can be found on the [University website](#).

After Exams

Any celebration following the end of a set of exams must be comply with the University's [Code of Conduct](#). Students should be respectful of the community and the environment, and ensure that their celebrations do not cause unnecessary waste or litter. Any student caught infringing the Code of Conduct may be fined £80 by the University, the City or the police, or may be referred to the Proctors where severe penalties (including a fine, suspension or expulsion) could be imposed. No 'trashing' is permitted on or directly outside College property.

Submitting Assessments

Any student required to submit a piece of work as part of their course must ensure that they have made themselves aware of the deadlines in advance by looking at the [Examination Regulations](#) for their course. The regulations will also contain information about how the work must be submitted. Submissions are often required in hard copy at the Examination Schools; further information can be found on the [University website](#).

Late submission is a very serious matter, and may carry an academic penalty as well as a financial penalty. Late submission is subject to a fee of £50. See the next section for information about what to do if a problem arises while you are in the process of submitting an assessment.

Students must ensure that they make regular backups of their work while working towards a submission. Dispensations or extensions of time are not granted by the Proctors in the case of computer failure. Any student requiring assistance with making backups should contact the [IT Office](#).

Problems during Examinations and Assessments

Any student who experiences a problem just before or during an examination or submission of an assessment should contact the [Tutor for Graduates](#) or [College Office](#) as soon as possible for advice and assistance.

If a student has suffered unforeseen health problems which have impacted their examination(s) and/or assessment(s), they may be required to provide a Medical Certificate from their GP. Students will be provided with a template by the College Office if this is necessary. The College will liaise with the University's Examinations Team (and the student's Department if applicable) to ensure that the relevant Examiners are made aware of any factor that may have affected the student's performance, if applicable, by submitting a Notice of Mitigating Circumstances (MCE).

Where possible, students should aim to make the College aware of any problems as soon as they arise; it may be possible to make adjustments for any remaining examinations or assessments (see [Alternative Arrangements](#)).

Receiving Results

Postgraduate Taught Students will be notified by email when their results are available to view on the Student Self Service. It is not usually possible to publicise the dates on which results will be released in advance, as the timing is dependent on the marking of scripts, the meeting of the Examination Board, and the processing of the results. Students should ensure that they check their University email account regularly for notifications of results. Postgraduate Research students will be notified by email and/or letter when they have received Leave to Supplicate.

Failure of Examinations or Assessments

Students must ensure that they check their course Examination Regulations for information about failure of examinations or assessments. Postgraduate students on taught courses are ordinarily allowed to make a second attempt at a failed examination, in accordance with the regulations for the particular course.

For information on seeking welfare support, or making a request to suspend studies, please see [Student Welfare](#).

Scholarships, Prizes and Grants

Distinction Degree Prize

A £50 book voucher is awarded by the College to any postgraduate Masters student who attains a Distinction in their degree.

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 will be open to anyone studying towards a higher degree in that field at the University 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; he was put to death by the Nazi regime in Berlin on 26 August 1944.

The Scholarship is awarded to a German national accepted to study 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, and is not open to on-course students. The scholarship will next be awarded to commence study in October 2020.

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

The scholarship is open to any eligible graduate applicants in the English Faculty working in Theatre Studies and applying successfully to a Research Council award. All eligible applicants to the University are considered, although the successful applicant must agree to take up a place at Mansfield College. The next award will be in 2020 and will be open to anyone studying towards a higher degree in that field at the University from October 2020.

Graduate Financial Support Fund

The Fund is advertised once a term. Applications can be made for: financial support for specific academic materials (e.g. books; equipment); travel for academic purposes (e.g. conferences; field work); Insufficient funds for living expenses. Priority will be given to applicants studying for research degrees who are currently in fee liability or within three terms of the end of fee liability. Preference will be given to students who are in financial difficulty for reasons beyond their direct control.

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 [College Advisors](#) are encouraged to attend this dinner and use it as an opportunity to catch up with their progress.

Graduation

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

Postgraduate Taught students will be sent an email in Michaelmas Term of their final year with instructions on how to book a degree ceremony. Postgraduate Research students will receive an email inviting them to book a ceremony once they have received Leave to Supplicate. All students will be given the choice of attending a ceremony in person, receive their degree without being present at a ceremony (*in absentia*), or waiting to receive their degree until a later date. The deadline for booking a ceremony will be made clear in the invitation to book; students must ensure that they meet this deadline.

Any student with outstanding tuition fee debt must clear their debt before having their degree conferred. Students must also ensure that their battels accounts have been settled, and that all College and University Library books have been returned at least one month before their Degree Ceremony.

It is not possible to withdraw from a ceremony within 60 days of the date of the ceremony. Any student who decides to withdraw from a ceremony during this window will receive their degree *in absentia* and will not be permitted to attend a subsequent Degree Ceremony. In exceptional circumstances, primarily serious illness of the graduand or guest(s), it may be possible to withdraw from a ceremony within the 60 day window. In such circumstances, the graduand should contact the [College Office](#) as soon as possible.

Please see the [College website](#) for further information about booking a Degree Ceremony, including available dates.

Student Welfare

Welfare: Internal Resources

The welfare team at Mansfield recognises that our students come from a range of backgrounds and experiences and so offers a range of support services. Wellbeing is an important part of the student experience at Mansfield and as students are navigating their university experience, in especially strange times, please know that there is a team here ready and waiting to help.

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](#) and the General Data Protection Regulation (see [GDPR Framework](#)).

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](#), Visiting Students may contact the [Tutor for Visiting Students](#) and graduates may contact the [Tutor for Graduates](#).

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). The [Junior Deans](#) can be contacted from 11pm to 7am.

Tutor for Welfare

[Gail Leckie](#) coordinates the welfare provision in the College, including chairing the Welfare Meetings in Michaelmas and Trinity terms. She is happy to offer support and advice on any welfare matter to any student in. Please do email her to arrange a personal meeting. We can meet online or socially distanced face to face or some combination of the two.

Junior Deans

[Oana Gurau](#) is Junior Dean for the Main Site and [Ben Wilkinson-Turnbull](#) 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

[Sarah Farrow](#) offers independent support and is available for any student looking to talk seeking support, regardless of religious affiliation. She also helps coordinate wellbeing activities on behalf of the College.

Tutor for Women

[Kathryn Gleadle](#) can be approached by 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.

BAME Tutor

[Helen Mountfield](#) can be approached by any students who have issues or concerns.

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 [Policy and Procedure on Harrassment](#)). If you are concerned that you, or a fellow student, are the victim of harassment or bullying, please contact the harassment officers:

[Katherine Morris and Derek McCormack](#).

Tutor for Disabilities

[Andrew Higgins](#) deals with disability related welfare issues and is available for advice on disability related matters. In the first instance please contact the College [Disability Co-ordinator](#), about any academic needs related to disability.

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 the [Key Contacts](#).

Student Peer Supporters

Peer supporters are undergraduate and postgraduate students who have received training to enable them to listen effectively, communicate sensitively, maintain confidentiality, respect boundaries and recognise when and how to encourage referral to professional support services. Peer supporters are available to talk informally to any student about an issue that is concerning them. Contact details for the trained JCR and MCR peer supporters can be found on the Welfare Noticeboards. Cross-University networks also exist for BAME students (Peers of Colour) and LGBTQ students (Rainbow Peers). More information can be found on the [University website](#).

Welfare: External Resources

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

A contact list for emergency services and non-emergency health, welfare and academic support services can be found on the [University website](#). This list includes national and local services, as well as services within the University.

Counselling Service

The [University Counselling Service](#) offers individual and group counselling, as well access to a range of [workshops](#) and other [supportive resources](#). Students may contact the Counselling Service directly (see [website](#) for contact details), and may ask for the College's named Counsellor, Ruth Collins, if they wish.

Disability Advisory Service

The [Disability Advisory Service](#) (DAS) provides information and advice on disability issues, and facilitates support for students with disabilities. The Disability Advisory Service can assist the College in making arrangements for a wide range of individual adjustments and support. This includes, but is not limited to, adjustments to teaching and examinations, additional IT equipment or study technology, and adjustments to the built environment/accommodation. For more information about disability support for academic study, see [undergraduate provision](#) or [postgraduate provision](#).

All students with disabilities are encouraged to contact the Disability Advisory Service to find out more about the support available. The College has two link advisers, including a Disability Adviser ([Matthew Williams](#)) and a Disability Adviser (Mental Health) ([Rachel Steadman](#)). Students are also strongly encouraged to contact the College's [Disability Co-ordinator](#) to declare their disability.

Bodleian Library: self-help collection

The Bodleian Library has created a [collection of self-help books](#) to support students who are experiencing difficulties during their time at Oxford. All titles are available as ebooks, and can be accessed remotely.

Student Advice Service

The Student Advice Service, co-ordinated by the Student Union, offers free, independent, confidential support to students. The Student Advice Team can be contacted by [email](#) or at a drop-in session.

Student Resolution Service

[SRS](#) is a free mediation service for students finding themselves in conflict with another student. SRS are able to mediate a wide range of cases that are causing conflict between students, including (but not limited to) accommodation issues, inter-personal conflict and conflict within a university club or society. Students can contact SRS directly or via a staff or welfare contact.

Nightline

[Oxford Nightline](#) is an independent listening service run for and by students of Oxford and Oxford Brookes universities. Nightline aims to provide every student in Oxford with the opportunity to talk to someone in confidence. Nightline can be reached by phone, instant message, or Skype between 8pm and 8am every night during Weeks 0-9 of term.

Samaritans

The [Oxford Samaritans](#) are a group of volunteers who offer a 24-hour confidential listening service. The Samaritans can be contacted on 01865 722122 (local call charges apply) or 116 123 (free) at any time. The Samaritans also receive drop-ins between 8am and 10pm at 60 Magdalen Road, OX4 1RB (wheelchair accessible).

Oxford Mental Health Network

The [OMHN](#) connects individuals to mental health resources in the Oxford area.

OU Coffee Ambassadors

Trained peer supporters. Sign up to see who the Ambassadors are and book a chat. (<https://togetherall.com/>)

Togetherall (formerly Big White Wall)

Free online service giving you access to a global welfare community.
(<https://togetherall.com>)

Sexual harassment and/or violence

The [University website](#) contains guidance on what to do in case of sexual violence, including contact information for the nearest Sexual Assault Referral Centre (SARC). The University [Sexual Harassment and Violence Support Service](#) offers an all-in-one provision for any students who have been affected by sexual harassment or violence. Oxford also has two local agencies with trained Independent Sexual Violence Advisers: [Refuge](#) (for men and women), and [Oxfordshire Sexual Abuse and Rape Crisis Centre Advocate](#) (for women only). Further links to external agencies offering support can be found on the University webpage above.

Resources for student parents

The [University website](#) contains guidance on services available to student parents. The [Oxford SU](#) also publishes a Student Parent Handbook, holds student parent socials, and has a mailing list to disseminate information about family-friendly events, funding opportunities, etc.

Resources for care leavers

Information about funding available for care leavers can be found on the [University website](#). Students from a care background are also encouraged to contact the College to find out more about support available

Request for Suspension 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 one of the following:

- Undergraduates (including exchange students): Senior Tutor
- Postgraduates: Tutor for Graduates or Supervisor
- Visiting Students: Tutor for Visiting Students.

Students are also encouraged to seek support from medical and/or welfare services (see [internal welfare resources](#) and [external welfare resources](#)).

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 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 [College Office](#), 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 1](#)), any conditions such as Formal Warnings will remain in place after suspension,

and returning students are likely to be set re-entry collections with an agreed target mark. They may also be set other conditions which must be met before they return to study.

Students on suspension do not have access to College 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.

Further information about suspending from an undergraduate course, including guidance about access to University facilities and services, and how suspension of status can impact visa holders, can be found [here](#).

Postgraduate Suspension

Postgraduate students should, in the first instance, discuss their circumstances with their supervisor and the relevant administrative staff in their department or faculty. Administration of postgraduate 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](#), once the supervisor has given their approval.

The [Tutor for Graduates](#) is available to meet with any postgraduate students who would wish to discuss their circumstances prior to, or following, an application for suspension.

Postgraduate students may apply for suspension of status for not less than one and not more than three terms at any one time. Postgraduate research students may not suspend status for more than six terms throughout their course. Postgraduate taught students may not suspend for any longer than the equivalent length of their course (e.g. not more than three terms for a one year course).

Further information about suspending from a postgraduate course, including guidance about access to University facilities and services, and how suspension of status can impact visa holders, can be found [here](#). Information about suspending for parental leave can be found [here](#).

Medical Services

Medical Emergency

In case of medical emergency, call 999. Students who need to access emergency medical attention should ensure that the Lodge has been informed so the Porter can facilitate access. Urgent health advice can also be sought from the NHS by calling 111.

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. Arrangements can be made for meals to be brought to rooms for students confined to bed, and for transport to a hospital as necessary.

College Doctor

Students are strongly recommended to register with a General Practitioner in Oxford. The practice retained by the College is St Clements Surgery, 39 Temple Street, Oxford, OX4 1JS (tel: 01865 248550). St Clements Surgery is able to provide advice and guidance on

contraception, sexual health advice or concerns, travel clinics, mental health issues, and general health issues. The surgery is also able to issue medical certificates.

Opening times and arrangements for making appointments are available on the [surgery website](#). Students may make an appointment with either a female or male doctor at the practice if they prefer. Students are also encouraged to consult the practice nurses for minor ailments during the [nurse clinics](#). The surgery also offers an online [repeat prescription service](#) for students on regular medication.

Students who register with any other doctor must provide their doctor's contact details to the [College Office](#) within two weeks of the start of term. Students must also ensure that they contact the College Office if they register with a different GP at any point during their studies to provide updated contact information.

First Aiders

First Aid can be accessed at the Porter's Lodge. Small first-aid boxes are also kept in the Accommodation Office, Maintenance Department and Kitchen.

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 trained first aiders named below:

First Aider	Location
Tom Spasic Nigel Taylor Mark Howkins	Lodge
Terry Greenwood Gareth Bird	
Gabi Davidova Mark Poulton	Accommodation
Paul Berry Dawn Jeffs	
Maria Pinto Jolanta Skoczylas	Catering
Ravi Shankaran	
Anna Grabarczyk	Library
Greg Jennings	IT Office
Lynne Quiggin	Bursary
Liviu Rosca	Maintenance
Oana Gurau	Main Site
Thomas Heyen-Dube	Cowley Road Houses

Vaccinations

Any student aged under 25 entering higher education for the first time should receive the MenACWY vaccine, ideally before coming to University. The College Doctor also offers a drop-in service in College at the beginning of Michaelmas Term for any student who has not been immunised before arrival. Further information about vaccinations and about recognising the signs for meningitis, mumps and measles can be found on the [University website](#).

Sexual Health

The College Doctor (St Clements Surgery) is able to provide advice on contraception and sexual health. Students can also access support, including screening for sexually transmitted infections, through the [Oxfordshire Sexual Health Service](#).

Alcohol and Drugs

Students who are concerned about alcohol or drug problems might find the following organisations helpful:

- Cranstoun Libra Drug & Alcohol Project: 205 Cowley Road, 01865 723500.
- [Alcoholics Anonymous](#): national helpline 0800 9177 650; [email](#).
- [FRANK](#) (drugs advice): [live chat](#), [email](#) or phone (0300 123 6600).

All students are expected to behave responsibly in the consumption of alcohol. The University policy on the misuse of alcohol can be found on the [University website](#).

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 the [Statement of Policy Concerning Drugs](#) for further information about the College's policy on possession and use of drugs.

Life at Mansfield

College Rooms and Facilities

All rooms and facilities are currently governed by special arrangements due to the COVID-19 pandemic. These arrangements may change depending on the advice of Public Health England and Oxford University. Students will be updated as changes occur. Please note that all public rooms may only be used when observing 2+ metre physical distancing and wearing face coverings (except when students are from the same household). In public rooms where meals are eaten, there will be appropriate safety arrangements in place.

Dining Hall (Chapel Hall)

Lunch and dinner are served in the dining hall every day during term time, and during certain periods during the vacations. A take-away service for off-site students is available from the Crypt café. More information can be found in [Meals](#) below.

Chapel

All members of the College 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. There is a grand piano in the Chapel, the use of which is restricted to those approved by the College's Director of Music. The key is held in the Porters' Lodge and application forms are available from the Domestic Bursar.

Junior Common Room

This is located in the Main Building. All undergraduate and postgraduate 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. In 2020-21 the JCR will be available during mealtimes for off-site students to eat take-away meals they have collected from the Crypt café.

Middle Common Room

This is located in the Main Building. All postgraduates 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 postgraduates and 4th year undergraduates. On arrival at College, postgraduate students should speak with the Porters at the Lodge to secure a key for entry to the MCR.

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

Public Room Bookings

Some College rooms may be booked. Students wishing to book one of the College's public rooms should check room availability with the [Domestic Bursar](#). The Domestic Bursar will then advise whether an event requires permission from the Dean. Any stipulations specified by the Dean when granting permission for a social event must be strictly adhered to. The organiser will be held responsible for any damage caused during an 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 informal gatherings in student rooms.

If a student, or household of students, wishes to use one of the public rooms for the purposes of academic study or for informal meeting in the evening, they may ask the Porter on duty if a room is vacant, and sign out the key without prior booking. The person who signs out the key is responsible for the proper use and care of the room.

Social Events in College Accommodation

The Dean's permission is required for holding social events in College-provided accommodation. Any meeting is limited to one household only. 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

If health and safety guidance permits, croquet is permitted on the lawn of the main Quadrangle in Trinity Term between 12pm 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 11.00pm - 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.

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 Porters' 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 or leaves the College. The same fines will be levied if the Living Out fob or gate key are lost.

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

will be notified of the date by which they must return their keys and tags when they are issued. Students must return their keys by this date.

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 may apply for each key or security tag needing to be replaced, reprogrammed or returned after the above dates. The fine may also 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, may be charged £15. All lost keys and tags will be chargeable via battels.

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 and/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 by the College. Property of students or guests in College or College houses, including bicycles, is not covered by insurance against theft or fire, so the College will accept no liability for losses. 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 the [Student Accommodation Electrical Regulations](#).

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

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 very seriously any acts of recklessness or negligence which might endanger others. There are particular rules related to the COVID-19 pandemic which will be updated as guidance from Public Health England and Oxford University changes.

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

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 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 and microwaves, may be used in rooms. Any student discovered to have such an item in their room will be required to remove it. Preparation and cooking of food by students must be undertaken only in a student kitchen if one is provided with your accommodation. No cooking is allowed in the kitchens in Ablethorpe or Rhodes Wolfson buildings between the hours of midnight - 7am. The kitchens on the main College site will be closed during 2020-21 due to Covid-19 restrictions.

In the event of an armed attack

The guidance provided by the University's Security Services is available [here](#), along with the [NPCC guidance](#). 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. The College Security Policy and Bomb Threats document is available to view at the Porter's Lodge or Bursary.

Accommodation

Availability and Allocation

Undergraduates

All first year undergraduate students are accommodated on-site in single rooms, most with ensuite facilities. Accommodation for first years is allocated by the Accommodation Manager. New students should ensure that they notify the College of any accommodation needs they have when registering prior to arrival. Second and third year undergraduate 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.

Visiting Students

All Visiting Students are provided accommodation in Ablethorpe or in the Cowley Road Houses. Accommodation is allocated by the Accommodation Manager prior to arrival.

Postgraduates

Postgraduate students may apply for accommodation in one of the college's offsite buildings or houses for their first year of study. Accommodation is allocated on a first come first served basis. Any accommodation needs should be specified on the Accommodation Form when applying. Accommodation is ordinarily not available to postgraduate students beyond their first year, unless guaranteed as part of a scholarship or as part of a Junior Dean or Graduate Assistant position.

Special Accommodation Requirements

If a student has a particular accommodation need, for instance to have accommodation on the College site, they should contact the [Accommodation Manager](#) and/or the [Disability Lead](#) if appropriate. Special arrangements can be requested for health, welfare, disability, faith and/or cultural reasons.

Room Charges

Rent and utilities charges will be payable from the day the key is issued until the day the key is returned to the Lodge, either under a student tenancy agreement or as vacation residence if outside of the tenancy dates. For more information see [Fees and Charges](#).

Vacation Residence

Undergraduate students may apply for vacation residence if they have an academic or other satisfactory reason to stay in accommodation during the vacation. All undergraduate students must complete a vacation residence form if they wish to apply for vacation residence. Forms are emailed to all students by the Accommodation Manager and must be returned promptly.

All finalists can apply for up to ten days of free vacation residence. Students who have final examinations in both their third and fourth year can choose to use their allocation in either their third or fourth year, or to split their ten days between the two years.

The College will be open for undergraduate residence only at certain periods of any vacation, which ordinarily includes the weeks immediately before and after each term. A student wishing to stay in residence for part of the vacation may occasionally be required to move to another room if their room is required for other purposes. Rooms must be vacated by 10am on the day of departure; failure to do so may result in a 'Late Departure' fine being charged to battels.

Residence for University Examinations

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 10am on the day after their final examination.

Students returning for resit examinations should contact the [Accommodation Manager](#) if they require accommodation.

College Accommodation Rules and Conditions

In addition to the following rules and conditions, students must also ensure that they follow all rules and conditions stipulated in their tenancy agreement. The [Accommodation Manager](#) can be contacted for further details.

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. It is important that rooms are ventilated regularly. 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 cleaning staff (scouts) and charged to the occupant of the room.

Cleaning of rooms

In normal circumstances rooms will be cleaned by scouts on a weekly basis. In the particular circumstances of the pandemic, students are responsible for cleaning their own rooms and cleaning materials will be provided.

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 noticeboard is provided, notices, pictures, posters etc. may only be fixed to one of the walls once the noticeboard is full. In rooms without a notice board, two walls may be used. Only White Tack or a fixing approved by the Maintenance Manager may be used. All items and White Tack 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 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 1pm - 8.30pm, and audio/visual equipment at any time up to 11pm, provided that no unreasonable disturbance is caused. After 11pm, a general noise curfew should be observed, and anyone using audio/visual equipment must use headphones.

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.

If students residing in Ablethorpe or the Cowley Road Houses have complaints about noise during the day (7am - 11pm), they should telephone the Porters' Lodge and e-mail the Dean, providing as much information as possible about the source of the noise. The Porter and/or Dean will alert the Junior Deans in the event that a Junior Dean is onsite. 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/the Cowley Road Houses 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. See [Security and Safety](#) for further information.

Electrical equipment

Students are responsible for ensuring that any electrical appliances they bring into College are safe (see [Electrical Appliances](#)). 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

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.

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 may 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 returned 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. Students are typically not allowed to maintain a vehicle while living in college accommodation. Any student who wishes to 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

During the pandemic and the special rules which apply, students are not permitted to invite anyone into their household who is not a member of that household. Under normal circumstances, occasional single overnight or weekend guests are permitted in rooms in College-provided accommodation but this is not permitted under current rules.

Laundry Facilities

Laundry facilities are available on the main College site (in G Block and in the Main Building) and in Ablethorpe. Students should ensure that they report any damage to the laundry machines, and that they ensure that the filter in the dryer is emptied regularly.

Meals

For onsite students, lunch and dinner are provided in the Chapel Hall at the times advertised for individual households. There will be two sittings for both lunch and dinner as follows (your household will be allocated to either Sitting A or B):

	Sitting A	Sitting B
Lunch	12:00-12:45pm	1:00-1:45pm
Dinner	5:30-6:15pm	6:30-7:15pm

For off-site students, lunch and dinner are provided for take-away collection from the Café-Bar (Crypt) and may be eaten in the JCR. Lunch will be available for collection from 12:00-1:30pm and dinner from 5:30-7:00pm.

A meal booking form will be circulated weekly to all students to select their meal options for the following week. The form must be completed and submitted by the weekly deadline of Friday 10am. Special dietary requirements can be indicated on the form and students may also wish to consult with the Front of House Manager about specific requirements if they consider it necessary.

Payment

Payment for all meals is via online booking and battels.

For meal charges and further detail of meal arrangements please refer to [Fees and Charges](#).

Fees and Finance

Fees and Charges

Course Fees

For up-to-date information about University and college fees for Home/EU and Overseas students, please consult the [University website](#).

The course fee covers academic facilities and other services that are provided for you, but does not include accommodation or meals.

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 pay the deposit are included in the information pack sent to all new students.

The deposit is held until the end of the student's course, and applied initially to their final battels bill. All final credit balances on student battels accounts will be refunded by either cheque or bank transfer.

Continuation Fee (Postgraduates Only)

Postgraduate students who have reached the end of their standard period of fee liability are required to pay a termly College continuation charge, and may also be required to pay a termly University continuation charge. For students who commenced their course before Michaelmas Term 2018, the College continuation charge will be £60 per term. For any students who commenced their course on or after Michaelmas Term 2018, the charge will be 25% of the University's rate. For the academic year 2020-21, this will be £127 per term.

Further information on continuation charges can be found [here](#).

Room Charges for 2020-21

All rents and utilities are billed on Thursday of 0th Week of each term.

Undergraduates

All undergraduates are eligible for College housing, either on the main College site or in the College's off-site buildings. All first year undergraduates are allocated accommodation on the main College site.

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

Rent: £1,473 per term.

Utilities: £78 per term.

For 2020-21, the rent includes the use of internet and laundry facilities and, for students in rooms on the main College site, the provision of a small fridge and kettle.

Vacation Residence (per room per night): £17.38 (inclusive of utilities and internet)

Visiting Students

Accommodation costs in 2020-21 are £5,866 for a full year of study, or £4,341 for study in Hilary and Trinity Terms only.

Postgraduates

Rooms are allocated to new postgraduate students on a first come first served basis. Any rooms not let to new students may be made available for returning postgraduate students, depending on availability.

Postgraduate accommodation ordinarily comprises single bed sitting rooms, with shared self-catering and bathroom facilities. Rooms are let on a tenancy from 30 August 2020 to 14 August 2021.

Rent varies depending on size and location of room. The rent and utilities costs for 2020-21 are as follows:

Rent: £539.27 to £679.95 per month.

Utilities: £30.27 to £34.89 per month.

Meal Charges and Booking Arrangements for 2020-21

In 2020-21 all students living on the main College site will be on a fixed meal plan. This means they will be provided with and charged for 2 meals per day (one-course lunch and two-course dinner, 7 days per week). Breakfast will not be served. Charges will be billed via student battels on Thursday of 0th week of each term.

Meal plan price: £583 per term (including the fixed kitchen charge of £116).

Onsite students will be able to opt out of up to a maximum of 40 meals per term (in advance using the College's weekly booking system) and will receive a credit on their battels for each meal they opt out of (£3.50 for lunch and £4.50 for dinner). The maximum credit per term is therefore £180. Credits will be applied in every battels run starting from 6th week of Michaelmas Term.

Students living in off-site accommodation will be able to come into College to collect pre-ordered take-away meals from the Crypt Café (lunch and dinner times only). This will be on an opt-in basis using the College's weekly booking system. Off-site students will not pay the fixed kitchen charge and therefore meals will be charged as follows:

Lunch: £4.95 (one course)

Dinner: £5.95 (two courses)

The College has an online system for booking meals.

Students will be sent a weekly email (by Thursday each week) which will include a link to the meal booking form and a link to the menus for the following week. The booking form should be completed and submitted before the deadline (10am on Friday each week). Confirmation of the booking will be received after the form has been submitted.

For students living on the main College site, the default option is that you have opted IN to all meals for the following week. You will therefore need to opt OUT of any meals for the following week that you do not wish to attend. To obtain credit on your battels you must have opted out of meals via the weekly booking form. Even if you do not want to opt out of any meals for the following week, you will still need to submit the booking form to communicate your dietary requirements.

Students NOT living on the main College site will be able to opt IN to meals at their option each week. They will be able to collect their take-away meals from the Crypt during mealtimes (12:00-1:30pm for lunch and 5:30-7:00pm for dinner) and eat them in the JCR.

Payment of Fees and Charges

The following procedure applies in respect of all fees and other charges owing to the College by students of the College, with the exception of the University fee, to which a University procedure applies.

The University procedure is detailed in the [Proctors' and Assessors' Memorandum](#) and non-payment may involve suspension from access to University premises and facilities. Nothing in this procedure affects the right of the College to make financial charges as published for late payment, including interest payments, or the right of the Governing Body at any time to take legal action to recover debt.

Deadline for Payment of Fees and/or Charges

Payment of fees and/or charges shall be made as follows:

Battels will be issued at the beginning of each academic term, on Thursday of 0th week, and should be paid by no later than Friday of 1st week.

Battels will subsequently be issued on Thursday of 6th week each term and 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 31 July.

If a student demits or temporarily withdraws 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 demitting 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 Office 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 to apply for hardship grants or to re-schedule debt payments can be discussed with the Accounts Department. If a deferment of payment is agreed by the College then this revised schedule will be recorded and agreed with the student.

Additional charges will be applied to 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.

If a student fails to pay the whole of their battels bill by the set date and has not agreed an alternative payment schedule, or they default on an alternative payment schedule, they may be subject to Disciplinary Procedures for non-payment of fees (see [Appendix 3](#)).

Money Management

Students should take all necessary steps before the start of the academic year to ensure that their basic funding provision is in place. It is strongly recommended that students consult the University's [guide to estimated living costs](#) to help them plan how to manage their money.

The University also provides [guidance](#) on how to budget effectively. Further information for undergraduate students can also be found in the [Financial Guide for Undergraduates](#).

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 and have made arrangements to support themselves financially throughout their University career. However, the College understands that students may sometimes experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course.

Students who experience financial difficulties should consult the Bursar, or the JCR or MCR Presidents. The University Student Funding Office can also be contacted to provide advice on student funding and sources of financial help by [email](#).

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 Bursary & Crankstart Scholarships

The Oxford bursary scheme provides annual non-repayable bursaries for UK/EU students from lower-income households. The amount of bursary a student will be eligible for will depend on their household income. Full details are available on the [University website](#). Bursaries are awarded automatically based on financial information provided to the Student Loan Company. There is no separate application process.

Eligible UK-resident students from lower income backgrounds may also be invited to become Crankstart 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](#).

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

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,

if appropriate, provide information on how to apply for Mansfield's hardship funds. The College's hardship funds are provided mainly through alumni donations.

Access to Learning Fund

The Access to Learning Fund is based on government guidelines and assists UK undergraduates and postgraduates who experience financial difficulty. Further information can be found on the [University website](#). 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.

Other 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 on the [University website](#). 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.

Vice-Chancellors' Fund

The Vice-Chancellors' Fund provides awards to students in the final stages of their DPhil. More information can be found on the [University website](#).

Appendix 1 – Disciplinary Procedures (Academic)

PLEASE NOTE THAT THE DISCIPLINARY PROCEDURES ARE CURRENTLY BEING REVIEWED. A NEW SET OF PROCEDURES WILL BE PUT IN PLACE FROM MICHAELMAS TERM ONWARDS PENDING APPROVAL AT GOVERNING BODY IN EARLY OCTOBER.

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 be taken into account in assessing the student's case. 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](#) 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.

At this stage the student's name may 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.

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. This may include: attendance at tutorials, completion of assignments and/or attainment of appropriate levels in special collections. The Senior Tutor 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' or 'disciplinary' 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).

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 and further conditions set which must be fulfilled. These may include 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 by submitting written representation if they wish. 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 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 by submitting written representation if they wish.

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 terminate a student's course, 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 terminate the student's course 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 2 – Disciplinary Procedures (Non-Academic)

PLEASE NOTE THAT THE DISCIPLINARY PROCEDURES ARE CURRENTLY BEING REVIEWED. A NEW SET OF PROCEDURES WILL BE PUT IN PLACE FROM MICHAELMAS TERM ONWARDS PENDING APPROVAL AT GOVERNING BODY IN EARLY OCTOBER.

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 has the 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 authorised 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.

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.

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 such as suspension or termination of a student's course, 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 the College.

If the Governing Body decides to terminate a student's course, 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 terminate the student's course is communicated to the student.

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.

Appendix 3 – Disciplinary Procedures (Non-Payment of Fees)

PLEASE NOTE THAT THE DISCIPLINARY PROCEDURES ARE CURRENTLY BEING REVIEWED. A NEW SET OF PROCEDURES WILL BE PUT IN PLACE FROM MICHAELMAS TERM ONWARDS PENDING APPROVAL AT GOVERNING BODY IN EARLY OCTOBER.

If either:

- a) a student has failed to pay the whole of any battels bill by the relevant date set out in [‘Payment of Fees and Charges’](#), and an alternative payment schedule has not been agreed; or
- b) a student has defaulted on an agreed alternative payment schedule, 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 [‘Payment of Fees and Charges’](#) 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.